

SECTION III – SPECIFIC EMPLOYEE POLICIES

CATEGORY: Orientation	NUMBER: 3.12
SUBJECT: Orientation	PAGE: 61
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PURPOSE

To ensure that the employee has all the information she/he needs to be able to do her/his job and to make new employees welcome.

POLICY

Each new employee will receive a comprehensive orientation to WSNCC so that he/she will be able to do her/his job effectively.

WSNCC will provide all new employees with an orientation session during the first weeks after the commencement of employment. Permanent full-time and part-time employees will be provided with a schedule of orientation activities which should be completed over the first year of employment.

PROCEDURES

1. An orientation program will include:
 - An explanation of the philosophy of the organization
 - A review of the Divisional Services
 - Guiding Principles of Division
 - General job description and staff duties
 - Policies and procedures
 - Performance evaluation procedures
 - Hours of work, compensation, payroll procedures
 - Emergency/ safety procedures
 - An organizational chart
 - Site visits if the organization has programs at more than 1 site
2. The implementation of the orientation program is the responsibility of the supervisor.
3. All new employees will have access to a copy of the Human Resources Policies and Procedures Manual as well as policies related to programming.