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<b>Subject</b>	<b>DEPARTMENT / DIVISION ORIENTATION OF NEW EMPLOYEES</b> (NEW)
<b>Procedure Section</b>	<b>5 Employee Orientation</b>
<b>No.</b>	5.01
<b>Exempt Employment Policy References</b>	Not Applicable
<b>Collective Agreement References</b>	Vocational Article 9 (Appointment of Employees, clause (d))
<b>Forms &amp; Other Reference Material</b>	
<b>Status of Approval</b>	Approved 23-Apr-2013 Chris Rawson

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**PREAMBLE:**

Departments/Divisions will provide orientation to new employees to the area to ensure that they are familiar with the department/division's organizational structure, reporting relationships, the employee's duties and responsibilities, departmental policies and procedures, attendance and work expectations.

**PROCEDURE:**

1. Senior Managers are responsible for ensuring that a department/division orientation program for new employees is provided.
2. It is the responsibility of new employees to attend the department/division orientation program.
3. Every effort will be made by designated supervisors to ensure new employees attend.
4. Employees who attend department/division orientation will do so without loss of pay.