**NEW HIRE ORIENTATION SCHEDULE**

*Beginning January 2022 (revised 9.14.22)*

**Day 1: In-Person**

*Wednesday following BOE meeting*

**Hourly Staff** need to be in seat by 8am

|  |  |  |
| --- | --- | --- |
| **Time (am)** | **Activity** | **Facilitator** |
| 8:00am | Welcome, Introductions, District History, Folder Review | Sherrie Piedimonte |
| 8:15am | Benefits, Payroll, KPERS, EAP | Crystal Primers / Stephanie Faris |
| 8:50am | CIS System | Otherine Bembry |
| 9:10am | Talent Ed/Employee Online | DeAndre Tuggle |
| 9:30am | Frontline | Presley Schumacher |
| 9:45am | Break |  |
| 10:00am | KCKPS Police Dept. | Sgt. Marty Augustine |
| 10:45am | Employee, Email Signature and Zoom (for next two days) | Sherrie Piedimonte |
| 11:15am | Dismissal |  |

**Salaried Staff need to be in seat by 12:30**

|  |  |  |
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| **Time (pm)** | **Activity** | **Facilitator** |
| 12:30pm | Welcome, Introductions, District History, Folder Review | Sherrie Piedimonte |
| 12:45pm | Benefits, Payroll, KPERS, EAP | Crystal Primers / Stephanie Faris |
| 1:20pm | Talent Ed/Employee Online | DeAndre Tuggle |
| 1:40pm | Frontline | Presley Schumacher |
| 1:55pm | Break |  |
| 2:10pm | Licensure | Liz Meitl |
| 2:30pm | KCKPS Police Dept. | Sgt. Martin Augustine |
| 3:15pm | Employee, Email Signature and Zoom (for next two days) | Sherrie Piedimonte |
| 3:45pm | Dismissal |  |

**Day 2**: **Zoom**

(Thursday following BOE meeting)

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| **Time** | **Activity** | **Facilitator** |
| 9:00am | Welcome and Review | Sherrie Piedimonte |
| 9:15am | Mandatory Training – Bundle 1 | Sherrie Piedimonte |
| 10:30am | Break |  |
| 10:45am | Mandatory Training – Bundle 2 | Sherrie Piedimonte |
| 11:30am | DEI | Zak Akagi-Bustin / Linda Un |
| 12:30pm | Dismissal |  |

**Day 3**: **Zoom**

(Friday following BOE meeting)

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| **Time** | **Activity** | **Facilitator** |
| 9:00am | Trauma Sensitive and Resilience Training | Brittany Talley / Sherrie Piedimonte |
| 12:00am | Dismissal |  |

|  |  |  |
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| **Date** | **Morning Room** | **Afternoon Room** |
| Jan 12 | 268 | 333 |
| Jan 26 | 268 | 333 |
| Feb 9 | 268 | 333 |
| Feb 23 | 131 | 333 |
| Mar 9 | 268 | 333 |
| Mar 23 | 268 | 333 |
| Apr 13 | 268 | 333 |
| Apr 27 | 268 | 333 |
| May 11 | 268 | 333 |
| May 25 | 268 | 268 |
| June 15 | 268 | 268 |
| June 29 | 268 | 268 |
| July 20 | 268 | 268 |

Dates of ***Wednesday Orientation*** and Room Locations