

New Employee Orientation

Who must attend New Employee Orientation (NEO)?	All new employees must attend New Employee Orientation after being hired.	
What is the content of New Employee Orientation?	Harrassment Ethics Payroll HIPPA Health Issues	EAP PEA Outlook Certification
When does NEO take place?	New Employee Orientation takes place on a weekly basis for one full day.	
Do new employees get paid to attend NEO training?	New employees are paid \$8.50 per hour to attend New Employee Orientation (NEO) for one day. New teachers also are paid \$8.50 per hour to attend TIPS training for two days. Once a new teacher is cleared for hire (completed TIPS and NEO, drug testing and fingerprints cleared, all paperwork complete), he/she is able to report to work and receive his/her daily rate of pay.	
What is the difference between New Employee Orientation and TIPS?	New Employee Orientation provides information that is pertinent to employment such as payroll information, sexual harassment, health issues, etc. TIPS professional development prepares teachers by teaching them the strategies necessary to survive in the classroom.	
How does an employee get signed up for NEO?	When a new employee is hired, a Personnel Action Form (PAF) is generated by the school or department. Once the PAF is sent to Personnel, the Personnel Assistant schedules the new employee for NEO and TIPS (for teachers). The Personnel Assistant lets the administrator and the administrator's secretary know of the scheduled dates.	