

DID YOU KNOW?

THE NEW EMPLOYEE

The Employee Handbook

We have all been there. \$t your first day of work and new to the district and your first assignment is to read the Employee Handbook to become familiar with policy and procedures. You check to see how long it is and it's almost 50 pages not including the glossary or index! Open up the handbook and read it. It's not a long process. It's an online process.

Annual Policy Acknowledgement

Within 15 days of a new employee hire date or at the beginning of each school year, employees must complete the annual policy acknowledgement online process which includes acknowledgement of the Employee Handbook, the Annual Employee Notification of District Policies, Conflict of Interest Notice, State Board for Educator Certification (SBEC) Report, and DH Series: Employee Standards of Conduct.

The DH series is an excellent resource to read as a new employee because it outlines basic personnel policy that addresses some of the do's and don'ts of a district employee. Be sure to become very familiar with the Educators Code of Ethics found in DH (EXHIBIT) which states that educators shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community. It also safeguards academic freedom. When in doubt, follow the Educator Code of Ethics. For new employees, it clearly defines expectations and sets a path.