**Revised Orientation for 2022**

**Why?**

It was determined by the Classified PD Council (which includes principals, as well as directors) that we need to revise the orientation plan. One full day is ineffective as a training, and the new hires are arriving to their buildings or departments and still need training systems training that is being left up to the supervisor. We decided we need a plan that is best for our new hires as well as the supervisors.

**What?**

Beginning **January 12th**, all new hires will report to the central office. The full schedule is attached, but a summary of the orientation is below. Your new hires will receive three communications prior to their orientation: an email from HR (when given offer); an email from Sherrie (on the Friday afternoon prior); a phone call from HR Admin Assistant (On Monday prior). Your support for all of our new hires is greatly appreciated!

…Sherrie Piedimonte

**When?**

Beginning January 12, 2022

**Wednesday** (following the BOE meeting):

* Topics: payroll, benefits, KPERS, EAP information, as well as training on our technology systems
* Times: 8am -11:30 for all operational new hires

noon - 3:30pm for all instructional new hires

* Location: Central Office

**Thursday:**

* Topics: Mandatory trainings, DEI
* Times: 9am – 1pm
* Location: Zoom from assigned location

**Friday:**

* Topics: Trauma Sensitive and Resilience Schools Training
* Times: 9am – noon
* Location: Zoom from assigned location