



Staff Development – Virtual New Employee Orientation
January 1, 2024 – December 31, 2024

<u>Day 1</u>	<u>Day 2 General</u>	<u>Day 2 Mgr/Sup</u>		<u>Day 1</u>	<u>Day 2 General</u>	<u>Day 2 Mgr/Sup</u>
01/02/2024	01/03/2024			07/15/2024	07/16/2024	
01/16/2024	01/17/2024	01/17/2024		07/29/2024	07/30/2024	7/30/2024
01/29/2024	01/30/2024			08/12/2024	08/13/2024	
02/12/2024	02/13/2024	02/13/2024		08/26/2024	08/27/2024	08/27/2024
02/26/2024	02/27/2024			09/09/2024	09/10/2024	
03/11/2024	03/12/2024	03/12/2024		09/23/2024	09/24/2024	09/24/2024
03/25/2024	03/26/2024			10/07/2024	10/08/2024	
04/08/2024	04/09/2024	04/09/2024		10/21/2024	10/22/2024	10/22/2024
04/22/2024	04/23/2024			11/04/2024	11/05/2024	
05/06/2024	05/07/2024	05/07/2024		11/18/2024	11/19/2024	11/19/2024
05/20/2024	05/21/2024			12/02/2024	12/03/2024	
06/03/2024	06/04/2024	06/04/2024		12/16/2024	12/17/2024	12/17/2024
06/17/2024	06/18/2024			12/30/2024	01/03/2025	
07/01/2024	07/02/2024	07/02/2024				

Staff will report to their new employee orientation at 8:30am on the Monday (pending Holiday) of the payroll start date.

Day 1 – All staff

- 8:30-10:00 – New Employee Orientation
- 10:00-10:45 – Public Service Ethics
- 11:00-12:30 – Diversity, Respect & Inclusion
- 12:30-130 – Lunch Dismissal
- 1:30-3:00 – Intro to Benefits (Pension Plan/SJCERA, Deferred Compensation/Nationwide, HR Benefits)
- 3:00-3:30 – COVID-19
- 3:30-4:00 – Labor Organization Presentations

Day 2 – Non-Supervisors

- 8:30- 9:30 – Cyber Security
- 9:30-10:00 – Emergency Preparedness
- 10:00-12:30 – Discrimination & Harassment Prevention
- 12:30-1:30 – Lunch Dismissal
- 1:30-4:30 - Workplace Violence Prevention

Day 2 – Non-Supervisors **(1/30; 5/21; 9/10 ONLY)**

- 8:30- 11:30 – Workplace Violence Prevention
- 11:30- 12:00 – Emergency Preparedness
- 12:00-12:30 – Cyber Security
- 12:30-1:30 – Lunch Dismissal
- 1:30-3:30 – Discrimination & Harassment Prevention

Day 2 – Supervisors

- 8:30-12:30 - Workplace Violence Prevention
- 12:30-1:30 – Lunch Dismissal
- 1:30-3:30 – Discrimination & Harassment Prevention
- 3:30-4:00 – Cyber Security
- 4:00-4:30 – Emergency Preparedness