# New Hire Orientation Schedule – Regular Schedule

| DAY 1 | MONDAY | | | |
|---|---|---|---|---|
| Time | Location | Orientation Topic | Presenter | Department/Unit |
| **BADGE PROCESS** | | | | |
| 8:15 am - 8:25 am | BHQ-481 | **-Photo ID Cards/Access Set-up**<br>**-"How to Use" presentation** | Mike Nagle Jr. | Human Resource Information Systems |
| **EMPLOYMENT FORMS** | | | | |
| 8:25 am – 9:00 am | BHQ-481 | **-Welcome by Human Resources**<br>**-New Hire Notice of Receipt Form**<br>**-I-9 Documents**<br>**-Review of Reporting Instructions**<br>**-Setup Employee Connect Log-In**<br>**-Upload Vaccination Cards** | Shiela Johnson<br>Kelly Harrison | Talent Acquisition |
| 9:00 am – 9:30 am | BHQ-481 | **-Review of Orientation Schedule**<br>**-GM Video**<br>**-Workforce Development Programs**<br>**-Safety & Housekeeping** | Shiela Johnson<br>Kelly Harrison | Talent Acquisition |
| **OFFICE OF CIVIL RIGHTS** | | | | |
| 9:30 am – 12:00 pm | Pathore Video | **Title VI Civil Rights Act of 1964 & Laws**<br>**(CR012) Approx. 30 minutes**<br><br>**EEO Training / Prevention of Sexual Harassment & Other Workplace Harassment**<br>**(CR009-1343) Approx. 90-120 minutes** | Trent Alvarado<br>or designee | Office of Civil Rights |
| **LUNCH BREAK** | | | | |
| **BENEFITS** | | | | |
| 12:45 pm – 2:00pm | BHQ-481 | **Benefits Overview** | Hilary Amato | Benefits |
| **QUALITY MANAGEMENT** | | | | |
| 2:00 pm - 2:30 pm | MS Teams | **Intro to BART's Quality Management System** | Sandy Miniz<br>Shanon Kelly | Quality Management |
| **OFFICE OF THE INDEPENDENT POLICE AUDITOR** | | | | |
| 2:30 pm - 2:45 pm | Read Material in folder | **Intro to BART's Office of the Independent Police Auditor** | Russell Bloom<br>Sarah Celso | Office of the Independent Police Auditor |
| **LEAVE MANAGEMENT** | | | | |
| 3:00 pm - 3:45 pm | BHQ-481 | **-Protected Leave Options**<br>**-Reasonable Accommodation /Interactive Process**<br>**-Workplace Violence /Crisis Intervention** | Ana Alvarado<br>or designee | Leave Management |
| **DRUG-FREE WORKPLACE** | | | | |
| 3:45 pm – 5:00 pm | Pathlore Video | **Drug Free Workplace Act and Federal Transit Administration's Drug and Alcohol Testing Programs guidelines** **(HR00001)**<br><br>**-Employee Assistance Program** | Reggie Smith | Substance Abuse Program |

# New Hire Orientation Schedule – Regular Schedule

| DAY 2 | TUESDAY | | | |
|---|---|---|---|---|
| **Time** | **Location** | **Orientation Topic** | **Presenter** | **Department/Unit** |
| **PAYROLL PROCESSING** | | | | |
| 8:15 am – 9:00 am | BHQ-481 | **-Payroll Training** | Fregenet Demsash or designee | Payroll |
| **TIME REPORTING** | | | | |
| 9:00 am – 10:30 am | BHQ-481 | **-Time and Labor**<br>**-Employee Self-Service** | Theresa Shuk Leung<br>Vivian Gunderson or designee | Time and Labor |
| **BENEFITS *(continued)*** | | | | |
| 10:30 am – 12:15 pm | BHQ-481 | **-Benefits Enrollment** | Hilary Amato<br>Ray Ortiz/Ryan, Bertrand/Patrick and O'Marah (ICMA-RC) | Benefits and Mission Square Retirement |
| **LUNCH BREAK** | | | | |
| **UNION ORIENTATION** | | | | |
| 1:00 pm | New Hire will be contacted by Union Representative | **AFSCME Employees**<br>Review of Collective Bargaining Agreement | Sal Cruz<br>415-305-6000 (cell) | AFSCME |
| 1:00 pm | New Hire will be contacted by Union Representative | **SEIU Employees**<br>Review of Collective Bargaining Agreement | Joao (John) Arantes<br>(510) 350-4548<br>Olivia Rocha<br>(510) 350-4529 | SEIU Chief Steward |
| 1:00 pm – 4:15 pm | New Hire will be contacted by Union Representative | **ATU Employees**<br>Please report to 7th Floor, BHQ 702 Training Room | Jesse Hunt<br>(925) 216-8520<br>Brandi Taylor<br>(415) 940-0443 | ATU/ Operations Training |
| 1:00 pm | | **Non-Represented and Police Department Employees:** | Refer to your reporting instructions document | |
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If you require immediate assistance, please contact **Shiela Johnson or Kelly Harrison** via MS Teams in Talent Acquisition.

For general questions about New Hire Orientation, contact Human Resources Front Desk at 510-464-6201.