



EMPLOYMENT POLICY MANUAL

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

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

This program will provide the student employee with detailed information about the working conditions, training, scheduling and all applicable rules, expectations and processes.

This policy will apply to all new student employees including part-time, full-time, seasonal and term employees.

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 Supervisor and Human Resources Manager will meet with each new student employee to review areas listed on their respective checklists.
- 1.3 Each person identified in section 1.2 will provide information and/or direction regarding the noted areas on each of their checklists. Further, each person will initial and date each of the areas discussed with the student employee.
- 1.4 Each new student employee will sign and date each checklist to provide tangible proof that the student employee was informed of rules, expectations and processes as addressed by each person in section 1.2.
- 1.5 A checklist will be provided to new student employees. This will include the following:
 - a) Supervisor's Checklist (Appendix A attached); and,
 - b) Health and Safety Checklist (Appendix B attached).
- 1.6 Upon completion of the orientation program the checklists will be submitted to the Human Resources Manager for filing in each student employee's respective personnel file.
- 1.7 Prior to the end of the student's employment period, the Supervisor will evaluate each student as per the Municipality of Red Lake's Union Employee Probation Evaluation Form (Attached as Appendix C).

APPENDIX A - SUPERVISOR CHECKLIST FOR STUDENTS

(To be completed by immediate supervisor upon hiring)

ITEM/AREA	DATE	INITIALLED BY SUPERVISOR
Accidents/Injuries		
Customer Service		
Code of Conduct Policy		
Concerns and Issues		
Emergency Plans/Exits		
Emergency Contacts		
Function of Department		
Health and Safety		
Hours of Work – Breaks		
Introduction to New Employees		
Location of Work Station/Area		
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		
Evaluations		
Other:		
Employee Name:		
Employee Signature:		
Date:		
RETURN FORM TO THE HUMAN RESOURCES MANAGER		

APPENDIX B - STUDENT 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		

APPENDIX C - UNION EMPLOYEE PROBATION EVALUATION

THE MUNICIPALITY OF RED LAKE

Name: _____ Position: _____

Location: _____ Start Date: _____

Term: 160 Hours 320 Hours 480 Hours

Ratings: **(E) Expectations Met** **(BE) Below Expectations** **(P) Poor**

Category	TERM 1			TERM 2			PRIOR TO END OF TERM		
	E	BE	P	E	BE	P	E	BE	P
LEADERSHIP									
PLANNING/ORGANIZATION/CONTROL									
ANALYSIS									
JUDGEMENT									
DECISIVENESS									
WORK ETHIC									
INITIATIVE									
BEHAVIOUR/FLEXIBILITY									
SENSITIVITY									
PERFORMANCE/STABILITY									
COMMUNICATIONS (both oral and written)									

Overall Assessment: Expectations Met Below Expectations Poor