

## **412 TRAINING OF NEW EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to define the District's training expectations for new employees.

### **II. GENERAL STATEMENT OF POLICY**

The district recognizes the performance success of a new employee is based on the combination of previous experience and training, on-the-job experience and training and support from the District.

The District is committed to providing training for new employees as well as identifying employee support networks and mentorship opportunities. The district administration will be responsible for coordinating the training and support opportunities available to new employees.

### **III. ADMINISTRATION OF PROGRAMMING**

- A. District administration will plan, identify and coordinate the set expectations for professional development activities for new employees. This plan will create support networks and mentorship opportunities for new employees as needed.
- B. The training will align with the ongoing district commitment to professional development and improvement programming for all staff.
- C. New employees will be required to attend sessions that are scheduled by the District. Modifications in the employee's work day and substitute arrangements will be made as necessary.

Policy Adopted: 5-20-03  
Policy Revised: 1-23-17, 1/27/20  
Alexandria Public Schools - No. 206  
Alexandria, Minnesota