PARMA CITY SCHOOL DISTRICT HUMAN RESOURCES DEPARTMENT

Supervisor/Principal Checklist for All Employees New to Your Building

Below is a checklist of items to review with employees new to your building. Please be certain to review these items during the first week the employee reports to your building.

DATE	ITEM		DATE	ITEM
Tour	cafeteria media cent supervisor exits and e parking fac oductions, inclu supervisor secretary(s custodian(colleagues supervisor media spec guidance c ide Building C uding: Handling o	as a	sch Atter Disc Dres Other Proc atter Proc tim Secu Fire/ pro Stud rep Perse rep Job p Perfe Com Emp pro Proc rep Proc	k hours, lunch and break edules indance and tardiness rules ipline rules is code rules or relevant policies/rules edures for notification of endance/absences edures for completing e cards irity procedures emergency/tornado icedures ent first aid/accident orting procedures onal injury/accident orting procedures performance standards duties and responsibilities ormance appraisal system inplaint procedures eloyment termination icedures edures for progress orts/report cards inpt return of schedule dis (secondary level)
		with all employees new to ces Office no later than to		
Employee Signature		Date	Supervisor/P	rincipal Signature Date