

# Virtual New Hire Orientation Agenda

## Agenda

<b>Day: 1</b> <b>Location: Human Resources</b>	
8:45AM	Human Resources - Remote I-9 Review & Questions
9:00AM	New Employee Introduction Review Orientation Agenda & Folder Inclusions
9:15AM	NRECA Overview Your Employee Benefits
10:00AM	Service Excellence and Engagement Committees
10:15AM	OnBoarding
10:30AM	IT Overview
11:30AM	Wrap Up
1:00PM	Manager - Employee Check-In

# Virtual New Hire Orientation Agenda

<b>Day: 2</b> <b>Location: Your Department</b>	
With Your Manager	Review Job Description  Performance Management Overview  Meet Your Team/Department Org Chart  NRECA Leadership & Strategic Priorities  Department Priorities/Goals  Review NRECA/Department Policies

<b>Day: 3</b> <b>Location: Human Resources</b>	
2:00PM	<b>Strategic Sourcing &amp; Procurement (SSP) Presentation</b>
2:15PM	<b>Branding Guidelines &amp; NRECANow Presentation</b>
2:45 PM	<b>Systems Demonstration</b> <ul style="list-style-type: none"> <li>• NRECA Now</li> <li>• Oracle Employee Self Service</li> <li>• ADP Employee Self Service</li> <li>• Cornerstone – Learning Management Performance Management</li> <li>• NRECA Recognition Program</li> <li>• Cooperative.com</li> <li>• Health Equity</li> </ul>
3:30 PM	<b>Wrap-up</b>



<b>Policy:</b> 8.1	<b>Type:</b> Staff
<b>Title:</b> INCLEMENT WEATHER - ARLINGTON	
<b>Accountable:</b> Sr. Vice President, Human Resources	
<b>Approved By:</b> Chief Executive Officer	
<b>Effective Date:</b> 12/05/2017	<b>Amendment Date:</b> 02/26/2019

## Policy

All NRECA employees should make every effort to report for work during inclement weather, but should also take precautions to ensure their personal safety. Generally, NRECA will follow the Federal Government's announcements regarding closure, delayed arrival, early dismissal and unscheduled leave. Employees should monitor news broadcasts or the Office of Personnel Management website for information concerning the Federal Government's response to hazardous conditions. Employees must contact their manager as soon as possible if they are unable to report to the office at their normally scheduled start time.

The NRECA building will always be "open," regardless of the federal government's announced closure or leave status. When appropriate, managers may also grant AWA or teleworking for individuals with particular commuting safety or child care concerns.

Employees who are already approved for PTO should record inclement weather days as PTO days. Employees who have an alternative work arrangement who are not impacted by the inclement weather should continue with their regular schedule and timekeeping.

## Guidelines

See Attachment A for specific guidelines regarding Federal Government Closures.

Communication Guidelines - In the event of a government closure, delayed arrival or early dismissal, the Member Contact Center will be notified so that members can be made aware that responses from Arlington employees may be delayed. Employees are required to adhere to the following communication guidelines:

1. Update your voicemail greeting to inform callers that you are out of the office and that you are monitoring voicemail or can be contacted at another phone number.
2. Turn on your e-mail Out-Of-Office Assistant with an appropriate message, such as "It is NRECA's policy to follow the federal government's inclement weather status. Therefore, I will not be in the office today" or "I will check email periodically and will respond as quickly as possible."
3. Exempt employees: Check and respond to voicemail and email messages routinely throughout the day. If you cannot, designate in your voicemail and email messages who can be contacted in your absence.

Employee Safety – If adverse weather conditions exist and the federal government does not close, employees will determine for themselves their ability to safely commute to and from work, requesting leave if necessary.

1. Employees are responsible for notifying their managers as early as possible if they cannot safely commute to the NRECA office because of the weather.
2. Managers or their designees may permit individual employees to leave the office early due to their personal commuting pattern or circumstances, in the interest of their safety.

Manager Responsibilities

1. Managers should ensure employees have the tools to effectively work from home in the event of a government closure or an emergency situation affecting access to the NRECA office.
2. Managers should communicate department expectations in addition to the expectations outlined in this policy in the event of a federal government closure or an emergency situation affecting access to the NRECA office.

Policies for cross reference include:

Staff Policy 3.3 – Time Reporting and the Fair Labor Standards Act

Federal Government	NRECA (Arlington)	Employee Status	Time Reporting
<b>Closed</b>	Employees are not required to report to the office.	<p>Exempt employees are expected to work remotely if they have a telework arrangement or the ability to work from home.</p> <p>Non-exempt employees are not expected to work unless approved by the supervisor.</p>	<p>Exempt employees should record actual hours worked or 8 hours, whichever is greater.</p> <p>Non-exempt employees should record 8 hours as “Salaries-Regular” <b>plus</b> actual hours worked. Note: If over 40 hours are recorded within a work week, certain hours may be eligible for Overtime or Additional Straight Pay. See <i>Policy 3.3 “Time Reporting &amp; The Fair Labor Standards Act”</i> for further guidance.</p>
<b>Delayed</b>	Employees are expected to report to the office on time if they can do so safely. However, they are allowed to use the delay time if there are safety concerns or commuting delays (e.g. two hour delay allows you to arrive two hours later than normal start time).	Employees work regular hours less the number of necessary delayed hours, if unable to arrive at work on time due to safety concerns.	<p>Exempt employees should record actual hours worked or 8 hours, whichever is greater.</p> <p>Non-exempt employees should record number of delayed hours as “Salaries-Regular” <b>plus</b> actual hours worked. Note: If over 40 hours are recorded within a work week, certain hours may be eligible for Overtime or Additional Straight Pay. See <i>Policy 3.3 “Time Reporting &amp; The Fair Labor Standards Act”</i> for further guidance.</p>
<b>Early Dismissal</b>	Employees will be permitted to leave early based on dismissal time. NRECA management will announce an early dismissal.	Employees work regular hours until dismissed; supervisors may grant AWA schedules and allows employees to leave earlier if the employee has a particular safety or commuting concern.	<p>Exempt employees should record actual hours worked or 8 hours, whichever is greater.</p> <p>Non-exempt employees should record number of hours missed due to early dismissal as “Salaries-Regular” <b>plus</b> actual hours worked. Note: If over 40 hours are recorded within a work week, certain hours may be eligible for Overtime or Additional Straight Pay. See <i>Policy 3.3 “Time Reporting &amp; The Fair Labor Standards Act”</i> for further guidance.</p>
<b>Liberal Leave (Federal Govt. open)</b>	Employees are expected to report to the office as close to their normal start time as possible, if they can do so safely. However, if they are unable to come to work, they should work remotely or use PTO.	Employees are expected to work in the office or remotely if they have a telework arrangement.	If unable to work either in the office or remotely, the employee will record hours missed as PTO. With manager approval, hours missed could be made up within the same work week in lieu of PTO use.