

Article 52

New Employee Orientation and Labor Recognition Week

Section 1. Purpose of Employee Orientation

- A. An effective Orientation Program is an important component in achieving the Agency’s goal of establishing and maintaining an effective, diverse and motivated work force. The Agency will ensure that all employees receive orientation regarding their rights, benefits, roles and responsibilities as employees of the Agency.**
- B. This orientation will be conducted the first week of work for every newly hired employee and every employee who is reassigned to a new office.**
- C. The Agency will schedule employee orientation during the core hours of a regularly scheduled work week of Monday through Friday**
- D. The Employee Orientation Program will be administered in accordance**

23 **with 5 CFR 410 and 5 CFR 724.203.**

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25 **Section 2. Notice and Information**

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27 **A. The Union will be notified as soon in advance as possible of the**
28 **scheduled dates for this orientation. The Agency will make every**
29 **reasonable effort to provide such notice no less than ten (10) days prior**
30 **to the orientation session.**

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32 **B. The Union will be provided with the following information no less than**
33 **five (5) days prior to the orientation session:**

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- 35 **1. The employee's name;**
- 36 **2. Entry on duty date;**
- 37 **3. New position title, grade, series and career status; and**
- 38 **4. Location of the position.**

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40 **C. The Union will be included on the orientation agenda for the purpose of**
41 **addressing new bargaining unit employees.**

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43 **D. The orientation package will include information from the Union**
44 **outlining the benefits of membership in the Union and a copy of this**

45 **Agreement. The Union will be responsible for providing this material to**
46 **the Agency.**

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48 **Section 3. The Orientation Meeting**

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50 **A. The Union will be provided with the opportunity to address bargaining**
51 **unit employees during the orientation sessions. The Union will be**
52 **allowed a minimum of thirty (30) minutes or more if there is a local past**
53 **practice. This time will normally be provided immediately preceding a**
54 **break.**

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56 **B. The Union official will be introduced by the Agency representative**
57 **at the session orientation. No Agency official or representative**
58 **will be present during the period of time that the Union**
59 **representative addresses the bargaining unit employees.**

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61 **C. If a bargaining unit employee is unable to attend a scheduled**
62 **orientation session, the Union will be afforded a minimum of**
63 **thirty (30) minutes, or more if there is a local past practice, to**
64 **meet with the employee on the employee's first day of work with**
65 **the Agency.**

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68 **4. Labor Recognition Week**

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70 **A. The parties agree to designate the week preceding Labor Day as Labor**
71 **Recognition Week. The events and materials used to display labor's**
72 **significance in history will be determined by AFGE at the appropriate**
73 **level. AFGE will develop activities/events including but not limited to:**
74 **IVT presentations, a memo to be distributed to all employees, displays,**
75 **posters, etc.**

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77 **B. AFGE Locals will be granted fifteen (15) hours of official time to**
78 **prepare, solicit speakers, and conduct Labor Recognition Week**
79 **activities. Such time will not be charged to any bank, block or cap of**
80 **time.**

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82 **C. All employees will be given one (1) hour of administrative time to**
83 **participate in Labor Recognition Week activities.**

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