



REGULAR SCHEDULE
SAN FRANCISCO BAY AREA RAPID TRANSIT
New Hire Orientation Schedule for New Employees



DAY ONE - MONDAY					
Time	Location	Topic	Presenter	Dept./Unit	
8:15 AM	20 th Floor, LKS-2000	<u>ID Badge</u> · Photo ID Cards/Access Setup	Ray Hathorn (x7528) or Designee	HRIS	
8:45 AM	17 th Floor LKS-1723	<u>GM Video</u>			
8:55 AM		<u>Welcome</u> · Welcome by Human Resources and Transportation	Rosalind Bolds (x7518) or Designee	Staffing	
9:00 AM		<u>Employment Forms</u> · Human Resource Forms · I-9 Documentation · Assignment of work location/start date	Evelyn Chetcuti-Graves (x6227) or Staff & Comp Designee		
		9:30 AM			<u>System Safety</u> · IIPP CalOSHA Training
12:15 PM		<u>LUNCH PROVIDED</u> · District Overview (12:15-12:30)	May Cooper (x6276)	Workforce Development	
12:45 PM		<u>System Safety</u> · IIPP CalOSHA Training	Reggie Lewis (x7260)	Safety	
5:00 PM		End of Day One			
DAY TWO - TUESDAY					
8:15 AM	SIGN-IN and ATTEND class on 11th Floor, LKS-1129)	<u>Payroll</u> · Payroll Training	Lisa Leblow (x6935)	Payroll	
9:30 AM	11 th Floor, LKS-1129	<u>TAAD</u> · Time and Labor/ Self Service	Tonya Holmes (x4980)	Time and Labor	
10:45 AM		<u>Employee Services</u> · Employee Leave Entitlements · Reasonable Accommodation · The Employee Assistance Program (EAP) · Substance Abuse Program · Violence in the Workplace Prevention	Jesse Alcantara (x6250)	Employee Service	
12:45 PM	Released for Lunch Break				
1:30 PM	11 th Floor, LKS-1129	<u>Benefits</u> · IIPP Overview of Benefits · Overview of Investment Plans	Hilary Amato (x6205) and Susan Chang	HR Benefits and ICMA-RC	
4:30 PM	End of Day Two				
DAY THREE - WEDNESDAY					
PLEASE NOTE FOR THE WEDNESDAY AFTERNOON SCHEDULE, NEW HIRES WILL BE SEPARATED BY UNION and/or DEPT.					
8:15 AM	SIGN-IN and ATTEND class on 17th Floor LKS-1723	<u>Police Dept</u> · Employee System Security Awareness	Kevin Franklin (x7077) Officer Antwinette Turner	Police Department	
9:30 AM	17 th Floor LKS-1723	<u>Office of Civil Rights</u> · Equal Employment Opportunity (EEO) · Sexual Harassment Policy · Title VI	Donna Titus (x7616)	Office of Civil Rights	
12:00 PM	Released for Lunch Break				
12:30 PM	Non-Represented	Please refer to your Reporting Instructions Sheet			
	Police Department	Please refer to your Reporting Instructions Sheet			
12:30 PM	SEIU Union 17 th Floor LKS-1723	<u>SEIU Orientation</u> · Review Collective Bargaining w/ Union Representative	Greg Grey (707) 628-3252 Carmen Williams (510) 688-2389 Robert Fernandez (510) 828-3769	SEIU Chief Steward	
1:00 PM	AFSCME Union Kaiser Mall (Next to the Kaiser parking structure on Level E) 2nd Fl, Rm 203M	<u>AFSCME Orientation</u> · Review Collective Bargaining w/ Union Representative	Sal Cruz 415-305-6000 (cell)	AFSCME	
1:00 PM	ATU Union (Transportation Dept) 14 th Floor-Meet by the Elevators	<u>Transportation Training</u> · Released to Dept for uniform fitting and further training (Note: ATU Local 1555 Orientation TBD-Chris Finn)	Christopher Bryne (510-464-6288)	Operations Training	
5:00 PM	End of Day Three				
DAY FOUR - THURSDAY (Maintenance & Engineering New Hires Only)					
7:00 AM	Maintenance & Engineering Dept 2nd Floor- LKS 237 - Training Room Lobby (Inside Double Doors)	<u>Maintenance and Engineering (M&E) On-Boarding</u> · Released to M&E for further training	Karen Arhontes (510-287-4873 or 510-915-5988)	M&E Training	
DAY FIVE - FRIDAY (Maintenance & Engineering New Hires Only)					
7:00 AM	Maintenance & Engineering Dept 2nd Floor- LKS 237 - Training Room Lobby (Inside Double Doors)	<u>Maintenance and Engineering (M&E) On-Boarding</u> · Released to M&E for further training	Karen Arhontes (510-287-4873 or 510-915-5988)	Technical Training	
If you are separated from your group, please see HR Staff on the 20 th floor or call 464-6201 or 464-6202.					