**First Two Weeks**

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**Start Date: 8/26/24**

# Monday (8/26)

**7:30 AM** Meet Adam at Front Entrance downstairs

* Introduction to E&S Team
* Your Desk, the E&S Office, lunchroom etc.

**8:15 AM** Meet with District Manager Chris Thompson – Chris will cover important policies along with general background on the Conservation District and our operations.

**10:00 AM** Meet with Finance Manager Stacey Hertz – Stacey will cover employment paperwork and various administrative items with you.

**12:00 PM** Lunch – Our lunch schedule is pretty flexible and folks take lunch as it fits their schedule/preferences. Adam (along with any other team members who are interested and able) can join you for lunch if you would like some company!

**Afternoon –** Back with Adam and the E&S Department

Timesheet overview with Adam Stern

Familiarize yourself with desk, computer, phone, etc.

Explore your Outlook account, calendar, etc.

Begin process of accessing or establishing any accounts (Clean Water Academy, Practicekeeper, Greenport, ICIS, CRM, etc.)

# Tuesday (8/27)

**8:00 AM** Healthcare Benefits Information Session – Lunchroom – This is our annual presentation from our healthcare provider (Eliance).

**Wednesday (8/28)**

**8:00 AM** E&S Team Meeting – Lunchroom – Agenda will be emailed out ahead of meeting.

# Thursday (8/29)

**Morning –** Site inspections with Adam

* Lititz Reserve/Warwick Crossing
* Sanctuary at Lititz Grove (Orchard Road)

**Friday (8/30)**

**11:30 AM –** Adam works a compressed schedule and leaves at 11:30 AM every Friday.

**Monday (9/2)**

Office Closed – Paid Holiday – Labor Day

# Tuesday (9/3)

Nothing definite on this day yet. The team will coordinate with you on further training, shadowing, etc.

# Wednesday (9/4)

**7:30 PM –** District Board of Directors Meeting – Attendance is not required, mostly just making you aware.

# Thursday (9/5)

Nothing definite on this day yet. The team will coordinate with you on further training, shadowing, etc.

# Friday (9/6)

Adam will cover how to finalize and confirm your timesheet.

**11:30 AM –** Adam works a compressed schedule and leaves at 11:30 AM every Friday.