

WASHINGTON UNIVERSITY SCHOOL OF MEDICINE

NEW EMPLOYEE ORIENTATION PROGRAM

Human Resources Training Room 1140A & B
4480 Clayton Avenue
1st Monday, 8:00 a.m. to 5:00 p.m.
3rd Tuesday, 8:00 a.m. to 5:00 p.m.

AGENDA

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| 8:00 a.m. - 8:30 a.m. | Registration / Tuberculosis Testing |
| 8:30 a.m. - 12:00 noon | Introduction to Washington University School of Medicine <ul style="list-style-type: none">○ Welcome○ WU Organizational Overview○ WUSM Organizational Overview○ Human Resources Policies & Procedures○ Employee Assistance Program Overview |
| | Break <ul style="list-style-type: none">○ Transportation Services and Parking○ Environmental Health & Safety Overview○ Campus Access, Security and Crime Prevention○ IT Electronic Device Security○ Moving Towards Excellence |
| 12:00 noon - 1:00 p.m. | Lunch On Your Own |
| 1:00 p.m. - 1:30 p.m. | HIPAA Overview |
| 1:30 p.m. - 2:00 p.m. | Human Resources Policies & Procedures |
| | Break |
| 2:15 p.m. - 3:30 p.m. | Staff Benefits Review <ul style="list-style-type: none">○ Insurance Plans-Health, Dental○ Life Insurance○ Flex Spending Plans○ Long Term Disability, Long Term Care○ Tuition Remission, MOST Program○ Retirement Savings Plan○ Payroll Information○ Receive Benefits Enrollment Information |
| 3:30 p.m. - 5:00 p.m. | Computer Modules – Role-Specific Training <ul style="list-style-type: none">○ HIPAA○ Environmental Health & Safety |