



City of Milwaukee

New Employee Orientation

AGENDA

TIME:	TOPIC:	PRESENTER:
8:15 – 8:55	<ul style="list-style-type: none"> ➤ Welcome! ➤ Introductions ➤ DVD ➤ Benefits Summary ➤ “Working for the City” booklet 	<p style="text-align: center;"><i>NEO Facilitator</i> Department of Employee Relations</p>
8:55 – 9:10	<ul style="list-style-type: none"> ➤ Employee Assistance Program 	<p style="text-align: center;">Cris Zamora Department of Employee Relations</p>
9:10 – 10:10	<ul style="list-style-type: none"> ➤ Health Insurance ➤ Dental Insurance ➤ Flexible Choices Program (FSA) 	<p style="text-align: center;">Staff from Employee Benefits Division, Dept. of Employee Relations</p>
10:10 – 10:30	<ul style="list-style-type: none"> ➤ <i>Break</i> 	
10:30 – 10:50	<ul style="list-style-type: none"> ➤ Life Insurance 	<p style="text-align: center;">Staff from the Employees’ Retirement System</p>
10:50 – 12:00	<ul style="list-style-type: none"> ➤ Pension 	<p style="text-align: center;">Staff from the Employees’ Retirement System</p>
12:00 – 12:15	<ul style="list-style-type: none"> ➤ <i>Stretch Break</i> 	
12:15 – 12:45	<ul style="list-style-type: none"> ➤ Deferred Compensation 	<p style="text-align: center;">Representative from <i>Nationwide Retirement Solutions, Inc.</i></p>
12:45 – 1:10	<p>City Policies:</p> <ul style="list-style-type: none"> ➤ Harassment ➤ Americans with Disabilities Act (ADA) ➤ Workplace Violence 	<p style="text-align: center;"><i>NEO Facilitator</i> Department of Employee Relations</p>
1:10 – 1:15	<ul style="list-style-type: none"> ➤ <i>Wrap-Up</i> 	<p style="text-align: center;"><i>NEO Facilitator</i> Department of Employee Relations</p>
1:15 – 1:30	<p>ID PICTURES ARE ONLY TAKEN FROM 1:00 – 1:30 PM!!! IF YOU ARE SCHEDULED TO HAVE YOUR PICTURE TAKEN FOR CITY ID CARDS PLEASE REPORT TO <u>ROOM B-9</u> IN THE BASEMENT OF THE ZEIDLER MUNICIPAL BUILDING IMMEDIATELY FOLLOWING ORIENTATION.</p>	