



# PIMA COUNTY

## **NEW EMPLOYEE ORIENTATION (NEO) - *AGENDA***

<b>8:15 AM – 9:45 AM</b> <i>Attendance Required</i>	<b>MERIT SYSTEM RULES / PERSONNEL POLICIES BOARD OF SUPERVISORS POLICIES ADMINISTRATIVE PROCEDURES</b> (Human Resources / Employment Rights Representative)
<b>9:45 AM – 10:00 AM</b> <i>Attendance Required</i>	<b>FINANCE / PAYROLL</b> (Finance Department Representative)
<b>10:00 AM – 10:05 AM</b>	<b>▶ ▶ ▶ 5 MIN. BREAK</b>
<b>10:05 AM – 12:00 PM</b> <i>Attendance Required</i>	<b>EMPLOYEE BENEFITS &amp; WELLNESS (BeWell)</b> (Human Resources / Benefits & Wellness Representatives)
<b>12:00 PM – 1:00 PM</b>	<b>▶ ▶ ▶ BREAK FOR LUNCH</b>
<b>1:00 PM – 1:30 PM</b> <i>Attendance Required</i>	<b>INFORMATION TECHNOLOGY DEPARTMENT (ITD) IT Environment Orientation Guide for New Employees</b> (ITD Representative)
<b>1:30 PM – 1:50 PM</b> <i>Attendance Required</i>	<b>RISK MANAGEMENT OVERVIEW</b> (Risk Management Representative)
<b>1:50 PM – 2:10 PM</b> <i>Attendance Required</i>	<b>ALTERNATIVE MODE USAGE COMMUTE TO WORK OR JOB SITE</b> (Transportation Coordinator/DEQ)
<b>2:10 PM – 2:20 PM</b>	<b>▶ ▶ ▶ 10 MIN. BREAK</b>
<b>2:20 PM – 2:35 PM</b> <i>Attendance Required</i>	<b>RECORDS MANAGEMENT PROGRAM</b> (Records Management Representative)
<b>2:35 PM – 2:45 PM</b> <i>Attendance Required</i>	<b>EMPLOYEES COMBINED APPEAL PROGRAM (ECAP)</b> (ECAP Representative)
<b>2:45 PM – 3:05 PM</b> <i>Attendance Required</i>	<b>FRAUD, WASTE, AND ABUSE HOTLINE</b> (Internal Audit Representative)
<b>3:05 PM – 3:20 PM</b> <i>Attendance Optional</i>	<b>AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME)</b> (AFSCME Representative(s))