

## NEW EMPLOYEE ORIENTATION - HEAD START STAFF

\_\_\_\_\_ Welcome! Discuss what to do the first day.

### Tour

- \_\_\_\_\_ Where you can put your personal belongings.
- \_\_\_\_\_ Introduce other staff. Their names and positions are (list on back):
- \_\_\_\_\_ Where to park your vehicle.
- \_\_\_\_\_ Show staff smoking area. Review the following smoking policy. *Smoking policy: Smoking is prohibited in all Head Start centers whether or not children are present. This includes all classrooms, staff offices, hallways, meeting rooms, restroom, and outdoor play area. This includes the use of smokeless tobaccos. When Head Start children are taken on field trips, the setting in which they are taken becomes the classroom. From \*Head Start 101: Health*
- \_\_\_\_\_ Show where evacuation procedures are posted and explain.
- \_\_\_\_\_ Go over kidnapping plan. Our code word is: \_\_\_\_\_

### Office

- \_\_\_\_\_ Employee work schedule. Your hours are: \_\_\_\_\_
- \_\_\_\_\_ Breaks and lunch are: \_\_\_\_\_
- \_\_\_\_\_ Discuss attendance and punctuality.
- \_\_\_\_\_ Call in procedures for sick and personal leave *by 8:30 a.m.*
  - 1) Head Start Administrative Secretary: **573-454-2200 x1112**. 2) Site manager's phone \_\_\_\_\_
- \_\_\_\_\_ Explain Workflow.
- \_\_\_\_\_ Fill out \*Emergency Medical Form (on web).
- \_\_\_\_\_ Dress expectations. Dress policy: *All staff must be neat, clean and dressed appropriately, as a professional working with young children (Education Work Service Plan).* A copy of the Dress Code is on our web site.
- \_\_\_\_\_ Give and discuss \*job description (downloaded from the web).
- \_\_\_\_\_ Phone call policy: *Only during breaks and lunch, non-emergency calls may be made by field staff.* (Administration Work Service Plan).
- \_\_\_\_\_ Give key to staff, if opening or closing center. A key was given: \_\_\_\_\_yes \_\_\_\_\_no
- \_\_\_\_\_ Give any needed office supplies.

### Trial Period/ Leave Time

- \_\_\_\_\_ Trial period is 90 days. Shortly before this time ends, you will receive an evaluation.
- \_\_\_\_\_ You have *no* ETO (Earned Time Off) or Sick Leave during your trial period. You can use your Personal Day.
- \_\_\_\_\_ ETO (Earned Time Off). After your trial period staff hired at the beginning of the school year have (40hrs/wk -48 hours ETO, 32hrs/wk - 40hrs ETO, 30hrs/wk - 36hrs/ETO, 24hrs/wk - 30hrs/ETO). Employees hired during the school year will be awarded leave on a pro-rated basis. (Refer to EMAA Personnel Policies.)
- \_\_\_\_\_ Sick leave: Staff who join EMAA during the year will have their sick days pro-rated at one (1) day for every four (4) months or 3 days for an entire school year. Sick days may be used for the employee's illness or for the illness of a household or family member. Sick leave can be used in full days or hours. Sick days are based on the normal # of hours staff work each day, e.g. a 6-hour/day employee receives Sick Days that are 6 hours long. Sick days will roll over into the next program year with a limit.
- \_\_\_\_\_ Personal leave. Staff will be allowed two (2) Personal Days per Agency fiscal year (October 1 through September 30). Personal Days may be taken in full days only, not on an hourly basis. The only exception to this rule is when an employee would otherwise have to take leave without pay. Unused Personal Days (whole days) will be rolled over into the next year with a total lifetime cap of 6 days or 54 hours.
- \_\_\_\_\_ At the end of each school year the employee may sell back to EMAA, on a one-to-one basis, any ETO not utilized during that school year. No ETO may be carried over into another school year or into summer furlough.
- \_\_\_\_\_ Your leave information is on the home screen of your workflow page.

### Computer

- \_\_\_\_\_ Show our internet address which is: [www.eastmoaa.org](http://www.eastmoaa.org)
- \_\_\_\_\_ On this site is: Personnel Policies, work service plans, job descriptions, forms, mileage sheets and much more
- \_\_\_\_\_ Give instructions to set up Google email (attached)

### Education Staff

- \_\_\_\_\_ Give a fanny pack or apron.
- \_\_\_\_\_ Site Manager: update \*Staff Classroom Schedule. Place a copy in the a) classroom, b) SM office, c) give to AC.
- \_\_\_\_\_ Week 1 of \*New Education Staff Training" has been completed for staff working toward a CDA or who are unfamiliar with EMAA Head Start's approach to early childhood education..

New staff signature \_\_\_\_\_

Date \_\_\_\_\_

**Make a copy for the new staff member.** This form is kept in the each person's Personnel File at **center** rev 10/19

## New Employee Orientation

**Use of orientation checklist:** The use of this checklist is voluntary; however, completion of this document will verify compliance with the orientation required in 19 CSR 30-61.105(1)(I)/ 19 CSR 30-62.102(1)(J). Orientation must be conducted with seven (7) days of employment or volunteering and before being left alone with children. Upon completion of the orientation, trainer and staff shall initial and date the spaces that correspond to each completed policy or procedure and the trainer will sign at the bottom. Place in the staff record for review.

Staff member: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Check off tasks as completed:	New staff		Trainer	
	Initials	Date	Initials	Date
1) Tour of the facility - indoors				
2) Tour of the facility - outdoors				
3) Review of licensing rules				
4) Review of the license and any limitations				
5) Child care practices				
6) Medication procedures				
7) How to handle child illness				
8) Discipline and guidance policies				
9) Daily schedule				
10) Assigned duties and responsibilities of staff				
11) Names and ages of the children for whom the staff member will be responsible				
a. Any special health needs				
b. Any nutritional needs				
c. Any developmental needs				
12) Location of children's records				
13) Infant safe sleep policy				
14) Disaster and emergency preparedness plan				
a. Location of emergency information				
b. Evacuation routes				
c. Shelter in place locations				
15) Mandated reporter responsibility				

**I certify that the staff member listed above has completed the above orientation topics.**

**Trainer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Google Email Setup

1. Type in the address bar: [www.google.com](http://www.google.com)
2. Click on gmail link or sign in button.
3. Sign in (this has been sent to your Site Manager and a cc: to you)  
User name: your current email (first initial last name@eastmoaa.org)  
Example: [claramore@eastmoaa.org](mailto:claramore@eastmoaa.org) (for Courtney Laramore)
4. Password: headstart
5. Click on: Sign in

Accept the user agreement.

The password change screen will appear.

Assign yourself a password. Must have at least 8 characters.

Submit.

6. You can now use the Google mail.
7. To sign off, click on the down arrow right of your email address. Select sign off.

You may see this message:

You are using a version of Internet Explorer which will soon be unsupported. Some features may not work correctly.

Update to a modern browser, such as Google Chrome.

**Dismiss (unless you want to update to Google Chrome)**