
NEW EMPLOYEE ORIENTATION (PSL-P089)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 Attendance of New Employee Orientation is mandatory for all new hire employees of Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Customer Service Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 Classified—employee that does not hold a credential and is not a teacher, however, they can be management, per Diem employees, substitutes, and/or volunteers.
- 4.2 Certificated—employee that holds a credential and is a teacher, however, they can be management, substitutes, and/or volunteers.
- 4.3 HRS—Human Resource Services

5.0 PROCEDURE:

- 5.1 Employee Orientations are held a minimum of twice a month and during the peak hiring months, orientations are held every week.

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