

EMPLOYEE ORIENTATION POLICY



Upper Kutz Barber & Style College

813 Highway 1 South, Greenville, MS 38701

www.upperkutzbarbercollege.com

Effective: January 2019

EMPLOYEE ORIENTATION POLICY

Each new employee will be offered a comprehensive, flexible orientation to their job and to the school with consideration to their learning needs and the complexity of the job.

In general, during the first 90 days (the probationary period) most orientation to daily routines takes place, however many functions that occur monthly, quarterly, and annually will take the full year before new employees have enough experience to feel job mastery.

At a minimum, new employees will be oriented to

Job Description

Policies and Procedures

Equipment/Supplies

Other employees and their responsibilities

Safety/Security/Accident Prevention and Management

Disaster Evacuation Plan

Contracts/Regulations

Day to Day Routines and Reports

Documents of Importance such as student file contents, mandatory forms, etc..

Learning Resources

Media Center Resources

Community Resources

Licensure & Accreditation Standards

Handbooks & Catalog

It will be the supervisor's responsibility to assure that each employee has received a comprehensive orientation and ongoing guidance.

During the first few weeks, new employees should be assigned a daily guidance contact with no responsibility other than strictly to learn.

As the supervisor and the employee feel comfortable with capability, more and more independence will be arranged so that the new employee eventually reaches independence and mastery of the job.