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. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the Business Office. 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.
191 I.A.C. 74.

Cross Reference:

404	Employee Conduct and Appearance
406	Licensed Employee Compensation and Benefits
412	Classified Employee Compensation and Benefits

Adopted:
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