HUMAN RESOURCES

Orientation Program

An employee orientation program shall be provided to all newly hired employees.

I. The orientation shall include but not be limited to an explanation of and enrollment in the benefit plans and payroll deduction programs provided by the School Division, an explanation of earnings and the signing of an employment contract (if applicable), certification procedures (if applicable), and the completion of federal and state-mandated materials.

   A. The appropriate Human Resource supervisor shall schedule the orientation program for each new employee.

   B. Every effort shall be made to schedule the program prior to the first day of employment but under no circumstances shall the program be scheduled later than twenty (20) working days from the employee’s date of hire.

   C. The program will provide information concerning Divisionwide policies, regulations, rules, and procedures.

II. It is the responsibility of the Director of Professional Learning in cooperation with the appropriate directors and principals to provide an additional program of induction for new teachers which may include but not be limited to:

   A. The goals and aspirations of the School Division.

   B. The names of principals, assistant principals, teachers, office clerks, and other staff personnel as deemed necessary.

   C. Directions regarding building meetings, reporting times, professional development sessions, assignments to school committees, fire drill regulations, policies concerning teachers absence, attendance, dismissal, etc.

   D. Instructional support services available.

   E. Community information - housing, recreation, etc.
F. Location and use of the physical facilities of the building: classrooms, cafeteria, library, teacher's lounge, and lavatories.

G. Teaching materials: courses of study, guide books, textbooks, and supplementary materials for grade and subject.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2018.