2024 New Employee Orientation

Monday Day 1 Schedule – Forms, Onboarding, Unions, Career Basics

If there are more than 23 new hires in a pay period, two groups will be trained simultaneously in rooms 1031 and 1054 with morning and afternoon sessions. If 23 or fewer new employees, group B will be dropped and we will follow the Group A schedule only.

Group A (Default schedule for 23 or fewer)

Time	Topic	Room	Instructor
8:00 am – 8:30am	Welcome, Intros, City Structure, Training requirements, Form 700	1031	Christina Walters, Shannon Mulhall
8:30 am – 10am	Career Basics & City Policies, Drivers Standards, Workers Comp, Safety IIPP, Disaster Service Worker	1031	Diana Meagher Bridgette King
10:00 am – 10:15am	break		
10:15am – 10:45am	ISD	1031	Jonathan Rincon, Russell Padilla, Chee Lee, Brian Beamer
10:45am– 11:45 am	Retirement	1031	Joan Taketa, Katie Baroni, Andrea Ketch, Patti Basquez, Erika Cortes, Enia Leon, Machelle Smiley
11:45am – 12:15pm	Unions	varies	
12:15pm – 1:15pm	Lunch		
1:15pm -2:15pm	Onboarding Badges PeopleSoft FEMA SID enrollment	1054	Ethan Vorakoumane
2:15 pm – 2:30pm	Break		
2:30 pm – 5:00 pm	Benefits enrollment	1054	Phillip Carbajal

Group B

Time	Topic	Room	Instructor
8:00 am – 10:00am	Welcome, Benefits enrollment	1054	Phillip Carbajal
10:00 am – 10:15am	Break	1054	
10:15am – 11:45pm	Onboarding Form 700 Badges PeopleSoft FEMA SID enrollment		Ethan Vorakoumane
11:45am – 12:15pm	Unions	1054	Varies
12:15pm – 1:15pm	Lunch		

1:15pm – 1:45pm	Welcome, Intros, City Structure, Training requirements	varies	Christina Walters, Shannon Mulhall
1:45pm – 2:45pm	Retirement	1031	Joan Taketa, Katie Baroni, Andrea Ketch, Patti Basquez, Erika Cortes, Enia Leon, Machelle Smiley
2:45pm – 3:15pm	ISD	1031	Jonathan Rincon, Russell Padilla, Chee Lee, Brian Beamer
3:15pm – 3:30pm	break		
3:30pm -5:00pm	Career Basics & City Policies, Drivers Standards, Workers Comp, Safety IIPP, Disaster Service Worker, Mandated Reporter (to be added later)	1031	Diana Meagher Bridgette King

Tuesday Day 2 Schedule – Mandatory Training

Time	Topic	Room	
8:00 am – 9:00am	ADA Basics	Council Chambers. except for June in 1031.	Joe Hinojosa Shannon Mulhall
9:00am – 9:15am	Break		
9:15am – 10:15am	Preventing Workplace Violence Employee Assistance Program	Council Chambers. except for June in 1031.	Amie Painter, Ana Rocha, Christina Walters, Shannon Mulhall
10:15am – 10:30am	Break		
10:30am – 11:30am	Drug Free Workplace Employee Assistance Program	Council Chambers. except for June in 1031.	Trish Eichhorn, Amie Painter, Ana Rocha, Christina Walters, Shannon Mulhall
11:30am – 12pm	Reasonable Suspicion - Excuse non-supervisory employees, Supervisors stay	Council Chambers. except for June in 1031.	Trish Eichhorn, Amie Painter, Ana Rocha, Christina Walters, Shannon Mulhall
12:00pm – 1:00pm	Lunch		
1:00pm – 5pm	FEMA 100 & 700 (for Non-LDAP users in lab; LDAP users to be released to their departments at lunch)	1054 for non-LDAP users	Miriam Villaseñor, Christina Walters, Shannon Mulhall