



SPECIAL SCHEDULE
SAN FRANCISCO BAY AREA RAPID TRANSIT
New Hire Orientation Schedule for New Employees (Includes TO or SA Class)

DAY ONE - MONDAY				
Time	Location	Topic	Presenter	Dept./Unit
8:15 AM	20 th Floor, LKS-2000	ID Badge	Ray Hathorn (x7528) or Designee	HRIS
		· Photo ID Cards/Access Setup		
8:45 AM		GM Video	Rosalind Bolds (x7518) & Chris Young (x6442)	Staffing & Transportation
8:55 AM		Welcome		
		· Welcome by Human Resources and Transportation		
9:00 AM		Employment Forms	Evelyn Chetcuti-Graves (x6227) or Staff & Comp Designee	
		· Human Resource Forms		
		· I-9 Documentation		
	· Assignment of work location/start date			
9:30 AM	System Safety	Reggie Lewis (x7260)	Safety	
	· IIPP CalOSHA Training			
12:15 PM	LUNCH PROVIDED	May Cooper (x6276)	Workforce Development	
	· District Overview (12:15-12:30)			
12:45 PM	System Safety	Reggie Lewis (x7260)	Safety	
	· IIPP CalOSHA Training			
4:15 PM	End of Day One			
DAY TWO - TUESDAY				
8:15 AM	SIGN-IN and ATTEND class on 2nd Floor, LKS-225	Payroll	Lisa Leblow (x6935)	Payroll
		· Payroll Training		
9:30 AM	2nd Floor, LKS-225	TAAD	Tonya Holmes (x4980)	Time and Labor
		· Time and Labor/ Self Service		
10:45 AM		Employee Services	Jesse Alcantara (x6250)	Employee Service
	· Employee Leave Entitlements			
	· Reasonable Accommodation			
	· The Employee Assistance Program (EAP)			
	· Substance Abuse Program			
	· Violence in the Workplace Prevention			
12:45 PM	Released for Lunch Break			
1:30 PM	2nd Floor, LKS-225	Benefits	Hilary Amato (x6205) and Susan Chang	HR Benefits and ICMA-RC
		· IIPP Overview of Benefits		
	· Overview of Investment Plans			
4:15 PM	End of Day Two			
DAY THREE - WEDNESDAY				
8:15 AM	SIGN-IN and ATTEND class on 17th Floor LKS-1723	Police Dept	Kevin Franklin (x7077) Officer Antwinette Turner	Police Department
		· Employee System Security Awareness		
9:30 AM	17th Floor LKS-1723	Office of Civil Rights	Donna Titus (x7616)	Office of Civil Rights
		· Equal Employment Opportunity (EEO)		
		· Sexual Harrassment Policy		
	· Title VI			
12:00 PM	Released for Lunch Break			
PLEASE NOTE FOR THE WEDNESDAY AFTERNOON SCHEDULE, NEW HIRES WILL BE SEPARATED BY UNION and/or DEPT.				
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 17th Floor LKS-1723	SEIU Orientation	Greg Grey (707) 628-3252 Carmen Williams (510) 688-2389 Robert Fernandez (510) 828-3769	SEIU Chief Steward
		· Review Collective Bargaining w/ Union Representative		
1:00 PM	AFSCME Union Kaiser Mall (Next to the Kaiser parking structure on Level E) 2nd Fl, Rm 203M	AFSCME Orientation	Sal Cruz (415) 305-6000 (cell)	AFSCME
		· Review Collective Bargaining w/ Union Representative		
1:00 PM	ATU Union (Transportation Dept) 14 th Floor-Meet by the Elevators	Transportation Training	Christopher Bryne (510-464-6288)	Operations Training
		· Released to Dept for uniform fitting and further training (Note: ATU Local 1555 Orientation TBD-Chris Finn)		
4:15 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)	Maintenance and Engineering (M&E) On-Boarding	Karen Arhontes (510-287-4873 or 510-915-5988)	M&E Training
		· Released to M&E for further 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)	Maintenance and Engineering (M&E) On-Boarding	Karen Arhontes (510-287-4873 or 510-915-5988)	Technical Training
		· Released to M&E for further training		
If you are separated from your group, please see HR Staff on the 20 th floor or call 464-6201 or 464-6202.				

Questions? Contact May Cooper at x6276 or Prem Bajaj x7532.