

Citywide Training & Staff Development

Human Resources Management

New Employee Orientation Calendar 2022

Day	Date	Location	AM/PM Session
*Mon	November 15, 2021	Virtual Zoom Training (AM/PM)	9:00am-11:40am / 1:00pm-4:30pm
*Tues	December 14, 2021	Virtual Zoom Training (AM/PM)	9:00am-11:40am / 1:00pm-4:30pm
Wed	January 19, 2022	Virtual Zoom Training (AM/PM)	9:00am-11:40am / 1:00pm-4:30pm
Wed	February 16, 2022	Virtual Zoom Training (AM/PM)	9:00am-11:40am / 1:00pm-4:30pm
Wed	March 16, 2022	Virtual Zoom Training (AM/PM)	9:00am-11:40am / 1:00pm-4:30pm
Wed	April 20, 2022	Virtual Zoom Training (AM/PM)	9:00am-11:40am / 1:00pm-4:30pm
Wed	May 18, 2022	TBD (We will monitor COVID safety protocols)	9:00am-11:40am / 1:00pm-4:30pm
Wed	June 15, 2022	TBD (We will monitor COVID safety protocols)	9:00am-11:40am / 1:00pm-4:30pm
Wed	July 20, 2022	TBD (We will monitor COVID safety protocols)	9:00am-11:40am / 1:00pm-4:30pm
Wed	August 17, 2022	TBD (We will monitor COVID safety protocols)	9:00am-11:40am / 1:00pm-4:30pm
Wed	September 21, 2022	TBD (We will monitor COVID safety protocols)	9:00am-11:40am / 1:00pm-4:30pm
Wed	October 19, 2022	TBD (We will monitor COVID safety protocols)	9:00am-11:40am / 1:00pm-4:30pm

- NEO and Benefits 101 will be virtual from January – April 2022, we will determine whether it will return to the classroom once considering safety and compliance protocols.
- To accommodate holiday and time off schedules, NEO will be held on Monday/ Tuesday in November and December
- **Who attends NEO?** New hires, promotions, departmental transfers, part time to full time promotion, re-hires.
- If you attended NEO January 2021 or after, you are not required to attend again. If you attended prior to that date, you are mandated to attend the whole orientation even if you have before.
- **NOTICE: Per AB 119, ALL new employees are required to attend a union orientation. Per city requirements, they are mandated to attend New Employee Orientation. The union orientation is implemented in NEO and all employees MUST stay for the entire orientation. There are also mandatory trainings covered in the orientation that cannot be missed. Employees that work outside the schedule time of 8:30am-4:00pm will need to have their schedules flexed to fit the orientation schedule.**