



## CATHOLIC DIOCESE OF SPOKANE 2018-2019 New Employee Orientation (NEO)

at the Chancery  
1023 W. Riverside Avenue, Spokane WA 99201

**Please follow these steps:**

1. Pre-register (**mandatory**) at [www.virtusonline.org](http://www.virtusonline.org) by **12 noon the day before**
2. See registration screens below as they appear on the VIRTUS website
3. Click on "FIRST-TIME REGISTRANT" on the homepage
4. Print, fill-out, and bring these forms with you: Code of Conduct, Disclosure Statement And Background Check Consent
5. Arrive early to find metered parking (coins and cards accepted) Questions: call (509) 358-7338

Subject	Presenter	Who Attends	Time
Welcome to NEO: Introductions	Victoria Loveland, Director, Office of Human Resources	All Employees	9:00-9:15
<b>VIRTUS:</b> Protecting God's Children	Dr. Duane Schafer, Director, Office of Child and Youth Protection	All Employees	9:15-11:30 with break
Preventing Harassment	Victoria Loveland	All Employees	11:30-12:00
Diocesan Lay Employee Handbook	Victoria Loveland	All Employees	12:00 -12:30
<b>School Employees</b> attend two sessions after lunch:	<b>Light Lunch Served</b>	All Employees	12:30-1:00
Blood Borne Pathogens	Roberta Smith, R.N.	School Employees	1:00-1:30
Catholic Schools	Katie Rieckers, Director of Catholic Schools	School Employees	1:30 - 2:00

### 2018-2019 NEO DATES AND LOCATIONS:

Wednesday	July 11, 2018	Chancery
Tuesday	August 14, 2018	Chancery
Wednesday	August 15, 2018	Pasco
Wednesday	September 5, 2018	Chancery
Wednesday	September 19, 2018	Walla Walla
Wednesday	October 10, 2018	Chancery
Wednesday	November 7, 2018	Chancery
Wednesday	December 5, 2018	Chancery
Wednesday	January 16, 2019	Chancery
Wednesday	February 6, 2019	Chancery
Wednesday	March 20, 2019	Chancery
Wednesday	April 10, 2019	Chancery
Wednesday	May 8, 2019	Chancery
Wednesday	June 12, 2019	Chancery