| **Policy 401.11: Employee Orientation** | **Status:** ADOPTED |
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| **Original Adopted Date:** 01/17/2024 **| Revised Date:** 01/17/2024 **| Reviewed Date:** 01/17/2024 |  |

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 .  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.

| Legal Reference: | Iowa Code §§ 20; 279.8.191 I.A.C. 74. |
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| **I.C. Iowa Code** | **Description** |
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| Iowa Code § 20 | [Collective Bargaining](https://www.legis.iowa.gov/docs/code/20.pdf) |
| Iowa Code § 279.8 | [Directors - General Rules - Bonds of Employees](https://www.legis.iowa.gov/docs/code/279.8.pdf) |
| **I.A.C. Iowa Administrative Code** | **Description** |
| 191 I.A.C. 74 | [Insurance Division - Health Care Access](https://www.legis.iowa.gov/docs/iac/chapter/191.74.pdf) |

**Cross References**

| **Code** | **Description** |
| --- | --- |
| 401.13 | [Staff Technology Use/Social Networking](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031104&revid=E8Su071DpAZ3RuZKo2aZew==) |
| 401.13-R(1) | [Staff Technology Use/Social Networking - Regulation](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031104&revid=czSruVIslsh8c5pWUDEmHxa9g==) |
| 404 | [Employee Conduct and Appearance](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031104&revid=tHSbWzMDkTpvVHlIUAl5KQ==) |
| 404-R(1) | [Employee Conduct and Appearance - Code of Professional Conduct and Ethics Regulation](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031104&revid=3bYidVdrEaCplusZzQhhXplus2sg==) |
| 404-R(2) | [Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031104&revid=sswtR2ITm2oZ2jw2WQJiQA==) |