

## **Code No. 401.10 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. The Board Secretary will explain payroll procedures and employee benefit programs and accompanying forms to the employee. 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 (2003).

191 I.A.C. 74.

Cross Reference:

404 Employee Conduct and Appearance

406 Licensed Employee Compensation and Benefits

412 Classified Employee Compensation and Benefits

**First Reading: July 18, 2018**

**Second Reading: August 20, 2018**