

STATE OFFICE NEW EMPLOYEE ORIENTATION

27-Feb-14

Dole Cannery Offices, Suite 435

Presentation Time	Presentation Topic	Minutes	Presenter
8:00am	Overview of the day	5 min	OHR Assistant Superintendent
	General Housekeeping		OHR Assistant Superintendent
8:05	Welcome Message	5	Superintendent
8:07-8:15	Overview of the Strategic Plan	7.5	Superintendent
8:15-8:20	Overview of StriveHI	5	Superintendent
8:20-8:25	Overview of 6 Priority Strategies	5	Superintendent
8:25-8:30	Organizational Structure	5	Superintendent
8:30-8:35	OSR Overview	5	OSR Assistant Superintendent
8:35-8:40	Communications Office Overview	5	Director of Communications
8:40-8:50	OHR Overview and Office Hours	10	OHR Assistant Superintendent
8:50-9:20	Policies and Procedures	30	OHR Investigations
9:20-9:25	Appointment Types and Probation	5	Director of OHR-Personnel Management Branch
9:25-9:30	Evaluations	5	OHR Performance Management Section
9:30-9:40	Break	10	
9:40-10:25	Employees Retirement System	45	ERS
	Hybrid Retirement Plan		ERS
10:30-11:15	Employer Union Health Benefit Trust Fund	45	EUTF
	Health Plans		EUTF
	Group Life Insurance		EUTF
11:15-11:20	Employee Training	5	Acting Director of OHR-Personnel Development Branch
11:20-11:25	Collective Bargaining Agreements	5	OHR Negotiations
11:25-11:30	Labor Relations	5	OHR Labor Relations
11:30-12:00	Tax Deferred Programs and State Benefits	25	OHR Health Benefits & Awards Unit
	Holidays		
	Leaves		
	Tax Sheltered Annuity		
	Island Savings Plan		
	Flexible Spending		
	Premium Conversion Plan		
	HI529 Hawaii College Savings		
Post Vacation Pay Deferral			
12:00-1:00	LUNCH		

Presentation Time	Presentation Topic	Minutes	Presenter
OSFSS 1:00 - 1:15	Overview of OSFSS	15	OSFSS Assistant Superintendent
OITS 1:15-1:30	Overview of OITS	15	Director of OITS-Information Technology Project Management
OCISS 1:30 - 1:40	Overview of OCISS	10	OCISS Assistant Superintendent
OFS 1:40-1:50	Overview of OFS	10	OFS Assistant Superintendent
Closing 1:50-2:00	Closing, Questions, Thank you	10	OHR
2:00	Meet and Greet with Bargaining Union Representative Not Part of formal orientation program Opportunity for new employees to meet their respective BU representative		BU Representatives from HGEA, UPW