

## 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. Employees involved in child care, custody or control responsibilities shall be given instruction in the handling of emergency situations which might arise in the course of the employee's work. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the principal. The supervisor may wish to review the staff handbook as part of the orientation process.

- 401 Guiding Principles for Employees
- 405 Employee Conduct and Appearance
- 407 Certificated Employee Compensation and Benefits
- 413 Support Staff Compensation and Benefits

Legal Reference: Nebraska Statute

79-802 Cross Reference: