

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 5220 P-55

NEW PERSONNEL ORIENTATION

Orientation sessions for new hires (classified and certificated personnel) will be conducted each year. The scheduling and coordination of the certificated district-wide session will be the responsibility of the assistant superintendent for educational services. The classified sessions will be scheduled and coordinated by the director of classified personnel. The dates and content of the building level orientation sessions will be the responsibility of each principal.

The orientation of new employees will include:

A. New Employee Information Handbook

Each new employee will be given a new employee information handbook which includes program and budget information, fringe benefit data, etc.

Employment is effective after appropriate personnel and payroll information is reviewed and completed (see Attachments 1 through 5 for Certificated and Classified Employees' Employment Process Checklists).

B. Building Level Orientation

Within two weeks after a new employee is hired, principals or supervisors will conduct a building level orientation program which will cover the items included in the "Building Checklist for New Employees" (see Attachments 6 and 7).

Once the building level orientation is completed, a final copy of the completed checklist will be sent to the assistant superintendent for inclusion in the employee's personnel file.

C. District Orientation

Separate district-wide orientation sessions will be conducted each fall for new classified and certificated employees. In the event sufficient numbers of classified employees are hired mid-year, a second orientation session may be scheduled in the spring.

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