

ARTICLE XX. ORIENTATION

Section 1.

At least once per month, the Employer will offer a new employee orientation that will include a benefits orientation. The orientation will be offered by the Office of Professional and Organizational Development in coordination with the Benefits Office, and the Employer **will** require new employees to attend.

Section 2.

A Union representative shall be allowed up to thirty (30) minutes with employees during the new employee orientation. Such release time will be subject to the operational needs of the department and does not count as time worked for the purposes of calculating overtime.

Section 3.

If the University conducts a self-paced orientation on-line, the Union will be permitted to display a reasonable amount of information as part of the program.

Section 4.

For employees hired into the bargaining unit who do not attend the orientation described above, within ninety (90) days of the employee's start date, the Employer will notify the employee of the requirement to attend an orientation and will provide the Union access to the employee during the employee's regular work hours to present information about the Union. This access will be provided at the employee's regular worksite, or at a location mutually agreed to by the Employer and the Union and will be for no less than thirty (30) minutes.