



# New Employee Discussion Topics

- Bad Weather Policy
- Holidays/Birthdays
- Breaks
- Lunch
- Business Cards
- Coffee/Beverages
- Collective Bargaining Units/  
Contracts
- Computer Access
- Copiers/Fax/Supplies
- Department Communication/Staff  
Meetings
- Dress Code
- Employee Suggestions
- Exit/Emergency Plans
- Hours of Operations/Office Hours
- Job Description
- Keys/Access
- Logs or Documentation
- Mail/Messages
- Media Contact Policy
- Overtime
- Parking
- Payroll/Time sheets/Pay Stubs
- Time off/Leave/Vacation
- MICA
- Performance Evaluations
- Telephone/Voicemail
- How to Use Phones
- Probationary Period
- Restrooms
- Shredding/Confidentiality/Records Retention
- Smoking
- Technology (Department Specific Apps)
- Safety Information
- Employee Portal
- Training