



Human Resource Services

New Employee Orientation (NEO)

(Mandatory Attendance: Must be Signed Up to Attend)

Attendance at the New Employee Orientation is mandatory. The NEO will provide valuable employment information and updates, which are beneficial to SCUSD employees.

Please NOTE your scheduled DATE and TIME to attend the NEO:



Date:

Time:

Customer Services Specialist or Staff Initials:

Date:

NEO Preview

Location

Serna Center
5735 47th Avenue
Sacramento, CA 95824

Instructions

All Employees Arrive at 8:00 a.m.



If you have any questions or need to request HRS approval to reschedule your mandatory NEO appointment, please contact a Customer Service Specialist at (916) 643-9050.

If, after attending the NEO, you have any comments or suggestions regarding the New Employee Orientation, please feel free to share your input by emailing Monicaga@scusd.edu.

Important: Human Resource Services staff will be auditing and monitoring the completion of the following requirements as we work together to determine your “authorized” hire date with Sacramento City Unified School District: (1) pre-employment paperwork, (2) clearances, and (3) attendance at the NEO. Thank you for your prompt attention to these important payroll sensitive requirements.