# New Employee Onboarding Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic / Main discussion points</th>
<th>Websites for more information</th>
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<tbody>
<tr>
<td>7:30 – 8:00am</td>
<td><strong>Registration/ID Cards</strong> <em>(Breakfast Items/Refreshments available)</em></td>
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<td>8:00 – 8:15am</td>
<td><strong>Program begins -Welcome</strong></td>
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| 8:15 – 8:30am | **Introduction to the University and URMC**  
1. Mission Statement- Learn, Discover, Heal, Create and make the world ever better.  
2. Vision Statement- University of the Highest Order  
| 8:30 – 9:00am | **UR Culture of Engagement**  
1. University Values and Engagement  
2. Employee’s Role in Engagement  
[http://www.rochester.edu/currents/V42/N08/outstanding.html](http://www.rochester.edu/currents/V42/N08/outstanding.html)  
[http://sites.mc.rochester.edu/lean-performance-improvement.aspx](http://sites.mc.rochester.edu/lean-performance-improvement.aspx) |
| 9:00 – 9:30am | **UR Culture of Diversity and Inclusion**  
1. Enhance your awareness of multiple aspects of diversity and intercultural understanding.  
2. Increase your level of understanding and awareness of the value that the University of Rochester places on diversity and inclusion.  
3. Provide an overview of current diversity and inclusion initiatives and ongoing activities. | [http://rochester.edu/diversity/](http://rochester.edu/diversity/) |
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| 9:30 – 10:00am | **UR Culture of A Healthy Workforce and Workplace**  
1. Learn about the Well-U programs and events (including incentive structure)  
2. Learn about employee safety programs and Environmental Health & Safety. | www.rochester.edu/well-u  
www.facebook.com/URWellU  
www.safety.rochester.edu |
| 10:00 – 10:15am | **BREAK (pick up IDs)**                                                                                         |                                                                      |
| 10:15 – 10:45am | **UR Culture Stewardship**  
1. Code of Conduct  
2. Confidentiality (HIPAA, FERPA)                       | https://www.rochester.edu/working/codeofconduct/  
http://sites.mc.rochester.edu/departments/hipaa/  
https://www.rochester.edu/bulletin/policies/ferpa/ |
| 10:45– 11:00am | **Next Steps**  
1. Net ID- handout  
2. Benefits due dates for enrollment  
3. My Path for additional Training  
4. Check List for Employee                                | http://www.rochester.edu/IT/netid/  
http://www.rochester.edu/working/hr/benefits/enroll/  
https://mypath.rochester.edu/ |
| 11:00am | **Orientation Conclusion**                                                                                     |                                                                      |