

New Employee Orientation Program Agenda

8:30 am – 8:45 am

Registration

8:45 am – 9:20 am

Welcome to the Yale Community

- Welcome from University Senior Leader
- Mission and History of Yale University
- Organizational Structure

9:20 am – 9:50 am

Academics, Administration and Finance Operations

- Academic Goals and Objectives
- Student Life
- Administration and Finance
- Employees by the Numbers
- Operating Revenue
- Standards of Business Conduct

9:50 am – 10:00 am

Compliance Education & Requirements

10:00 am – 11:00 am

Benefit Presentation: Health

- Medical, Dental, Paid Time Off, Long Term Disability, Life Insurance, Flexible spending

11:00 am – 12:15 pm

Bus Tour of Campus and City of New Haven

12:15 pm – 1:15 pm

Lunch and Guest Speaker

1:15 pm – 1:30 pm

Travel Time

1:30 pm – 1:40 pm

Welcome to the Yale Community Video

1:40 pm – 2:00 pm

Major University Resources

- Human Resource Services
- Information Technology Systems
- Administrative Services
- University Police & Security

Professional Development

- University Competencies
- Performance Management System
- Organizational Development & Training Resources
- Educational Benefits

2:00 pm – 2:15 pm

Featured Program/Service

2:15 pm – 2:30 pm

Best Practices and Union Presentations

- Local 35 & Local 34 Presentation

2:30 pm – 2:45 pm

WorkLife & Family Friendly Services

2:45 pm – 3:15 pm

Benefits Presentation: Retirement

- 529 College Savings, Defined Benefit, 403(b) & 457(b)

3:30 pm – 3:45 pm

End of Day/Post Orientation Checklist