Policy Guidelines for Project Onboarding

Modified : Julie Seals on Feb 19 2021, 10:00 AM

Policy elements

1. Associates who are officially selected for a client project are transferred to the Project Onboarding manager.
2. Associates are expected to do short-term projects, practice coding, and pursue professional development during Project Onboarding.

Do's

1. Associates must be available over the phone, email, Connect, Cliq, or Slack during working hours (between 9:00 a.m. to 5:00 p.m. EST on all working days).
2. Associates must attend their daily Project Onboarding standup meeting. Any skipping of standups without prior approval will affect approval of timesheets.
3. Associates are expected to practice coding, upgrade technical skills, and/or complete one or more of Revature's approved list of certifications. Certifications not on the approved list are subject to approval pending Client demand.
4. Should requirement for learning resources arise, associates can write to projectsupport@revature.com.
5. Associates can discontinue Project Onboarding activities 5 working days prior to confirmed client onboarding date.

Don'ts

1. Associates shall not contact clients directly regarding any start date or regarding contract or relocation details. Communication should come through Revature.
2. Associates shall not make travel or lodging arrangements prior to receiving the Project Deployment Memo from their Marketer, in the event of relocation.

Compliance with Policies

Project Onboarding associates must follow our company's policies like other associates.
Examples of policies that all associates should abide by are:

1. Attendance
2. Social Media
3. Confidentiality
4. Data Protection
5. Revature Employee Code of Conduct