



PIMA COUNTY

NEW EMPLOYEE ORIENTATION (NEO) - *AGENDA*

8:15 AM – 9:45 AM <i>Attendance Required</i>	MERIT SYSTEM RULES / PERSONNEL POLICIES BOARD OF SUPERVISORS POLICIES ADMINISTRATIVE PROCEDURES (Human Resources / Employment Rights Representative)
9:45 AM – 10:00 AM <i>Attendance Required</i>	FINANCE / PAYROLL (Finance Department Representative)
10:00 AM – 10:05 AM	▶ ▶ ▶ 5 MIN. BREAK
10:05 AM – 12:00 PM <i>Attendance Required</i>	EMPLOYEE BENEFITS & WELLNESS (BeWell) (Human Resources / Benefits & Wellness Representatives)
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 – 2:20 PM	▶ ▶ ▶ 10 MIN. BREAK
2:20 PM – 2:35 PM <i>Attendance Required</i>	RECORDS MANAGEMENT PROGRAM (Records Management Representative)
2:35 PM – 2:45 PM <i>Attendance Required</i>	EMPLOYEES COMBINED APPEAL PROGRAM (ECAP) (ECAP Representative)
2:45 PM – 3:05 PM <i>Attendance Required</i>	FRAUD, WASTE, AND ABUSE HOTLINE (Internal Audit Representative)
3:05 PM – 3:20 PM	AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) (AFSCME Representative(s))