



Welcome to the City of Durham

New Employee Orientation Agenda

Day One Location: City Hall 101 City Hall Plaza, 2nd Floor Committee Room

8:30 – 9:00 am	Welcome & Employee Introductions
9:00 – 10:00 am	City of Durham Overview: Human Resources - Review of Employee Packet - Collect New Hire Paperwork
9:30 – 10:00 am	City of Durham Core Values: Human Resources
10:00 – 11:00 am	Benefits Overview: Benefits
11:00 – 11:30 am	ICMA-RC (Retirement Health Savings & 457 Overview): ICMA-RC
11:30 – 12:00 pm	Learning Management System & HR Connect Introduction: Human Resources
12:00 – 12:30 pm	LUNCH (30 minutes)
12:30 – 1:00 pm	NC 401(k) Retirement Overview/Enrollment: Prudential
1:00 – 4:00 pm	Required Trainings: Ethics; Substance Abuse; Workplace Violence; HIPAA; ADA; Anti-Harassment: Audit Department & Human Resources
4:00 – 4:30 pm	Transportation Overview: Transportation
4:30 pm	NEO Adjourned

Day Two Location: Water Management 1900 East Club Blvd, Training Room

8:30 – 9:00 am	Welcome
9:00 – 9:30 am	Public Affairs Overview: Public Affairs
9:30 – 10:30 am	Employee Performance System (EPEP): Comp & Class
10:30 – 11:15 am	Introduction to Technology Solutions: Technology Solutions
11:15 – 12:00 pm	Active Assailant & Risk Management Overview: Risk Management
12:00 – 12:30 pm	LUNCH (30 minutes)
12:30 – 1:00 pm	Employee Engagement: Human Resources
1:00 – 2:30 pm	PeopleMap Training: Human Resources
2:30 – 4:30 pm	Diversity & Inclusion Training: Human Resources
4:30 pm	NEO Adjourned