

2011-2012 NEW EMPLOYEE ORIENTATION SCHEDULE & RIGHT-TO-KNOW TRAINING

Attached is the 2011-2012 New Employee Orientation/Training Schedule, for the coming school year. These orientation/training sessions are scheduled for the year to facilitate your planning as you hire new staff. **Please note, that for the 2011-2012 school year – orientation/trainings will continue to be conducted once a month, per the attached schedule.**

The Right-to-Know training will continue to be provided at the orientation sessions. Right-to-Know training will commence at 8:00 a.m. The orientation will take place immediately after the training has been completed. The entire orientation/training sessions will last approximately 3.5 hours, but may take as long as 4 hours, depending on the number of people in attendance. New staff should be made aware of this training/orientation session, at the time of hire.

The Human Resources Office will continue to notify new staff of the exact room and location for the orientation and training session that they are scheduled to attend.

The group orientation for new employees is scheduled for **August 16, 2011 from 8:30 a.m. until approximately 12:00 noon in the Herkimer Room. This orientation session is mandatory for all new staff hired during the end of August and for those new employees with a September 1, 2011 start date.**

In keeping with past practice, the Right-to-Know training will continue to be scheduled as part of the Opening Day Agenda and will not be part of the August Mandatory Group Orientation schedule.

You may schedule a new employee(s) to attend an orientation/training session, as follows:

Middle Settlement Road Server: open *H:\HumanRes\Orient\Orientation Schedule 2011-2012* then enter appropriate information.

Information & Technology Server: open *H:\Office\Calendar\Orient.doc* to view the schedule, and then email Sharon Nasutovicz at: snasutovicz@oneida-boces.org to register the new employee(s) for orientation.

IMPORTANT: The Human Resources office will not notify any new employees of orientation/training sessions unless one of the above methods is used. Once the Human Resources Office is notified, a letter will be sent to the new employee verifying his/her orientation date.

Please keep this schedule available and refer to it as you are hiring staff, so that you can schedule your new staff members for the appropriate orientation/training session.

As a reminder, please e-mail Sharon Nasutovicz when a new employee has been added to the schedule.

Thank you for your cooperation.

**NEW EMPLOYEE ORIENTATION SCHEDULE
&
RIGHT-TO-KNOW TRAINING**

All orientation/training sessions are scheduled for Tuesdays

July 5, 2011

January 3, 2012

August 16, 2011*

February 7, 2012

September 13, 2011

March 6, 2012

October 11, 2011

April 3, 2012

November 8, 2011

May 1, 2012

December 6, 2011

June 5, 2012

***MANDATORY ATTENDANCE**

Fall Group Orientation Only (no Right-to-Know Training)

Tuesday, August 16, 2011

Herkimer Room

8:30 a.m. until 12:00 noon

ALL NEW EMPLOYEE TRAINING/ORIENTATIONS WILL BE SCHEDULED FROM 8:00 A.M. UNTIL APPROXIMATELY 11:30 A.M. –THE EXACT LOCATION AND ROOM NUMBER WILL BE DETERMINED BASED ON THE NUMBER OF EMPLOYEES ATTENDING ANY GIVEN ORIENTATION, WITH HUMAN RESOURCES NOTIFYING NEW EMPLOYEE(S) BY LETTER.

NEW EMPLOYEES MUST BE SCHEDULED USING ONE OF THE FOLLOWING OPTIONS:

1. MIDDLE SETTLEMENT ROAD SERVER (H:\HUMANRES\ORIENT\ORIENTATION SCHEDULE 2011-2012) TO REGISTER EMPLOYEE(S)
2. INFORMATION & TECHNOLOGY SERVER – (H:\OFFICE\CALENDAR\ORIENT.DOC), TO VIEW THE SCHEDULE, THEN E-MAIL (SNASUTOVICZ@ONEIDA-BOCES.ORG) TO REGISTER EMPLOYEE(S)
3. ALL OTHERS WITH NO ACCESS TO A SERVER, OR NO EMAIL CAPABILITY, CALL SHARON NASUTOVICZ AT 793-8564 OR 793-8576 TO REGISTER EMPLOYEE(S)