

STAFF PERSONNEL

Code No. 401.11

Policy Title: **EMPLOYEE ORIENTATION**

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the Business Manager. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

Legal References: Iowa Code §§ 20: 279.8 (2013)
191 I.A.C. 74.

Cross References: 404 Employee Conduct and Appearance
406 Licensed Employee Compensation and Benefits
412 Classified Employee Compensation and Benefits

Adopted: May 25, 2011
Reviewed: December 21, 2011
Reviewed: January 20, 2016