

# ARTICLE 13

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## NEW EMPLOYEE ORIENTATION

### SECTION 1

- A. The Employer agrees to conduct a New Employee Orientation (NEO) to all new employees. The New Employee Orientation 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, and the name and location (including telephone number) of the Union representative having responsibility for the representation in the new employee's area.
- 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 will be provided a reasonable amount of advanced notice of the scheduled orientation. The Union will be afforded an opportunity to make a presentation to the employees during their orientation for up to twenty (20) minutes. If more than one chapter is entitled to attend the NEW, the Union is still only entitled twenty (20) minutes total. The representatives will determine how to allocate the twenty (20) minutes between the representatives. This time will normally be 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. If an employee is not scheduled to attend an NEO or a contract training during the first two weeks of employment, the appropriate chapter will be afforded up to twenty (20) minutes to meet with the employee(s) during these first two weeks.

### SECTION 2

The Employer will include hardcopy of this Agreement in the Entrance on Duty (EOD) package given to each bargaining unit employee at orientation. 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. 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. This time is in lieu of the three (3) hours of duty tie 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, 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**

The Union will be given up to fifteen (15) 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 week at the site.

### **SECTION 5**

By close of business the Wednesday preceding the 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 position, title, grade, and post-of-duty.

### **SECTION 6**

The Union may use the Employer's video equipment for presentation in orientation session when such equipment is available and there is no additional cost to the Employer. The Union may also use such equipment for Union-sponsored local training (excluding internal Union business) and meetings with employees.