

New Employee Orientation for 2012

The **New Employee Orientation** (NEO) dates for 2012, are now available. NEO is held quarterly, three times a year at the Downtown Chancery and is open to both Chancery and parish employees. Chancery employees are required to attend a NEO within the first three months of employment and it is recommended that parishes send new employees to NEO within the first three months of employment.

The morning session includes a welcome from Administration, a history of the Archdiocese from the Archives Department, a session on Personnel and Ethical policies from Human Resources, followed by an explanation of employee benefits. The afternoon portion is a Protecting God's Children for Adults (VIRTUS) session for new employees who have not yet completed this requirement. Employees who have already attended a Protecting God's Children for Adults (VIRTUS) session are excused from the afternoon session. All other employees must attend session within 60 days of their hire date (30 days if they work with children).

Free parking is available behind the Cathedral Centre. Parking entrance is located on Jefferson St. **Please do not park inside gated area that is located on Fannin St., this parking is designated for Downtown Chancery employees only.**

New Employee Orientation Agenda Downtown Chancery Conference Room A 8:45 am to 2:00 pm

January 11th
April 11th
July 11th

8:30 am	Welcome
8:45 am	Brief History of the Archdiocese – Lisa May, Archives
9:45 am	Break
10:00 am	Personnel & Ethics Policies – Jeannie Nelson, Human Resource
11:00 am	Benefits – Monica Nolasco, Human Resource
12:00 pm	Lunch (on your own)
1:00 pm	Virtus – Julie Blevins, Safe Environment
4:00 pm	Dismissal

Please RSVP to Amelia Merino, Human Resource Department, Either by email amerino@archgh.org or by phone at 713-652-4493.