

EMPLOYEE DEVELOPMENT OPPORTUNITY



Office of the County Executive, Department of Human Resources, Office of Human Rights and Equity Programs, Department of Information Technology, Risk Management

ISSUE DATE: December 8, 2008

Orientation for New County Employees - 2009



Part 1 and 2 - Welcome to Fairfax County Government and Benefits (NEOR100A) Topics covered include: <ul style="list-style-type: none"> County's past, present, and vision for the future Employees rights and responsibilities Job safety, security, and health on the job Leave and holidays Tuition assistance Your paycheck 				<ul style="list-style-type: none"> Training and development Enrollment deadlines Retirement plans and choices Deferred comp. programs Health & dental plans Flexible spending accounts Life, salary, and hospital confinement insurance Pre-tax benefits and restrictions 			
Dates for Part 1 and 2: General Questions? Call: 703-324-3394 For Benefits questions? Call: 703-324-4917 Time: 8:30 a.m. – 4:00 p.m. – Location: Auditorium							
	1/16/09	2/27/09	3/20/09	4/17/09	5/15/09	6/19/09	
	7/17/09	8/21/09	9/18/09	10/16/09	11/20/09	12/18/09	
Part 3 - Pay for Performance Training for New Employees (NEOR100C) Topics covered include: <ul style="list-style-type: none"> Employee and supervisor responsibilities Explanation of the three components of the system – Performance elements, goals, and County-wide behaviors Four phases of the process – Planning, coaching, reviewing, and rewarding 				Part 4 - Information Technology and County Security for New Employees (NEOR100D) Topics covered include: <ul style="list-style-type: none"> Securing, accessing and leveraging information technology Information security and appropriate use of technology Role and responsibilities of the technical support center Technical training programs and opportunities County's building security 			
Dates for Part 3: Questions? Call: 703-324-3495 Time: 8:00 a.m. – noon – Location: Rms. 9/10				Dates for Part 4: Questions? Call: 703-324-5405 Time: 9:00 a.m. – noon – Location: Rms. 9/10			
1/14/09	2/11/09	3/11/09	4/15/09	1/15/09	3/19/09	5/21/09	7/16/09
5/13/09	6/10/09	7/15/09	9/9/09	9/17/09	11/19/09		
10/7/09	11/4/09	12/9/09					

WHO SHOULD ATTEND: Parts 1, 2, and 3 are **mandatory** for all new employees. Part 4 is **mandatory** for all employees who use Fairfax County computers to fulfill their job responsibilities. You may take them in any order.

HOW TO REGISTER: Pre-Registration is Required. You may self-register at the following link: <http://infoweb/employeeu/> - click on Employee Learning Center on the left navigation bar and follow self-registration instructions or contact your training coordinator to register. A list of training coordinators can be found at <http://infoweb/employeeu/doc/TrainingCoordinators.pdf>.

TIMES AND LOCATION: Please Note Start Time of Each Class. Allow at least 10 minutes to park and find the room. All classes are at the Government Center (12000 Government Center Parkway, Fairfax, VA 22035). The cafeteria (located on the first floor of the Government Center) opens at 7 a.m. for breakfast foods and beverages.



We are committed to nondiscrimination in all programs, services, and activities. Please request any reasonable accommodations by calling 703-324-3394, or TTY 703-222-7314. Please allow seven working days in advance of the training date in order to make the necessary arrangements.

All Dates & Locations Subject to Change