

## POLICY 204-7

### DEPARTMENT OF EDUCATION NEW EMPLOYEE ORIENTATION PROGRAM

The Department of Education ("Department") shall provide an orientation program for new Department employees. The program shall include, but not be limited to, an overview of the Board and the Department, including their mission, purpose, and structure; Department regulations and practices relating to workplace operations, payroll, other personnel-related services, and employee responsibilities; employee benefits; and health and safety.

**Rationale:** The Board of Education ("Board") believes it is essential to provide employees with information about their employment. Communicating this information ensures that all employees know and understand the basic laws, policies, rules, and regulations that affect them in their employment. The Board also believes that a well-rounded employee orientation program is an effective tool in meeting this objective. An effective employee orientation program also contributes to improved employee performance and retention.

[Approved: 01/20/2015 (as Board Policy 204.7); amended: 06/21/2016 (renumbered as Board Policy 204-7)]

*Former policy 1100-6 history: approved: 11/04/2004*