



WEST PALM BEACH

# CitySTART Employee Orientation Day 1 Agenda

IT Training Classroom (City Hall, 4<sup>th</sup> Floor)

**Mandatory for all new employees.**

## Vision, Mission, & Values

### Our Vision

West Palm Beach is a vibrant world-class city.

### Our Mission

In Partnership with our communities, West Palm Beach delivers exceptional customer service that enhances quality of life.

### Our Values

**Diversity** We find strength in celebrating our differences, promoting mutual understanding and inclusiveness.

**Integrity** We demonstrate the ethical principles underlying public service; believing honesty and follow-through support credibility

**Respect** We treat our constituents, stakeholders, and each other with dignity, courtesy, and esteem

**Excellence** We deliver high-quality services in a friendly manner, based on an understanding of our constituents and their needs

**Collaboration** We build partnerships, which support the community's success

**Transparency** We recognize that openness and accountability and two-way communication makes mutual trust possible and invites participation

7:30am-7:44am

7:45am-8:00am

8:00am-8:15am

8:15am-8:45am

8:45am-9:00am

9:00am-9:10am

9:10am-9:40am

9:40am-9:50am

9:50am-10:15am

10:15am-10:45am

10:45am-11:40am

11:40am-11:45am

11:45am-11:55am

11:55am-12:15pm\*

12:15pm-1:15pm

1:15pm-1:20pm\*\*

1:25pm-2:30pm\*\*\*

### \*On-Call Employees

- Complete Day 1 at 12:15pm and report to department

### \*\*Part-Time 20 Employees

- Complete Day 1 at 1:20pm and report to department

### \*\*\*Part-Time 30 and Full-Time Employees

- Complete Day 1 at 2:30pm
- (Optional) Meet with union representatives
  - SEIU 2:30pm-2:40pm
  - PMSA 2:30pm-2:35pm
- Report to department

Registration & Welcome

New Employee Forms

City Mission, Vision, & Values

Safety & Workers'

Compensation Training

Orientation Material Review

Break

Palm Beach County Ethics &

Public Records Training

Technology Etiquette

Employee ID Badges & Break

Respect Training

New Employee Must Knows

Library Virtual Tour

Banking

Day 1 Evaluation

Lunch (on your own)

AFLAC

Employee Benefits Overview



## CitySTART Employee Orientation

### Day 2 Agenda

#### IT Training Classroom (City Hall, 4<sup>th</sup> Floor)

**Mandatory for all newly hired/promoted Part-Time 20, Part-Time 30, and Full-Time employees**

## Vision, Mission, & Values

### Our Vision

West Palm Beach will be a vibrant, resilient, inclusive, and safe world-class city.

### Our Mission

The City of WPB partners with our community to preserve and enhance the quality of life through extraordinary focus on service.

### Our Values

**Diversity** We find strength in our differences, promoting mutual understanding and inclusiveness

**Integrity** We adhere to the ethical principles underlying public service; believing honesty and follow-through support credibility

**Respect** We treat our constituents, stakeholders, and each other with dignity, courtesy, and esteem

**Excellence** We deliver high-quality services in a friendly manner, based on an understanding of our constituents and their needs

**Collaboration** We build partnerships that support the community's success

**Transparency** We recognize that openness and accountability makes mutual trust possible and invites participation

Time	Topic	Day 2 Target Audience
7:45am-7:50am	Registration & Welcome	Part-Time 20; Part-Time 30; and Full-Time Employees
7:50am-8:00am	Sustainability: 4STAR	Part-Time 20; Part-Time 30; and Full-Time Employees
8:00am-9:15am	CityEDGE Training & Time Off	Part-Time 20; Part-Time 30; and Full-Time Employees
9:15am-9:30am	Break	Part-Time 20; Part-Time 30; and Full-Time Employees
9:30am-10:00am	Empower Retirement	Part-Time 20; Part-Time 30; and Full-Time Employees
10:00am-10:10am	CityFit Wellness Center Tour	Part-Time 20; Part-Time 30; and Full-Time Employees
10:10am-10:15am**	Day 2 Evaluation	Part-Time 20 only Report to Department
10:10am-10:40am	Employee & Family Health Center Tour	Part-Time 30 and Full-Time Employees
10:40am-10:55am	Break	Part-Time 30 and Full-Time Employees
10:55am-12:00pm***	Employee Benefits Enrollment (includes AFLAC) and Day 2 Evaluation	Part-Time 30 and Full-Time Employees

#### \*\*Part-Time 20 Employees

- Complete Day 2 at 10:15am and report to department

#### \*\*\*Part-Time 30 and Full-Time Employees

- Complete Day 2 at 12:00pm and report to department