

PERSONNEL

GENERAL PERSONNEL – Orientation Program

The administrative staff of the Regional Office of Education shall provide an orientation program for new employees to acquaint them with policies, procedures, rules, and regulations of the ROE, and the responsibility of their position.

The administrative staff or immediate supervisor shall work closely with each new employee in order to ensure a successful introduction to the ROE. In some instances another employee may be assigned to assist in the process, but shall not be involved in the evaluation of the new employee.

A description of the ROE's program of supervision and evaluation shall be included in the orientation program.