**New Hire Orientation**

**Responsibilities of Supervisors/Principals**

Research shows that there is a direct correlation between a quality onboarding experience and employee retention. This is the reason for the changes we are making to orientation.

The intent of the changes is to increase the quality of the experience and retention of employees in KCKPS.

First, there is a need for clarification on **hire date** and **start** **date**. Human Resources has defined these terms in the following way:

* **Hire date** is the day after the new-hire employee is Board of Education (BOE) approved and ready to begin orientation. This most often means the first Wednesday of orientation.
* **Start date** is the day after they have completed orientation and are ready to start working in their assigned job. This is usually the following Monday.

The schedule for orientation is three half-days held on the Wednesday, Thursday, and Friday following each BOE meeting. (*Schedule is below*) In addition to the trainings provided by the district, the expectation is for supervisors/principals (or their designee) to provide training at their work site during the hours they are not attending required orientation. This training should include job and site-specific training. A list of possible trainings is provided to assist you in your planning.

**Before the New Hire’s First Day on the Job**

* Notify new hire when and where to arrive during their job and site-specific training
* Where they are required to park
* Person they should be meeting with at their worksite
* Making sure their working area is set-up and ready
* Materials and equipment issued (as appropriate)

**Fundamentals**

* Introduce new hire to key staff
* Explain hours of work/shift
* Grooming and dress code
* Explain training procedures and expectations
* Performance evaluation
* Employee handbook
* Illustrate the “big picture “– how each position relates to the others on the team
* Share your school’s/ department’s vision, mission and values
* Assign the new hire a “buddy” who can answer simple procedural questions
  + NOTE: First/Second year teacher require a mentor; that name should be given to Ms. Lindsey Schneider

**The Basics**

* Point out the location of the restroom, work room, break room, etc.
* Provide a tour of the facility
* Show where new hire is to store personal belongings

**Policies and Standards**

* Review policy on internet and phone usage during work time
* Discipline philosophy
* Reporting absences
* Harassment and bullying-free workplace
* On-the-job training
* Overtime practice for non-salaried employees
* Personal use of equipment and supplies
* Negotiated agreement for instructional staff

**Workplace Security, Safety and Emergency Procedures**

* How to lock/secure work place
* How to call for help
* How to deal with a threatening employee or parent
* Fire procedures
* Personal safety procedures
* Reporting accidents
* First aid room/resources
* COVID-19 Health & Safety Plan
* COVID-19 Health & Safety protocols, procedures and policies
* Personal protective equipment

**Set Job and Site Expectations**

* Probationary period and performance-appraisal timelines
* Review the job description, pointing out employee expectations in regards to:
  + Major duties and responsibilities
  + Performance standards
  + Hours
  + Staff meetings
  + Workload
  + Training