

GENERAL PERSONNEL ORIENTATION

An employee must know the role and the duties as a school district employee. School district personnel shall be required to participate in an orientation program for new employees. It shall be the responsibility of the direct supervisor to provide the new employee with a review of the employee's responsibilities, duties and appropriate procedures. Payroll procedures and employee benefit programs on accompanying forms will be explained to the employee by the superintendent. 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 Reference: Iowa Code §§ 20, 279.8 (2015).

Cross Reference: 401.7 General Personnel Relations to Administration and to the Board  
402.6 General Personnel Relations to the Public  
404 General Personnel Conduct and Appearance

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