## 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.

Work hours, lunch and break schedules  Attendance and tardiness rules  Discipline rules  Dress code rules  Other relevant policies/rules  Procedures for notification of attendance/absences  Procedures for completing time cards  Security procedures  Fire/emergency/tornado procedures  Student first aid/accident reporting procedures  Personal injury/accident reporting procedures  Job performance standards  Job duties and responsibilities  Performance appraisal system  Complaint procedures  Employment termination procedures  Procedures for progress reports/report cards  Prompt return of schedule cards (secondary level)
our building. Sign below and return this weeks after the employee reports to your
Supervisor/Principal Signature Date