



Human Resource Services
New Employee Orientation

Day After Each Board Meeting
LRC-116 (Library; first floor)

Time	Topic
8:30 – 8:45	Introduction
8:45 – 9:00	Human Resources Paperwork – Contract/Classification Notice
9:00 – 9:45	Benefits Information and Paperwork
9:45 – 10:00	Break
10:00 – 10:30	Equal Employment Opportunity at Palomar College
10:30 – 10:45	Payroll
10:45 – 11:15	Campus Safety
11:15 – 11:30	Information Services
11:30 – 11:45	3PD Portal
11:45 – 12:00	Student Services
12:00 – 12:15	Instructional Highlights
12:15 – 12:30	Shared Governance Overview
12:30 – 1:00	Lunch break
1:00 – 1:30	Meet your union/employee group representative