**4.7.1.1**

**Onboarding**

The parties acknowledge that the City provides a new employee orientation (onboarding) to each new employee hired by the City. **The City shall copy the Union on all hiring or promotional offer letters.** As such, the Union will be provided with not less than 10 calendar days’ advanced notice of the time, date, and location of the onboarding of any new employee represented by the Union. The Union will be given ~~30~~ **60** minutes at the start of the new employee onboarding in a room designated by the City for no more than one (1) representative to present Union membership information. The City representative will excuse him or herself during the Union portion of the onboarding. The Union agrees in its portion of the onboarding not to engage in speech that could cause disruption or material interference with City activities.

The City will provide ~~30~~ **60** minutes of Union Release Time to the Union representative presenting the Union membership information during the scheduled onboarding. The Union shall provide the Union representative’s immediate supervisor with the Union representative’s name at least five (5) days prior to the onboarding. The Union representative shall be released for this purpose unless unusual operation needs interfere with such release in which case the Union representative’s immediate supervisor will provide a written explanation of why release could not be approved. If the Union representative is not released due to department operational needs, the Union representative may arrange an alternative date and time to meet with the newly hired employee within the first two (2) weeks of employment, subject to the ~~30~~ **60** minutes onboarding and Union Release Time requirements as stipulated above.