



PIMA COUNTY

NEW EMPLOYEE ORIENTATION

AGENDA

8:15 AM – 9:40 AM <i>Attendance Required</i>	MERIT SYSTEM RULES / PERSONNEL POLICIES BOARD OF SUPERVISORS POLICIES ADMINISTRATIVE PROCEDURES (Human Resources-Employment Rights Representative)
9:40 AM – 9:45 AM	▶ ▶ ▶ 5 MIN. BREAK
9:45 AM – 12:00 PM <i>Attendance Required</i>	EMPLOYEE BENEFITS (Human Resources-Benefits Representative)
12:00 PM – 1:00 PM	▶ ▶ ▶ BREAK FOR LUNCH
1:00 PM – 1:30 PM <i>Attendance Required</i>	INFORMATION TECHNOLOGY DEPARTMENT (ITD) IT Environment Orientation Guide for New Employees (ITD Representative)
1:30 PM – 1:50 PM <i>Attendance Required</i>	RISK MANAGEMENT OVERVIEW (Risk Management Representative)
1:50 PM – 2:10 PM <i>Attendance Required</i>	ALTERNATIVE MODE USAGE COMMUTE TO WORK OR JOB SITE (Transportation Coordinator/DEQ)
2:10 PM – 2:15 PM	▶ ▶ ▶ 5 MIN. BREAK
2:15 PM – 2:30 PM <i>Attendance Required</i>	RECORDS MANAGEMENT PROGRAM (Records Management Representative)
2:30 PM – 2:40 PM <i>Attendance Required</i>	EMPLOYEES COMBINED APPEAL PROGRAM (ECAP) (ECAP Representative)
2:40 PM – 2:55 PM	SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) (SEIU Representative)