

DEVELOPING NEW EMPLOYEES AND MANAGERS

New Employee Orientation Agency Criteria



Governor's Expectation

A requirement of the Governor's expectations is all Executive Branch agencies who are subject to ORS 240 must have a new employee orientation (NEO) program. All agencies must be able to demonstrate that 100% of their new employees participate in the agency NEO program within 60 days of hire.

- **New Hire:** Includes all new hires to Oregon state government or employees who transfer from the Legislature, Judicial Department, Inside Oregon Enterprises, Oregon Travel Information Council, Secretary of State, Treasury, or a Semi-Independent agency to the Executive Branch, and employees who transfer to another Executive Branch agency.
- **Temporary Employees, Seasonal Employees, and Contingent Workers:** Will only need to complete the agency NEO if they will be working for the agency for 30-days or longer. At the agency's discretion, the NEO can be a modified version of the full employee NEO.

NEO Criteria

The agency NEO program must be a training or training program in Workday Learning that a new hire can be enrolled into and marked complete once they have satisfied the completion requirements.

Each agency's NEO program must meet the following criteria and be approved by DAS – CHRO:

1. Introduction to the agency, its mission, functions, and culture (i.e., the agency strategic plan, affirmative action plan, diversity, equity, and inclusion plan).
2. An overview of the purpose and function of each department/division within the agency.
3. For employees new to the Executive Branch of Oregon state government provide them with information on preliminary enrollment into the health and retirement benefit programs (i.e., 30-day deadline, where to access the forms, enrolling into Uplift Your Benefits training, etc.).
4. Presentation by applicable union representatives.
5. General safety, health, and wellness overview (i.e., safety, ergonomics, EAP resources, emergency evacuation, etc.).
6. Using Workday or other agency HR management system (i.e., general navigation, accessing learning, entering time, understanding payslips, etc.).
7. Review of key statewide and agency specific policies (i.e., attendance/leave, travel, personal vehicle use, training requests, collective bargaining agreements (where applicable), etc.) not included in the [statewide onboarding process](#) for new to state employees, if applicable.
8. Administrative procedures covering topics such as security, computer systems and logins, telephone systems, supplies, equipment, remote work (if applicable) etc.

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Reporting

Initial Reporting

DAS – CHRO will start reporting as follows:

1. **First Week of January 2024:** Reporting for October 1, 2023 – December 31, 2023, DAS – CHRO will give an update on the agencies who have an existing NEO and what their progress is for having 100% of new employees complete the agency NEO. This will be the first quarter we are checking for compliance for agencies who already have NEOs in place. Those agencies who don't have a NEO and won't have one implemented until December 31, 2023, will be required to be 100% compliant by the next quarter (January 1 – March 31).

Ongoing Reporting

Going forward DAS – CHRO will report as follows:

Quarterly Cycle	Report Compiled
January 1 – March 31	First week of April
April 1 – June 30	First week of July
July 1 – September 30	First week of October
October 1 – December 31	First week of January

NEO Approval

All required agencies need to submit to DAS – CHRO their agency NEO program for approval.

- **Agencies Who Have a NEO:** Agencies with an existing NEO will need to submit the information by no later than September 1, 2023, for approval.
- **Agencies Who Do Not Have a NEO:** Agencies who do not have an existing NEO will need to submit the information by no later than December 1, 2023, for approval.

A representative from each agency will need to provide the information for approval by completing this form <https://www.surveymonkey.com/r/agency-NEO>.

For agencies who are building their NEO programs there are several resources they have access to in Workday on non-agency specific items such as safety, health, and wellness, using Workday, statewide policy reviews, etc. Visit the [NEO Resources](#) document for more information.

Contact Information

Brandy Meng, Statewide Workforce Development Consultant
DAS – Chief Human Resources Office

Email: brandy.meng@das.oregon.gov | **Phone:** 503-480-6626