

PINELLAS COUNTY SCHOOLS
NEW EMPLOYEE ORIENTATION CHECKLIST

Print Name: _____

New Employee: please give to your Principal/Administrator on your first day reporting to work.

Principals/Administrators: please use the checklist below to assist in familiarizing your new employee with your school/department. Please discuss the topics listed on this checklist with your new employee immediately after he/she reports to work. Date each topic as it is covered. Review the Safety Orientation questions on the back page of the checklist with the new employee, letting them write down the answers to the questions with the information you give to them. Make a copy of both sides and for the employee's information and keep the original in their school/department file.

Topic	Suggested Discussion Items	Date
Welcome Aboard		
Introductions	Fellow employees, administrator, office staff	
Tour of Facilities	Break room, restrooms, cafeteria, parking, place for personal items	
Duties & Responsibilities	Job function, specific responsibilities, job standards	
Department/School Goals	How the employee is important in achieving these goals	
Time and Attendance		
Worksite	Where to report; storage areas, maintenance	
Hours to Work	When to report, shifts, start/finish times	
Sign In/Out	Procedures for tracking hours to work	
Breaks/Lunch	When, where, length/time of day, cafeteria/break room location	
Absences	Who to call; completing Certificate of Absence (COA) when returning to work	
Tardiness	Who to call; completing Certificate of Absence (COA) when arriving at work	
Illness at Work	Who to call; completing Certificate of Absence (COA) when returning to work	
Requesting Time Off	Process for requesting time off, vacation days, personal days, Certificate of Absence (COA), short and long term leave of absence procedures, Leave of Absence form	
Leaving the Building	When it is permitted; signing in and out	
Pay Check	When, where, who to call if there is a problem, check Employee Self Service for information	
Expenses	What expenses will be reimbursed, paperwork, receipts	
Health & Safety		
Safety Procedures & Drills	Procedures for fire, tornado, hurricane, active assailant and other emergencies.	
Suspicious Person/Activity/ Package or other item on Campus	My responsibilities, who to report to, procedures to follow	
Alcohol, Drugs, Smoking & Tobacco Use	Prohibited on school board property	
Injury of Employee or Student	Who to report to, Accident Report form, first aid, medical treatment, etc.	
Communications/Training		
Staff/Team Meetings	When, where, how often, approved absences, getting on agenda	
Other Methods of Communication	Bulletin boards, mailboxes, newsletters, email, etc.	
Professional & In-service Days	Purpose, attendance, procedures	
Informal Staff Activities	Birthdays, holidays, special get-togethers, policy regarding gifts	
Employee Training	On-the-job, district workshops, Professional Learning Network (PLN) etc.	
Procedure Manuals	Give employee copy of school or department handbook, guidelines, etc.	
Professional Conduct		
Dress Code	Expectations, clothing not permitted, special clothing required	
View point	Importance of positive, customer-first attitude	
Policy Review	Policies re: Alcohol, Drugs, Discrimination, Harassment and Anti-Fraud, etc.	
District Telephones	Phone location(s), calls permitted, long distance calls, personal business	
Personal Cell Phones	Acceptable uses, when, where, etc.	
Mail	Use of pony and U.S. mail; use of School Board or school letterhead	
Electronic Resources	Acceptable uses, unacceptable uses, no expectation of privacy, etc.	
Performance Appraisal		
Probationary period	Length of time, who will supervise, etc.	
Annual appraisal	Purpose, completed by, items included in review	

SAFETY ORIENTATION INFORMATION

Pinellas County Schools is committed to providing you with a safe and healthy work environment. The following questions highlight some very important information concerning your safety that you must learn in the first few days of employment.

New Employee: after your Principal/Administrator/Supervisor has reviewed the New Employee Orientation topics with you, please ask the below questions and write down the answers on this side of the form for your information. You will retain a copy of this form with the information for future reference.

1. Who is responsible for filing work-related injury claims for me?

2. Who else do I need to contact if I get hurt?

3. Who provides first aid for injured staff or students?

4. Where are the Safety Data Sheets (SDS) for the chemicals I may come in contact with in my job?

5. What personal protective equipment (PPE) will I need for my job?

6. Where do I find the PPE (gloves, safety glasses, goggles, hard hat, face shield, gowns, aprons, masks, etc.) I'll need?

7. What are the safety-related requirements of the dress code for my job and my worksite?

8. What are my duties if the fire alarm activates?

9. In case of fire or other building evacuation emergencies, where do we meet to verify that all persons are out of the building?

10. Where do I go for shelter if a tornado warning is announced?

11. How (or to whom) do I report unsafe work practices, conditions or equipment?

Comments: _____

Employee's signature _____

Date _____

Supervisor's signature _____

Date _____

Original – School File Copy – Employee