



Staff Development – Virtual New Employee Orientation
January 1, 2026 – December 31, 2026

<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>
01/12/26	01/13/26	01/13/26		08/10/26	8/11/26	
01/26/26	01/27/26			08/24/26	08/25/26	08/25/26
02/09/26	02/10/26	02/10/26		09/08/2026*	09/09/2026*	
02/23/26	02/24/26			09/21/26	09/22/26	09/22/26
03/09/26	03/10/26	03/10/26		10/05/26	10/06/26	
03/23/26	03/24/26			10/19/26	10/20/26	10/20/26
04/06/26	04/07/26	04/07/26		11/02/26	11/03/26	
04/20/26	04/21/26			11/16/26	11/17/26	11/17/26
05/04/26	05/05/26	05/05/26		11/30/26	12/01/26	
05/18/2026	05/19/2026			12/14/26	12/15/26	12/15/26
06/01/26	06/02/26	06/02/26		12/28/26	12/29/26	
06/15/26	06/16/26					
06/29/26	06/30/26	06/30/26				
07/13/26	07/14/26					
07/27/26	07/28/26	07/28/26				

* NEO will be Tuesday/Wednesday Due to Holiday

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
 10:00-10:20 – Day 2 Overview
 10:20-10:45 – Public Service Ethics
 11:00-12:30 – Diversity, Respect & Inclusion
 12:30-130 – Lunch Dismissal
 1:30-3:30 – Intro to Benefits (Pension Plan/SJCERA, Deferred Compensation/Nationwide, American Fidelity, HR Benefits)
 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 (1/27; 5/19; 9/08 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