
NEW EMPLOYEE ORIENTATION (PSL-P089)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 Attendance of New Employee Orientation is mandatory for all new hire employees of Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Customer Service Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 Classified—employee that does not hold a credential and is not a teacher, however, they can be management, per Diem employees, substitutes, and/or volunteers.
- 4.2 Certificated—employee that holds a credential and is a teacher, however, they can be management, substitutes, and/or volunteers.
- 4.3 HRS—Human Resource Services

5.0 PROCEDURE:

- 5.1 Employee Orientations are held a minimum of twice a month and during the peak hiring months, orientations are held every week.
- 5.2 At the time the employee brings in their complete employment packet, they are assigned the next available orientation date to attend. (see PSL-P41)
- 5.3 The orientation is approximately 2-1/2 to 3 hours long.
- 5.4 Customer Service Specialist facilitates employee orientation.
- 5.5 Employees are required to sign the attendance sheet as they arrive.
- 5.6 A special New Employee Orientation video is shown to employees.
- 5.7 If employees have any question pertaining to video, they are answered.
- 5.8 Current Employee Notification is pass out to employees. They sign the cover form, and return it to the facilitator.
- 5.9 The facilitator briefly reviews the Employee Notifications, and then answers any questions the employee may have regarding any items in the notification.
- 5.10 Facilitator advises employees the benefits of having direct deposit vs. having their check mailed to them.
- 5.11 Facilitator advises employees that Personnel and Payroll are there to assist them. Briefly explains the team process.
- 5.12 Schools Credit Union (if present) may give a brief presentation of their services and benefits for the employees in the education field.
- 5.13 Substitute office staff reviews their substitute finder process.

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5.14 A ten minute break is given prior to the Customer Service Presentation.

5.15 After the Customer Service Presentation, the SEIU SCTA Teamsters unions are invited meet with their potential union members. (if applicable)

6.0 ASSOCIATED DOCUMENTS:

6.1 Sign-In Sheet

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Sign-In Sheet	File cabinet in office	1 year	Discard as Desired	Access limited to HRS

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
01/19/05	B	Modified
10/08/07	C	Approval Authority department name change