# Department Leader Guide to Onboarding

## New Hire’s Name: ___________________________  Start Date: ________________

### Before Start Date:

- Turn in vacancy job application(s) and interview notes to HR
- Connect with candidate regarding their first day and where, when, to whom to report
- Prepare, clean and set up work station; or notify classroom of incoming staff

### New Employee’s First Week:

- Review job expectations and job description with new employee
- Welcome lunch (if appropriate)*
- Provide tour of offices or worksite building. Point out first aid kit, fire extinguisher, etc.*
- Restate process and procedure for on-the-job injuries
- Department introduction – Explain “Who we are” and “Why we do what we do at CESD”

### Week Two – Three:

- Review what to do if calling in absent or late and review the Chronic Absenteeism policy
- Follow-up on any technology needs or requests and make sure employee has applicable system log-ins
- Review purchase card procedure, rules, etc. (if applicable) Type 10 needed?
- Review pool car scheduling and check out process (as appropriate)
- Schedule department required specific trainings: OIS, Medication Administration, FA/CPR, etc.

### Week Three – Four:

- Review conference room scheduling (if applicable)*
- Approval process when/if requesting overtime (Classified only)
- Review evaluation process and evaluation tools

### Within 90 Calendar Days:

- Complete first probationary observation within 90 calendar days
- Consider follow-up sit down review of job description as needed

* May be delegated to a team leader or lead worker

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* Licensed

** Clackamas Education Service District

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REFERENCE ONLY
Summary of what is covered by HR in general terms:

GENERAL
- Offer letter
- Job description
- Experience verification (Licensed Only) and sick leave transfer
- Official transcripts (Licensed Only)
- Online employee training
- Parking (Sunnybrook)
- Board governance, district policy, and department organization
- Probationary period and evaluation periods
- Collective bargaining agreement

PAY RELATED
- Paid leave and request process (department specific)
- FMLA/OFLA notice of rights and responsibilities
- Sick leave bank
- Employee’s personalized payroll calendar
- Pay period calendar
- Payroll options / summer pay
- Time cards
- Employee self-service portal
- PERS

SAFETY
- Inclement weather memo including FlashAlert and School Messenger
- Accident analysis
- Workers compensation
- Virtual care application (Providence)
- Sexual misconduct and child abuse reporting
- TSPC ethical educator guidelines

MISCELLANEOUS BENEFITS
- Employee assistance program (EAP)
- Supplemental insurance (e.g AFLAC)
- Voluntary payroll deductions including coffee/tea fund, charity donations, etc.
- Tax-Sheltered annuity / 403(b)
- Professional development

HEALTH INSURANCE / BENEFITS
- Cafeteria plans - flexible spending account
- Mandatory insurance (Life, AD&D, Long-term Disability)
- OEBB: medical, dental, and vision insurance
- Health reimbursement arrangements (HRA)