



EMPLOYMENT POLICY MANUAL

Subject: Employee Orientation Program	Approval Date: July 17, 2013	By-Law No. 1785-13
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3.4 PURPOSE

An orientation program will be provided to help all new employees learn about the Municipality of Red Lake within the first week of hiring.

This program will provide the employees with detailed information about the working conditions, training, scheduling and all applicable rules, expectations and processes, as well as future employment opportunities.

This policy will apply to all new bargaining unit and non-bargaining unit employees.

This policy shall not apply to student employees. (See Student Orientation Program)

1. PROCEDURE

- 1.1 Every effort will be made to implement the orientation process within the first five (5) days of employment with the Municipality.
- 1.2 The immediate Manager/Supervisor, Payroll and Benefits staff and the Human Resources Manager will meet with each new employee to review areas listed on the checklist.
- 1.3 Each person identified in section #2 will provide information and/or direction regarding the item areas on each of their checklists. Further each person will initial off and date each of the areas discussed.
- 1.4 Each new employee will sign and date each checklist to provide tangible proof that the employee was informed of rules, expectations and processes as addressed by each person in section #2.
- 1.5 Checklists will be provided to new employees. They will include the following:
 - a) Manager/Supervisor Checklist (Appendix A attached);
 - b) Payroll and Benefits Checklist (Appendix B attached); and,
 - c) Health and Safety Checklist (Appendix C attached).
- 1.6 Upon completion of the orientation program the checklists will be submitted to the Human Resources Manager for filing in each employee's respective personnel file.

APPENDIX A – MANAGER/SUPERVISOR ORIENTATION CHECKLIST

ITEM/AREA	DATE	SIGNATURE
Accidents/Injuries		
Budget Information (if applicable)		
Business Cards (if applicable)		
Customer Service		
Code of Conduct Policy		
Concerns and Issues		
Directory/Phone Book		
Emergency Plan/Exits		
Function of Department		
Health and Safety		
Hours of Work – Breaks		
Introduction to New Employees		
Keys and Access		
Location of Work Station		
Memos/Reports		
Name used or preferred		
Overtime		
Parking Permits and Areas		
Policy Binder		
Punctuality and Attendance		
Sick Leave/Other Absences		
Staff and Safety Meetings		
Training and Education		
Tour of Departments		
Other:		
Employee Name:		
Employee Signature:		
Date:		
RETURN FORM TO THE HUMAN RESOURCES MANAGER		

APPENDIX B - PAYROLL & BENEFITS CHECKLIST

ITEM/AREA	DATE	INITIAL - PAYROLL
Collective Agreement		
Emergency Contact Information		
Employee Assistance Program (EAP)		
Employee ID		
Evaluations		
Exit Interviews		
Hiring Letter		
Job Description		
License Requirements		
Organizational Chart		
Personnel File		
Policy Binder and Review		
Probationary Requirements		
Accessible Customer Service Policy		
Role of the Union		
Status Change		
Payroll Documentation		
Payroll Schedule		
Pay Stubs		
Benefit Plans and Cost		
Pension		
Time Sheets		
Change in Status		
Other:		
Employee Name:		
Employee Signature:		
Date:		
RETURN FORM TO THE HUMAN RESOURCES MANAGER		

APPENDIX C- HEALTH AND SAFETY CHECKLIST

ITEM/AREA	DATE	SIGNATURE
Due Diligence		
Discipline and Safety		
Emergency Plans		
Fire Extinguisher Training		
First Aid/CPR Training		
WHMIS Training		
Occupational Health and Safety Act/CLC Part II (Roles & Responsibilities)		
Health and Safety Policies and Procedures		
Personal Protective Equipment (PPE's)		
Reporting Accidents/Injuries		
Roles and Responsibilities		
Site Inspections and Meetings		
WHMIS		
WSIB Form 7		
Other:		
Employee Name:		
Employee Signature:		
Date:		
RETURN FORM TO THE HUMAN RESOURCES MANAGER		