

New Employee Benefit Orientation

In this short new employee benefits orientation, you'll learn critical information for making choices about medical, dental and vision benefits, life and disability insurance, and flexible spending accounts. You'll also hear about the retirement and deferred compensation plans. This session is designed for new employees who have not yet made their benefits selections.

Please keep in mind that the audience for the orientation is for regular employees, not TBE. If you have TBE or Temp to Regular employee, you should meet with them one on one.

INSTRUCTOR(s):

Personnel/Human Resources Department Staff

Course Duration: 3.5 hours	
Choose only one session listed below	
DATES	TIMES
November 20, 2014	1:00 pm - 3:00 pm
December 4, 2014	1:00 pm - 3:00 pm
December 18, 2014	1:00 pm - 3:00 pm

Target Audience: All new employees

Maximum # of participants: 24

Location: Provided via email confirmation.

Cost: NO CHARGE

REGISTRATION: Log onto [Employee Self-Service](#) (ESS) to register. ESS confirms your registration with an email from training@seattle.gov. There are 20 seats open for registration. The remaining four seats are available for walk-ins on the day of class. This allows us to accommodate brand new employees that have not yet been given a sign-on or employee number. Late Arrivals - If you arrive more than 15 minutes after the start of registration, your seat is not guaranteed even if you have pre-registered. In the event that we have a high number of walk-ins, we will release any open seats.

CANCELLATION: Cancellations must be made prior to the deadline date listed in ESS. Cancellation can be made via your ESS Training Cancellation.

"one city, one employer"

ADA/Reasonable accommodation is provided upon request.