



**Division of Human Resources**  
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 Aurora, CO 80011

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 Web – [www.aps.k12.co.us](http://www.aps.k12.co.us)

**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 policies/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**

Aurora 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 Leadership- <http://superintendent.aurorak12.org/leadership-team/>  
 APS Strategic Plan- <http://aps2020.aurorak12.org/>  
 Human Resources Offices- <http://hr.aurorak12.org/contact-us/>  
 Human Resources Index- Who do I call?- <https://drive.google.com/file/d/0B2-JKTfrfy3nMmVDUUpWiF2aGM/view>

**Classified Employee Resources**

Classified Employees Council: <http://cec.aurorak12.org/>  
 Classified Handbook: <http://hr.aurorak12.org/classified-info/classified-handbook/>  
 Reporting Work Hours: <http://hr.aurorak12.org/resources/hr-applications/>

**Licensed Employee Resources**

Division of Equity in Learning Web site: <http://equityinlearning.aurorak12.org/>  
 Master Agreement: <http://hr.aurorak12.org/master-agreement/>