

EMPLOYEE ORIENTATION LIST

The following items are part of an employee's orientation to the Windham School District. This form is to be completed by the employee during orientation. By **INITIALING** each applicable item and signing the completed form, each employee acknowledges that he/she has received a copy of the appropriate policies and is responsible for reading and understanding the policies, regulations and subjects received. Any items considered to be "not applicable" should be marked "N/A." This document shall become part of the employee's personnel file.

EMPLOYEE NAME _____ SSN _____

POSITION _____ UNIT _____

1. Windham School District Information. The Department of Human Resources will review and provide policies or other information for the following items:

- a. _____ Certification requirements and employee accepts responsibility for completion of certification requirements.
- b. _____ Employee testing requirements and employee accepts responsibility for completion of requirements. (TExES, EXCET, etc.)
- c. _____ Cultural Diversity-Sexual Harassment training and video viewed.
- d. _____ Sick leave, dress code and grooming, grievance, reduction in force, employee status pending resolution of criminal charges.
- e. _____ Contract and noncontract employment, progressive discipline and substance abuse policies.
- f. _____ Employee job description.
- g. _____ WSD Employee Handbook, TDCJ PD-22, Employee General Rules of Conduct. Employee understands he/she is responsible for the information and contents.
- h. _____ Employee has been briefed on WSD Policy Manual and received a copy of the following policies and the WSD Policy Manual Table of Contents, 7.00:

 - Employee Grievance, WSD Policy 7.26
 - Reduction In Force, WSD Policy 7.08-4
 - Employee Status Pending Resolution of Criminal Charges, WSD Policy 7.38
 - Sexual Harassment, WSD Policy 7.40-1
 - Contract & Non-contract Employment, WSD Policy 7.05
 - Progressive Discipline, WSD Policy, 7.44
 - Drug-Free Workplace, TDCJ Policy, PD-17
 - Employee Management Table of Contents, WSD Policy 7.00
- i. _____ PDAS procedures or other appropriate employee evaluation instrument.
- j. _____ General program reviews.
- k. _____ Security training: TDCJ Correctional Awareness

Statement of Employee: I have received the policies and/or training in each of the foregoing mentioned items. I understand a copy of this document shall be placed in my permanent WSD personnel folder.

Signature of Employee _____ Date _____