



**Division of Human Resources**  
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## **New Employee Resources**

### **Building/Site Checklist**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Work Hours                   | <input type="checkbox"/> Tour of Building          | <input type="checkbox"/> Voicemail               |
| <input type="checkbox"/> Parking                      | <input type="checkbox"/> Lunch/breaks              | <input type="checkbox"/> Restrooms               |
| <input type="checkbox"/> Employee Lounge              | <input type="checkbox"/> Email                     | <input type="checkbox"/> Site polices/procedures |
| <input type="checkbox"/> Training/Building Mentor     | <input type="checkbox"/> Internet/Intranet         | <input type="checkbox"/> Dress Attire            |
| <input type="checkbox"/> Staff and District Directory | <input type="checkbox"/> Site Organizational Chart | <input type="checkbox"/> Site/Division Website   |

## **Resources for All New Employees**

APS District Policies - <http://aurorak12.org/about-aps/district-policies/>

Reporting Absences - <http://hr.aurorak12.org/resources/absence-reporting/>

APS Maps - <http://planning.aurorak12.org/map-gallery/district-maps/>

District Organizational Chart - <http://aurorak12.org/docs/aps-org-chart.pdf>

APS Strategic Plan - <http://aps2020.aurorak12.org/>

Human Resources Offices - <http://hr.aurorak12.org/contact-us/>

Human Resources Index- Who do I call? - <http://hr.aurorak12.org/wp-content/uploads/sites/64/2015/01/HR-Index.pdf>

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## **Classified Employee Resources**

Classified Employees: <http://hr.aurorak12.org/classified-info/acculturation/>

Classified Professional Learning: <http://hr.aurorak12.org/classified-info/classified-learning/>

Classified No Child Left Behind Courses: <http://hr.aurorak12.org/classified-info/nclb/>

Classified Handbook: <http://www.apsnet/hr/HRForms/classhandbk.pdf>

Reporting Work Hours: <http://hr.aurorak12.org/resources/absence-reporting/otl/self-service-timecards/>

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## **Licensed Employee Resources**

Division of Equity in Learning Web site: <http://equityinlearning.aurorak12.org/>

Master Agreement: <http://hr.aurorak12.org/master-agreement/>