

**Employee Orientation**

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the HR/Payroll Director.. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

*NOTE: This is not a required policy. Boards that adopt this policy must ensure that it is followed. The sentence implementing the access to health care rules is the last sentence.*

Legal                    Iowa Code §§ 20; 79.8.  
Reference:            191 I.A.C. 74.

Approved 5-15-23 Revised 4-17-23