White Copy: Employee
Canary: Personnel File
Pink: Business Office

COPPER COUNTRY INTERMEDIATE SCHOOL DISTRICT
NEW EMPLOYEE ORIENTATION CHECKLIST

12/15

Employee's Name: _____ Position: _____

Department: _____ Date of Employment: _____

The following items should be reviewed with a new employee at the commencement of employment. The new employees are encouraged to ask questions on any item that is not clearly understood.

By Administrator:

- ☐ Review Basic CCISD policies on Website
- ☐ Curriculum for Educational Programs
- ☐ Copy of Job Description
- ☐ Time and Day of Work Schedule
- ☐ Meal/Break Period (When, How Long)
- ☐ Probation Period (How Long)
- ☐ Employee Evaluation (How It Works)
- ☐ Leave (Sick, Personal) Eligibility
- ☐ Accidents (What to Do if Hurt on Job—Worker's Comp.)
- ☐ Telephone Usage (Answering, Personal Calls)
- ☐ Work Attire
- ☐ Smoking (Rules, Approved Location)
- ☐ Parking (Procedure & Location)
- ☐ Organizational Structure
- ☐ Problem or Complaints (Immediate Supervisor)
- ☐ Collective Bargaining Agreement
- ☐ Access to Personnel File
- ☐ Information Confidentiality, Records Requests & Records Retention (HIPAA & FERPA)
- ☐ Child Abuse
- ☐ Layout of Facilities (Alarm System)
- ☐ CCISD Emergency Response Guide
- ☐ Staff Photo
- ☐ Use of Conference Rooms
- ☐ Introduction to Fellow Employees
- ☐ Introduction to Superintendent

By Business Manager:

- ☐ W-4 Forms (State & Federal)
- ☐ Employment Eligibility Verification I-9
- ☐ Michigan New Hire Form
- ☐ Retirement System/MIP/Basic Election/Purchase Years
- ☐ Health Insurance/TSA
- ☐ Dental Application
- ☐ Vision Application
- ☐ Life Insurance
- ☐ Options in Lieu of Insurance
- ☐ Leave Report Procedure
- ☐ Dues & Agency Shop
- ☐ Time Cards (How to Complete)
- ☐ Pay Period, Dates & Rate
- ☐ Banks & TSA
- ☐ Direct Deposit
- ☐ Ordering
- ☐ Travel Vouchers & Travel Advance Forms

By Information Technology Staff:

- ☐ Email Accounts & Listservs
- ☐ Google Docs & Drive
- ☐ Google Calendar & Shared Calendars
- ☐ VPN Remote Access
- ☐ Password Management, Security & Privacy
- ☐ Wireless Access Here & In Districts
- ☐ Cross District Access
- ☐ Technology Support
- ☐ Staff ID Badge, Door Access, Alarm Code/Access
- ☐ School Finance Web Portal (Pay Stubs, W-2, Etc.)

This form will become a part of your personnel file.

_____ _____
Administrator Signature Date

_____ _____
Superintendent Signature Date

_____ _____
Business Manager Signature Date

_____ _____
Employee Signature Date

_____ _____
Information Technology Staff Signature Date