

**Code: GBB17**  
**Adopted: 6-24-2006**

**GBB17. Staff Orientation (Revised 6/10)**

The District recognizes that an appropriate and timely orientation program can aid in the assimilation of new staff members.

Upon appointment, the administrator or manager/supervisor shall be responsible for ensuring that each new employee completes the orientation process. Orientation shall include, but need not be limited to, a review and opportunity to discuss the District's work rules and procedures, personnel policies and administrative regulations, services and programs offered by the District, performance expectations, prohibited conduct/behavior, workplace violence, alcohol and drug abuse, and workplace safety. In addition, the administrator or manager/supervisor will ensure that new employees complete all appropriate employment and payroll forms, receive descriptions of benefit packages, and meet other staff with whom the employee will be working.

NO ADMINISTRATIVE REGULATION