



# SALEM-KEIZER PUBLIC SCHOOLS

## New Employee Orientation Policies Checklist

Employee Name: \_\_\_\_\_

Licensed

Classified

*Please Print*

### All Staff Policies:

- ADM-A003, Drug, Alcohol, and Tobacco Free School District
- HUM-P010, Use of Private Vehicles by Staff for Student Transportation
- ADM-A007, Intellectual Property Rights
- HUM-A029, Sexual Harassment
- HUM-P012, Sexual Harassment, Complaint
- HUM-A018, Harassment, Intimidation, Bullying, and Menacing; Staff
- HUM-A019, Solicitation
- HUM-P006, Personnel Records
- HUM-A016, Drug, Alcohol, and Tobacco Free Workplace
- HUM-A030, Drug and Alcohol Testing
- HUM-A021, Duties of Employees
- HUM-A003, Computer, Mobile Devices, Network, Email, and Internet Connections: Staff Use
- HUM-A013, Staff Conflict of Interest
- INS-A003, Hazing, Harassment, Intimidation, Bullying & Cyberbullying and Menacing; Student
- INS-A013 Teen Dating Violence
- INS-A005 Animals in District Facilities
- INS-A001, Discipline: Students
- INS-A015, Search and Seizure: Students
- INS-A033, Investigation by Law Enforcement Agencies
- STS-A002, Student Health and Safety
- PAP-A001, Child Abuse and Sexual Conduct
- PAP-A003, School Volunteers
- SEC-P004, ID Badges and Card Access

### All Staff Policies (cont.):

- HUM-A026, Keys: Staff Responsibility
- HUM-A020, Staff Rights and Responsibilities
- HUM-A024, Outside Employment

### Licensed Personnel Policies:

- HUM-A031, Evaluation & Performance Standards, Licensed
- HUM-A022, Resignation
- HUM-A007, Separation of Employment, Licensed
- CUR-A001, Instructional Materials Selection
- INS-A028, Homework

### Classified Personnel Policies:

- HUM-A010, Administration of Discipline, Education Support Professional
- HUM-A012, Evaluation, Education Support Professionals

### Handouts:

- HUM-W003, Quality Assurance Model - New Employee Orientation
- PAP-W006, Maintaining Appropriate Staff/Student Boundaries

My signature confirms that on the date below, I received a printed and/or electronic copy of the policies and information listed above. The most current versions of district policies and procedures are located on the QAM section of the district website: [www.salemkeizer.org](http://www.salemkeizer.org)

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_