

County Proposal – Unit 16
August 4, 2022

3.6 Human Resources New Employee Orientation

The ~~Recognized Employee Organization, (Association) Union~~, shall have access to employees as part of the Human Resource's Department's new employee orientation as follows:

- A. A representative of the ~~Recognized Employee Organization (Association) Union~~ shall be permitted thirty (30) minutes to meet with employees of the bargaining unit at the New Employee Orientation conducted by Human Resources (HR).
- B. The County shall advise the employee organization of the dates and times at which the ~~Association's~~ Union Representative can present to employees covered by their bargaining unit. Such notice shall be provided no later than ten (10) days before the scheduled orientation.
- C. The ~~Association~~ Union Representative shall advise the County five (5) days prior to the scheduled HR New Employee Orientation if it will be meeting and presenting information to the employees. Failure to provide notice of its intent to present will result in the ~~Association~~ Union waiving its right to present at the meeting.
- D. No later than two (2) days prior to any scheduled New Employee Orientation for which the ~~Association~~ Union has provided notice of its intention to present, the County shall provide a list to the Association that includes the names, job titles, and departments of all new employees within the bargaining unit who are expected to attend the orientation.
- E. If the ~~Association~~ Union Representative is not available to present at its designated time slot, the ~~Association~~ Union will be deemed to have waived its right to present at that meeting. No additional time or rescheduling will be afforded.
- F. If multiple Union/Association attend HR's New Employee Orientation, each Union/Association will meet with employees of the bargaining group at the same time. Separate meetings rooms may be provided but are not guaranteed; however, groups will be divided into "break-out" sessions in the room and/or close proximity to the room scheduled for new employee orientation.
- G. The employees shall have the sole option to meet with the ~~Association~~ Union during this time or may take the time to review County policies or other materials as provided by the County associated with the new employee orientation.
- H. The ~~Association~~ Union agrees to stay within its designated time period and will not cause a delay to the new employee orientation schedule. For example, if the Association Representative is scheduled to present from 9:15a.m.-9:30a.m., and

s/he arrives at 9:20a.m., the Association Representative shall have from 9:20a.m. - 9:30a.m. to present. If the Association Representative arrives at 9:35a.m., s/he will have waived their opportunity to present to the group. No additional time or rescheduling will be afforded.

- I. The ~~Association~~ Union may provide copies of ~~Association~~ Union materials to employees within its bargaining unit during HR's New Employee Orientation. The ~~Association~~ Union is responsible for producing, copying and distributing materials to employees. If the ~~Association~~ Union Representative confirms its attendance at the meeting, this provision shall relieve the County from any other provision requiring the County to distribute ~~Association~~ Union materials.

- J. Procedure on Promotions:

Employees that promote for the first time into the bargaining unit represented by the Union shall be authorized to meet with the Union for thirty (30) minutes. The County shall release the employee to attend the meeting without use of accruals.

- ~~K. The Association may discuss only the following topics during the new employee orientation:~~

- ~~1. The structure of the Association~~
- ~~2. How to contact the Association and/or Association officers~~
- ~~3. Association's role in collective bargaining~~
- ~~4. Benefits of Association membership~~

- ~~L. The Association agrees to not disparage the County and/or its supervisors or management during this meeting.~~

- ~~M. The provisions above in this Section shall not be subject to the grievance and arbitration procedure.~~