

New Hire Orientation Agenda



Day 1

Location NCC1

8:30 a.m.	Introduction from Lincoln Leader New employee introduction(s) Complete I-9 form and hand-in signed paperwork Review new hire bag Review orientation agenda & packet
9:00 a.m.	NRECA Overview Career Framework Overview Performance Management
10:00 a.m.	Break
10:15 a.m.	Lincoln Building & Employee Safety Building Tour View Stretchware
11:00 a.m.	Service Excellence Recognition Program
11:15 a.m.	Harassment Prevention Training
11:45 a.m.	Lunch with Manager
1:00 p.m.	Benefits Overview Education Benefit Review Systems Guide and IT Information Packet
2:30 p.m.	Volunteer Opportunities & Volunteer PTO Wellness Programs Employee Activities
3:00 p.m.	Systems Overview <ul style="list-style-type: none">• ADP• Oracle Self Service• Cooperative.com
3:45 p.m.	Report to the department

New Hire Orientation Agenda



Day 2

Location: Your Department

Department & Job
Orientation with your
Manager

Introductions to Team/Review Departments/Org Chart
Review Job Description
Performance Management Overview

10:30 a.m. to 11:30 a.m.
Orientation to NRECA Lincoln
Operations, Presented by
Shanna Bridges,
Analyst II, Retirement Plan Ops

Presentation of Lincoln Operations

Lunch Hour (Time TBD)
Dinner & Co. (coupon)

In breakroom with a teammate – identified by Manager

Department & Job
Orientation with your
Manager, cont'd.

NRECA Leadership & Strategic Priorities
Department Priorities/Goals
Review NRECA & Department Policies & Practices

Day 3

Location: NCC3

10:00 a.m. in Employee Benefit
Services, taken by Pam
Holdsworth

Employee Photo

NRECA LINCOLN OPERATIONS

INCLEMENT WEATHER POLICY STATEMENT

It is NRECA- Lincoln's policy to follow the State of Nebraska, State Office Building, inclement weather policy. The State of Nebraska, State Office Building's operating status is posted on local TV and radio news broadcasts in the case of a closure.

Office Closure or Early Dismissal:

1. If the State of Nebraska, State Office Building announces that its offices are closed due to adverse weather conditions, NRECA-Lincoln employees are not required to report to work and the NRECA-Lincoln location will be closed.
 - a. All employees will receive regular base pay during the closure period, unless they have previously scheduled leave.
 - b. Employees who are equipped to telework may be expected to accomplish priority tasks from home.
2. The Lincoln location may authorize an early dismissal and close the office early due to adverse weather conditions.
 - a. In the event of an early dismissal, a full day's compensation will be paid to regular full-time employees who are at work at the time of the dismissal. Regular part-time employees at work will be paid for the hours normally scheduled.
 - b. Employees not at work at the time of the early dismissal will charge the time in accordance to their leave status (i.e. PTO, LWOP, Extended Illness).
3. Non-exempt employees who are specifically requested by their supervisors to work when the office has closed will earn time-and-a-half for hours worked in addition to regular pay due to the office closure.

General Guidelines – when the Lincoln location does not close:

1. If adverse weather conditions exist, and the Lincoln location does not close, with the safety and welfare of our employees as a concern, employees will determine for themselves their ability to drive to work safely, the condition of their vehicle, and the immediate road conditions.
2. When the Lincoln Public Schools are closed due to snow, employees are allowed to wear jeans to work the days LPS is closed.
3. Employees who do not report to work due to adverse weather conditions will use PTO or leave without pay if their PTO has been exhausted. If feasible, employees may be allowed to make up missed work time within the work week, with prior approval from their supervisor.

4. Employees are responsible for notifying their supervisors as early as possible if they cannot attend work because of the weather.
5. Managers or their designees may permit employees to leave early in the interest of the employee's safety.

Communication Guidelines:

In the event of an office closure or early dismissal, employees are required to adhere to the following communication standards:

1. Update telephone message recording to inform callers that NRECA's Lincoln office is closed.
2. Turn on e-mail Out-Of-Office Assistant with an appropriate message, such as *"It is NRECA's Lincoln location's policy to follow the State of Nebraska's hazardous conditions status. Due to the State Office Building's closure, NRECA's Lincoln location will be closed today (or closed at 3:00 PM today). I will check email periodically and will respond as quickly as possible."*
3. Check and respond to voicemail and email messages at least twice a day. If you cannot, relay in your voicemail and email recordings who can be contacted in your absence.

NRECA Work Attire Guidelines Lincoln Office

The following guidelines outline NRECA's "Dress for Your Day" philosophy, as well as provide further details regarding appropriate work attire.

Guidelines

"Dress for Your Day" means employees should always look professional while selecting their attire based upon the activities and scheduled events for that day. If you are meeting with a Member or guest you should mirror their dress code. However, it's better to be overdressed than underdressed.

Occasionally employees will be asked to wear business attire during significant events when members or guests are also dressed in business attire. During all other times employees may wear business casual. Appropriate dress attire is outlined below.

Managers may send an employee home to change inappropriate attire. Human Resources can work with managers to address questions, concerns regarding these guidelines. Repeated instances of inappropriate attire may result in disciplinary action.

Please contact Carmen Wiles for any questions or for more information.

Appropriate Work Attire

Business Casual (Monday through Thursday)

Attire must be well kept, fit properly and comfortably so it's not too tight, and have a professional hem, collared neck line that is not too revealing and dresses or skirts at an appropriate length that are not too revealing. Examples include:

- Slacks, suit pants, dressy capris or cropped pants.
- Skirts, dresses and skirted suits.
- Dress shirts, polo's, sweaters, turtlenecks, tops, blouses and jackets.

What's **Not** Business Casual? Examples include: Very casual flip-flops (nice leather looking flip-flops are acceptable) or any kind of tennis or athletic shoes.

Traditional Business

Attire should also fit properly and not be too revealing. This business attire will more than likely occur less frequently in the Lincoln office. Examples include: Suit and tie for men, business suits or dresses/skirts with blazer/sweater.

Friday Casual

Attire should also be well-kept, fit properly, and not too revealing. Friday dress can be all that's listed under Business Casual but can also include: T-shirts or un-collared neck line, jeans or shorts, tennis or athletic shoes or casual flip flops.

What's **not** Friday Casual? Examples include: Exercise pants or exercise shorts or 'lounger' pants.