

## CLASSIFIED STAFF ORIENTATION

Administrators of the District are responsible for the orientation of new classified staff personnel so that they may clearly understand:

1. the responsibilities of the position to which they have been assigned;
2. the person or persons to whom they are directly responsible;
3. the objectives of the department to which they are assigned;
4. how to acquire professional and technical assistance when needed and
5. responsibility to make themselves aware of and have access to Board policies.

[Adoption date: August 14, 2001]

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CONTRACT REF.: Classified Staff Negotiated Agreement