



New Employee Orientation

This guide provides important information relevant to new classified employees at AUHSD. See the HR-Classified webpage for additional resources.

BEFORE START	Finish New Hire Process		Learn About AUHSD		Review Your Job Description	
	<ul style="list-style-type: none"> Select benefit options (if eligible) Submit direct deposit form Complete online training modules <ul style="list-style-type: none"> Mandated reporter (for all) Sexual harassment (for manager) Relias (for IA-Behavior Support) 		<ul style="list-style-type: none"> Review website: www.auhsd.us <ul style="list-style-type: none"> Students: 31,000 Employees: 3,000 Schools: 10 JHS, 8 HS District Map (on backside) 		<ul style="list-style-type: none"> Available on HR webpage Review full description <ul style="list-style-type: none"> Range of typical duties Expected knowledge, skills, etc. Pay range 	
FIRST WEEK	Receive Introductions/Tour/Access		Review Performance Expectations		Review Area & Equipment	
	<ul style="list-style-type: none"> Introductions/site tour Safety/emergency procedures Where to/not to park Time for breaks/lunch Vacation request expectations Access Codes: Copier, Aeries (from IT) 		<ul style="list-style-type: none"> Discuss with supervisor: <ul style="list-style-type: none"> Job description questions Typical daily/weekly duties Where to get support/guidance Review the chain of command Probation evaluation dates 		<ul style="list-style-type: none"> Learn where things are Clarify who does what duties Review computer/IT needs Review desk/ergonomic needs Confirm sufficient office supplies 	
PROBATION	Evaluation Dates		Evaluation Meetings		Possible Outcomes	
	Non-managers: 6-month probation <ul style="list-style-type: none"> End of 3rd and 5th month Managers: 12-month probation <ul style="list-style-type: none"> End of 4th, 8th, and 11th month 		<ul style="list-style-type: none"> Review Evaluation Factors Strengths/Achievements Goals/Improvement Plan Sign for acknowledgement of receipt 		<ul style="list-style-type: none"> Coaching/Training Dismissal from probation <ul style="list-style-type: none"> New employees may not appeal Promotional employees may appeal on basis that procedures were violated 	
ONGOING	Working Hours/Breaks/Lunch/OT		The Pay Period		Tardiness/Absences	
	<ul style="list-style-type: none"> Breaks = :15 paid per 4 hours worked Lunch = :30 unpaid per 5 hours worked 5 days written notice for change to hrs Overtime: 1.5x pay for every hour... <ul style="list-style-type: none"> More than 8 hrs per day, or More than 40 hrs per work week, or On the 6th or 7th day worked in 7 days 		"Hourly" Employees <ul style="list-style-type: none"> Use timesheets Pay period: 21st- 20th "Monthly" Employees <ul style="list-style-type: none"> Don't use timesheets Pay period: 1st - 30th 		WHEN LATE: <ul style="list-style-type: none"> Inform Supervisor & Sr. Secretary before start of shift WHEN ABSENT: <ul style="list-style-type: none"> Call in absence to eSchool (714) 999-3516 Inform Supervisor and Senior Secretary Provide doctor note if out > 5 days 	
	Transfer Request		Annual Evaluation		Progressive Discipline	
	<ul style="list-style-type: none"> Change in location, work shift, etc. Permanent employees only Submit online at District Website > HR-Classified webpage > TRANSFER REQUESTS 		<ul style="list-style-type: none"> Deadline: May 15th Typically provided every other year Written rebuttal may be submitted to HR within 10 days of evaluation Sign for acknowledgement of receipt 		<ol style="list-style-type: none"> Verbal Warning Written Warning Suspension Dismissal - Provided as memo/notice You may have a union rep present for any meeting with manager involving discipline	

OTHER SUPPORT	AFSCME (Union)		CSEA (Union)		Employee Assistance Program		Schools First	
	Amer. Fed. of State, Co., Municipal Employees Contact: Adrian Prieto, (714) 553-7703 <ul style="list-style-type: none"> www.afscme.org Typically non-office jobs Pay and benefits negotiating Support for discipline, pay, and contract violations 		California School Employees Association Contact: Jackie Brock, (714) 999-5695 <ul style="list-style-type: none"> www.csea.com Typically inside/office jobs Pay and benefits negotiating Support for discipline, pay, and contract violations 		The Holman Group Contact: (800) 321-2843 <ul style="list-style-type: none"> www.holmangroup.com For benefited employees only Counseling/support for stress, substance abuse, etc. Legal/tax/credit guidance 		Schools First Federal Credit Union Contact: Romel Maquindang (714) 914-2063 <ul style="list-style-type: none"> www.schoolsfirstcu.org For all AUHSD employees Banking & financial guidance Tax-deferred investments Loans for school employees 	

WHERE TO GET HELP	Department	Primary Contact	Contact Number	Topics of Interest / Areas of Concern
	<i>HR-Classified</i>	Brandon Tietze	(714) 999-5667	- Clarification on job description - Concerns with supervisor performance expectations
		Melanie Thomasson	(714) 999-2576	- Accommodation of work restrictions - Questions on Leaves of Absence
	<i>HR-Certificated</i>	Darrick Garcia	(714) 999-5098	- Concerns with supervisor treatment/approach
	<i>Payroll</i>	Erin Baker	(714) 999-5693	- Paycheck questions (timing, amount, salary advance)
	<i>Benefits</i>	Laura Jacobs	(714) 999-3591	- Plan comparisons, enrollment/changes to policy
	<i>Risk Management</i>	Maricela Rowan	(714) 999-5620	- Work injury questions (worker's compensation)

