

2023-2024
NEW EMPLOYEE ORIENTATION SCHEDULE
All orientation/training sessions are scheduled
for Tuesdays (unless otherwise noted)

Orientation Date	Last Date Employee Information May Be Submitted to Attend Orientation	Orientation Date	Last Date Employee Information May Be Submitted to Attend Orientation
July 11, 2023	July 5, 2023	January 2, 2024	December 26, 2023
August 15, 2023	August 8, 2023	February 6, 2024	January 30, 2024
September 12, 2023	September 5, 2023	March 6, 2024 (Wednesday)	February 27, 2024
October 4, 2023 (Wednesday)	September 26, 2023	April 2, 2024	March 26, 2024
November 7, 2023	October 31, 2023	May 7, 2024	April 30, 2024
December 5, 2023	November 28, 2023	June 4, 2024	May 28, 2024

Mandatory Fall Group Orientation
Tuesday, August 15, 2023
Herkimer Room
8:00 am Until Approximately 12:00 pm

ALL NEW EMPLOYEE TRAINING/ORIENTATIONS WILL BE SCHEDULED FROM 8:00 AM UNTIL APPROXIMATELY 12:00 PM. THE EXACT LOCATION AND ROOM NUMBER WILL BE DETERMINED BASED ON THE NUMBER OF EMPLOYEES ATTENDING ANY GIVEN ORIENTATION, WITH HUMAN RESOURCES NOTIFYING NEW EMPLOYEES BY LETTER.

NEW EMPLOYEES MUST BE SCHEDULED USING THE FOLLOWING PROCEDURE:

1. *Common Folders I:\HUMAN RESOURCES ORIENTATION FOLDER/2023 -2024 ORIENTATION SCHEDULE) TO REGISTER EMPLOYEES*
2. **CALL GENIA MARTHAGE, 315-793-8564, OR EMAIL HER, emarthage@oneida-boces.org, TO LET HER KNOW EMPLOYEE HAS BEEN ADDED TO SCHEDULE.**