

## **Albert-McLaughlin, Kim**

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**From:** Giamei, Connie  
**Sent:** Thursday, March 23, 2023 11:42 AM  
**To:** Albert-McLaughlin, Kim  
**Subject:** Audit Info  
**Attachments:** County.NewHireOrientation.Agenda.5.2023.doc; Attendee.Signature\_2023.doc

As discussed, see attached:

1. Revised Orientation Agenda that will be in effect as of May 15, 2023 when we return to the in-person, live format; and the
2. 2023 attendee acknowledgment form

The overall objective/philosophy of the New Employee Orientation program is to introduce new full time annual employees to the programs, policies and services of Westchester County Government.

Let me know if you need any other info.  
Thanks, Connie

**Connie Giamei**  
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## HR New Employee Orientation Agenda (REMOTE)

Time	Presentation	Presenter
9:00am – 10:15am	County Organization Civil Service Programs/Services; Leave Time; County Policies	Human Resources Representative
10:15am-10:30am	Child Care Council	Child Care Council Representative
10:30am-10:50am	Employee Assistance Program (EAP)	EAP Office Representative
10:50am – 11:00am	BREAK	
11:00am – 12:00pm	Equal Employment Opportunity/Affirmative Action Training (EEO/AA)	EEO/AA Office Representative
12:00pm – 1:00pm	LUNCH	
1:00pm-1:30pm	Deferred Compensation	Empower Representatives
1:30pm – 2:30pm	Payroll	Payroll Representatives
2:30pm-3:00pm	CSEA & Pearl Insurance	CSEA President & Pearl Representative



## New Employee Orientation Agenda



Time	Presentation	Presenter
9:00am – 10:30am	County Organization Civil Service Programs/Services; Leave Time; County Policies	Human Resources Representative
10:30am – 11:30am	Equal Employment Opportunity/Affirmative Action Training (EEO/AA)	EEO/AA Office Representative
11:30am – 11:40am	B R E A K	
11:40am – 12:10pm	Employee Assistance Program (EAP)	EAP Representative
12:10pm – 12:30pm	Union (CSEA)	CSEA Reps + Pearl Insurance Rep
12:30pm – 1:30pm	L U N C H	
1:30pm – 1:45pm	Child Care Council	Child Care Council Representative
1:45pm – 2:15pm	Deferred Compensation	Empower Representatives
2:15pm – 3:15pm	Health Benefits	Finance Representatives
3:15pm – 4:30pm	Payroll (including Pension Plan)	Finance Representatives