

**ARTICLE 13**  
**NEW EMPLOYEE ORIENTATION**

**SECTION 1- New Employee Orientations**

A. The Employer agrees to conduct a New Employee Orientation (NEO) to all new employees, to include employees who transfer between OPDIVs. All NEOs will be held locally. ~~The New Employee Orientations~~ will include at a minimum, a brief overview of the Agency, basic information on employee responsibilities and benefits, distribution and discussion of the ethical rules and standards of conduct applicable to employees, distribution of information on the Union's exclusive representational right and the right of employees to join or not to join the Union.

~~B. Whenever a group orientation is conducted by the Employer for new employees, each Chapter having jurisdiction over any employees in the NEO will be notified and at least one representative per Chapter will be authorized to be present on official time. The Union appropriate Chapter will be provided a reasonable amount of advanced notice of the scheduled orientation. Notice will be send to the Chapter President of designee. The Union will be afforded an opportunity to make a presentation to the employees during their orientation for up to thirty (30) minutes. If more than one chapter is entitled to attend the NEO, the Union is still only entitled thirty (30) minutes total. The representatives will determine how to allocate the thirty (30) minutes between the representatives. This time will normally be scheduled just before a break period. The Union agrees that no internal Union business will be discussed during this meeting, nor will its presentation violate the law or the Employer's security. In addition, the content of any material or statement will not be libelous or slanderous. All material will clearly identify the Union as its source. and will be provided to the Employer two (2) workdays in advance. If the Employer provided fewer than two (2) workdays' notice of the orientation meeting, the Union will provide the materials as soon as reasonably possible.~~

~~C. The Agency will provide notice to the Chapter President of all new hires covered by their chapter. Each Chapter President, or designee, will be afforded an additional thirty (30) minutes to meet with new employee(s) covered by their Chapter during the first two weeks of employment.~~

**SECTION 2- EOD Information**

The Employer will include hardcopy of this Agreement in the Entrance on Duty (EOD) package given to each bargaining unit employee at orientation, to include both a hard and electronic copy of the CBA, as well as a print out with the name/number of the Chapter having responsibility for representation in the new employee's area, the current names of the officers and stewards in the Chapter, the Chapter office location and current contact information (including telephone number for the Chapter President and Chief Steward).

All new employees, including those employees new to the bargaining unit, will be provided three

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(3) hours of duty time to read this Agreement within the first week, subject to workload considerations, [and the agency will provide the employee with notice of this time allotment citing this provision of the Agreement](#). This time must be used to read the Agreement at the work site. At the Union's option, it may conduct a two-hour contract training once per month. The training will be delivered on an OPDIV basis, unless mutually agreed otherwise. The Employer will organize the logistics of the training session [and strongly encourage employees to attend](#). This time is in lieu of the three (3) hours of duty time to review the agreement as designated above.

### **SECTION 3-**

If the Union is not present at the NEO, the Employer agrees, simultaneous with presenting an employee with an EOD package, [including a copy of the CBA and Chapter information set forth in Section 1.A](#), to provide the employee a package of material provided by the Union. The package may contain:

- A. an introductory letter from the Union
- B. the NTEU Insurance Plan Brochures, if any
- C. an SF-1187, Dues Withholding Form
- D. a list of local Chapter representatives (including telephone numbers and location) and
- E. any informational brochures clearly identified as being prepared by the Union.

The Union agrees that the above material will not violate the law or the security of the Employer, nor will it contain libelous material.

### **SECTION 4-Orientation and Training for Newly Assigned Employees**

- A. The Union will be given [thirty \(30\) minutes](#) to orient an employee to the site and the Union chapter when the employee is newly assigned to a different bargaining unit. This will take place during the employee's first [two weeks](#) at the site.
- B. All new employees, including those employees new to the bargaining unit, will be provided three (3) hours of duty time to read this Agreement within the first week, subject to workload considerations, [and the agency will provide the employee with notice of this time allotment citing this provision of the Agreement](#). This time must be used to read the Agreement at the work site. At the Union's option, it may conduct a two-hour contract training once per month. The training will be delivered on an OPDIV basis, unless mutually agreed otherwise. The Employer will organize the logistics of the training session [and strongly encourage employees to attend](#). This time is in lieu of the three (3) hours of duty time to review the agreement as designated above.

### **SECTION 5- New Employee Lists**

Within [three \(3\) calendar days of the new employee orientation session](#), the Employer will provide to the appropriate chapter(s) a then-current list of all those bargaining unit employees attending the session. The list will also include the [corresponding position, title, grade, and post-of-duty for each employee](#).

NTEU Initial Proposals Submitted Under Protest 6/11/18

**SECTION 6- Use of Technology and Equipment**

The Union shall be entitled to use all technologies and equipment that the Agency uses for new employee orientations.