



Procedures for New Employee Onboarding and Separation

When a new hire is finalized, it is important that the new employee be welcomed by the School. Part of how this is done is through a thorough and well-organized onboarding procedure. In addition, when an employee separates, a thorough and well-organized separation process is important to ensure equipment is retained by the School and all permissions and accesses are removed. The following procedure is to be followed by the hiring supervisor.

Candidate Has Accepted

The Human Resources Office will notify the hiring supervisor of start date via email.

Supervisor will utilize two forms for the Onboarding Process:

- New Employee Orientation Schedule
- ENCSD Onboarding and Separation Assigned Property and Accesses Checklist

New Employee Orientation Schedule form instructions:

1. Complete the top portion of the form.
2. Supervisor will ensure responsibilities listed on the top of the form under “Supervisor Responsibilities Before New Employee Arrives” are complete.
3. Email a copy of the prepared ***New Employee Orientation Schedule*** to each staff member who will be facilitating an activity listed on the schedule. This email is sent as a courtesy to alert staff responsible for facilitating an activity. This email notification should occur at least 10 business days prior to the new employee’s start date.
4. At the conclusion of the Onboarding process, return the completed, original ***New Employee Orientation Schedule*** form to the Human Resources Office within 10 business days of the date of hire.
5. The ***New Employee Orientation Schedule*** form is filed in the employee’s HR personnel file.
*****It is the supervisor’s responsibility to escort the new employee to each activity listed on the New Employee Orientation Schedule and to ensure that each activity is dated and initialed by the Facilitator.***

ENCSD Onboarding and Separation Assigned Property and Accesses Checklist form instructions:

1. Section I: Complete
2. Section II: Complete for all accounts/security accesses needed for new employee.
3. Section III: Complete for all property needed for new employee.
4. Section IV: Complete details for assignment of keys, e.g., building, room number.

5. Email a copy of the prepared **ENCSD Onboarding and Separation Assigned Property and Accesses Checklist** to each staff member listed on the form who is responsible for assigning property or access. This email is sent as a courtesy to alert staff responsible for making accesses and property assignments. This email notification should occur at least 10 business days prior to the new employee's start date.
6. Supervisor should have both the **ENCSD Onboarding and Separation Assigned Property and Accesses Checklist** form and the **New Employee Orientation Schedule** printed and prepared for the new employee upon their arrival on their first day.
7. Supervisor will escort new employee to each activity listed on the **New Employee Orientation Schedule**. Supervisor should ensure each activity listed on the **New Employee Orientation Schedule** is initialed by the Facilitator. Supervisor should ensure security accesses and property issued is documented and initial on the **ENCSD Onboarding and Separation Assigned Property and Accesses Checklist** form by the assigning staff member.
8. Supervisor will send the original, completed **ENCSD Onboarding and Separation Assigned Property and Accesses Checklist** form and the **New Employee Orientation Schedule** to the Human Resources Office within 10 business days of the date of hire to be maintained in the employee's personnel file.

Employee Separation instructions:

1. Upon notice of separation, supervisors are to notify the School Director and Human Resources immediately. Supervisor will pick up the original **ENCSD Onboarding and Separation Assigned Property and Accesses Checklist** form to document the reclaiming of school property and to make necessary notification to deactivate accounts/accesses.
2. The finalized, original form is then returned to the Human Resources Office to be archived in the personnel file.