



No. MGMT-HR-04

Title: ORIENTATION – NON-TEACHING PERSONNEL –
POLICY AND PROCEDURES

CLASSIFICATION: HUMAN RESOURCE MANAGEMENT
FIRST ADOPTED: January 1996

1. Goal

To welcome and provide new staff with the information and support they will need to understand their new working environment and to fulfill the requirements of their position.

2. Responsibilities of the Human Resources Department

- - present a letter of welcome which includes confirmation of hiring, title of position, status and department, as well as stating the hiring date and starting salary
- prepare a contract for signature (only in the case of non-regular positions)
- - distribute written information in the form of applicable policies and procedures, as well as information pertaining to:
 - E.A.P. (Employment Assistance Program)
- Parking
- Smoking regulations
- Professional Development
- Pay
- Insurance & Pension
- Vacation & Sick Days
- Classification and Step Advancement
- Emergency Information
- I.D.'s
- Evaluation
- Collective Agreement

3. Responsibilities of the Department

explain the role of the department within the organization
describe principle activities of the service
explain the role of the employee within the organization as well as a description of tasks involved
introduce new employees to other members of the department as well as to principle colleagues in other departments
provide a tour of the building
explain the procedure regarding absences
explain the acquisition of keys and the use of Plant & Facilities work order forms
facilitate the social integration of the individual within the department
explain dress code (if applicable)