



Staff Development – Virtual New Employee Orientation
January 1, 2025 – December 31, 2025

<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>
1/13/25	1/14/25	1/14/25		7/28/25	7/29/25	7/29/25
1/27/25	1/28/25			8/11/25	8/12/25	
2/10/25	2/11/25	2/11/25		8/25/25	8/26/25	8/26/25
2/24/25	2/25/25			9/8/25	9/9/25	
3/10/25	3/11/25	3/11/25		9/22/25	9/23/25	9/23/25
3/24/25	3/25/25			10/6/25	10/7/25	
4/7/25	4/8/25	4/8/25		10/20/25	10/21/25	10/21/25
4/21/25	4/22/25			11/3/25	11/4/25	
5/5/25	5/6/25	5/6/25		11/17/25	11/18/25	11/18/25
5/19/25	5/20/25			12/1/25	12/2/25	
6/2/25	6/3/25	6/3/25		12/15/25	12/16/25	12/16/25
6/16/25	6/17/25			12/29/25	12/30/25	
6/30/25	7/1/25	7/1/25				
7/14/25	7/15/25					

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 (Unavailable-Being Updated)
- 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 – 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 – Emergency Preparedness
- 4:00-4:30 – Cybersecurity

Day 2 – Non-Supervisors **1/28; 5/20; 9/9 ONLY**

- 8:30- 11:30 – Workplace Violence Prevention
- 11:30-12:30 – Cyber Security
- 12:30-1:30 – Lunch Dismissal
- 1:30-2:00 – Emergency Preparedness
- 2:00-4:30 – Discrimination & Harassment Prevention