

1.3 New Employee Orientation

In an effort to provide all new employees an effective introduction to the Maryland Judiciary, the Judiciary Human Resources Department collaborated with other administrative departments to develop the New Employee Orientation, a one day face-to-face training class held at the Maryland Judicial College Education and Conference Center in Annapolis. The class provides new employees with an overview of the Maryland Judiciary and includes topics such as: an overview of the District Court by the Chief Judge of the District Court; an overview of the Circuit Courts by an elected Clerk of Court; an overview of court administration by a Circuit Court Administrator; an overview of Human Resources policies by the Human Resources Department; time keeping and leave accounting instructions by the Payroll and Leave Accounting Office; an overview of employment law by the Judiciary Fair Practices Department; a presentation on professionalism by the Office of Professional Development; and, a presentation on supplemental retirement plans by a representative from Nationwide. Upon completion of the class, the goal is that all attendees will have acquired valuable employment-related information, as well as a better understanding of the structure and operations of the Maryland Judiciary.