

October 17, 2016

To: Department Heads

From: Debra Conner

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Orientation Schedule

Orientation is held at the Rutherford Center in the training room. Orientation will begin at 9:00 am sharp. Please make sure all new hires are there on time. It is estimated this will be an all day process. We are moving from half day orientation to an entire day to be able to incorporate training into the orientation process. Training will be held on the following: Personnel Policies, Drug Policy, Safety Policy, Technology Policy, Travel Policy, and the Sexual Harassment Policy. **Public Safety employees should not be on call during orientation.** We will only be doing one orientation per pay period, so please plan around the below schedule to make sure your new hire can attend.

Date	Time	Place
February 14, 2017	9:00-until	Rutherford Center Training Room
March 14, 2017	9:00-until	Rutherford Center Training Room
April 11, 2017	9:00-until	Rutherford Center Training Room
May 09, 2017	9:00-until	Rutherford Center Training Room
June 13, 2017	9:00-until	Rutherford Center Training Room
July 11, 2017	9:00-until	Rutherford Center Training Room
August 8, 2017	9:00-until	Rutherford Center Training Room
September 12, 2017	9:00-until	Rutherford Center Training Room
October 10, 2017	9:00-until	Rutherford Center Training Room
November 14, 2017	9:00-until	Rutherford Center Training Room
December 12, 2017	9:00-until	Rutherford Center Training Room

It is very important that employees bring the following information with them for orientation.

BIRTHDATES, SOCIAL SECURITY NUMBERS AND ADDRESSES FOR ALL BENEFICIARIES
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We appreciate your assistance with this new procedure as it will provide necessary and valuable information to employees.

As always, thank you for your help as we begin this new process.

DEC/bw