

Orientation for Local School District Employees

Required Information or training that should be covered with each new local School District employee and at least annually with every employee. The information and/or training should be communicated through a variety of ways to reach all employees such as, but not limited to, new employee orientation, employee meetings convened by HR staff (or its designees), school district intranet for employees, employee news bulletin boards, and e-mail blasts. The HR administrator for the district should maintain documentation showing when employees were informed or trained, and to the extent feasible, maintain a record showing the employee's signature as present in the training or information session. The extent of conducting particular training or communication such information may vary according to an employee's status as holding a permanent position or temporary position and/or responsibilities assigned to the employee's position.

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Job Performance/ Expectations

1. Communicate the location of the employee's assigned duty station. For example, the teacher is assigned to teach in classroom 235 at Washington High School, or a bus mechanic reports to work at the Transportation Garage.
2. Dress guidelines for effectively carrying out assigned duties and responsibilities. What is expected in the classroom while teaching, for example; what is expected when there is a parent teacher conference; what is expected when the school has an open house or drama performance by students in an auditorium, or athletic event. What a maintenance mechanic wears should take into account possible hazard, dirty areas and around machinery.
3. Provide each employee with a copy of his/her position description detailing the position's essential functions.
4. Communicate the employee's work schedule. For example, 7:30 am to 4 pm, Monday through Friday, unless specified in the school district's calendar and /or governed by school day start and ending times.
5. Communicate to employees holding professional or executive positions that they are not entitled by law (Federal law- Fair Labor Standards Act) to overtime pay or compensatory leave. Employees in certain positions such as bus drivers, custodians, maintenance, secretarial are covered by the federal wage hour law regarding overtime pay or paid time off for overtime worked, i.e. hours worked over 40 in a work week.
6. Communicate that reporting days/hours worked must be accurate and timely by the employee and subject to supervisor approval.
7. Requesting leave. The use of leave requires a request and approval process. Communicate reporting requirements when needing to be absent due to illness, family illness, inclement weather, annual leave, personal leave, for example. Given the complexities with Family and Medical Leave Act (FMLA) administration, a separate and special procedure for requesting FMLA qualifying leave should be established and communicated via multiple ways to reach the school district's work force.

8. Performance expectations: Communicate who sets them, who observes/measures/evaluates performance and gives feedback, and who documents success/areas for improvement towards meeting the job expectations.
9. Communicate the district's policy as to what constitutes misconduct or performance deficiencies by employment type, i.e. certified or licensed employees and classified employees. Accompanied by communication as to the due process available to the employee when misconduct or unacceptable job performance is alleged.

Ethics

10. Communicate the State's administrative testing/assessment code of ethics for all school employees. [Has the employee signed documentation of having read the code and been given a copy of the code or directed to the district's web site where the code is provided?]
11. Communicate the Administrative Code governing the standards of professional conduct for educators. [Has the professional signed as documentation of having read the code and been given a copy of the code or directed to the district's web site where the code is provided?]
12. Protect confidential information/data. [Does the school district have a policy on the protection of confidential information and data such as student information, an employee's social security number or any personally identifying information? Is there documentation showing the employee has been informed and is aware of responsibilities for protecting such data and information?]
13. Reporting Policy-if the school district has a policy wherein employees are required to report immediately if arrested or if issued a legal restraining order or charged with a criminal offense.
14. Any local board of education policy covering ethical behavior.

Legal

School District's obligation and commitment to:

1. Clearly communicate that each employee is an employee of the local school district, though certain law governing their employment and certain benefits are determined by the N.C. General Assembly and State Board of Education policy.
2. Informing each employee as to where to complain or voice concerns, about but not limited to, working conditions, workplace harassment due to gender or race, illegal discrimination, report fraud/ misuse of district funds or other apparent violation of law, etc.
3. A policy and practice of non-discrimination on the basis of race, gender, color, national origin, political affiliation, age, or disability.
4. Workplace that prohibits sexual or racial harassment;
5. Equal Employment Opportunity in all aspects of employment;
6. Honoring open records law on public employees;
7. Drug free work place;
8. Protecting employees and children with a social media policy;
9. Merit based recruitment and staffing;

10. Providing reasonable accommodation for individuals (job applicants and employees) with a qualified disability in accordance with the federal Americans with Disabilities Act;
11. Preventing violence in the work place;

School District Organization

12. Role and Responsibilities of the Local School Board, i.e. its members, when it meets, and its procedures for setting policy, its procedures for personnel appointments, employment actions such as promotion or transfer, and including dismissal or termination due to RIF or other reasons.
13. Organization structure for the district's central office.

Safety/Security

14. What does the employee do in case of a fire while at work, in case of a "lockdown," in case of a tornado, in case of fire, in case of a gas leak, in case of a bomb threat, or in the case of building intruder who disrupts school operations?
15. What are the rules for the administration of prescription and non-prescription medicines to students? Who is allowed to administer, where dosages are to be administered, and so on.
16. Who is trained in first aid and rendering emergency assistance, such as CPR, until first responders arrive?
17. Training to identify illegal or banned steroids or performance enhancing substances. Communicate to whom this is reported if identified or alleged.
18. Training on the requirements to report apparent child abuse or sexual conduct.
19. What is required for properly restraining a student or students when displaying anger or a temper tantrum or hostility towards others?
20. Annual training on bloodborne pathogens that meets Occupational Safety and Health regulations.
21. Annual training for identifying and preventing "bullying."
22. All employees, regardless of position, wage hour status, temporary or permanent, are covered by workers compensation if injured on the job. Any injury on the job must be reported promptly and recorded on the proper forms. [Does the employee know to whom and how promptly an on the job injury should be reported?]

Employee Information that is a Public Record

23. Communicate that certain employee information is a public record upon request.
24. Employee's use of district's e-mail system is subject to monitoring and public disclosure in certain circumstances.
25. Communicate the District's policy on the use of social media in regards to messages sent about students and to students.

Use of School District Property and Equipment

26. Should be used for school business only.
27. Computer equipment and network use is for school business and is subject to monitoring by the employer.

Required Posting

Use the local School District's Human Resources web site to post:

28. NC Dept. of Labor OSHA, Wage Hour, and Workers Compensation law
29. U.S. Department of Labor wage hour law
30. U.S. Department of Labor Family and Medical Leave law
31. U.S. Equal Employment Opportunity Commission
32. U.S. Department of Labor Uniformed Services Employment and Re-employment Rights Act (USERRA)
33. U.S. Department of Agriculture non-discrimination in administration of child nutrition program
34. U.S. Department of Homeland Security- the school district uses e-verify as required by state law and thus hires only individuals legally authorized to work in the U.S.
35. U.S. Department of Education, Office of Civil Rights, Notice of Non-Discrimination