



<b>Subject</b>	<b>BARGAINING UNIT ORIENTATION OF NEW EMPLOYEES</b> (NEW)		
<b>Procedure Section</b>	<b>5 Employee Orientation</b>		
<b>No.</b>	5.02		
<b>Exempt Employment Policy References</b>	Not Applicable		
<b>Collective Agreement References</b>	Vocational Support	Article 6 (OC and Union to Acquaint New Employees) Article 9 (OC Shall Acquaint New Employees)	
<b>Forms &amp; Other Reference Material</b>			
<b>Status of Approval</b>	Approved	23-Apr-2013	Chris Rawson

**PREAMBLE:**

OC has agreed with the BCGEU Vocational Instructors and Support Staff that a union steward will be given the opportunity to meet with new employees within regular working hours without loss of pay for the purpose of acquainting new employees with the benefits and duties of union membership and the employee's responsibilities and obligations to the Employer and Union.

Time for such meetings will be set aside for this purpose as part of the College's new employee orientation program.

**PROCEDURE:**

1. As part of the College's orientation program for new employees the Human Resources Division will identify a time and location for the relevant unions to provide bargaining unit orientation to new employees.
2. The time available for this purpose will be no less than 30 minutes and may be up to 60 minutes.
3. The orientation to the bargaining unit(s) will be provided by a union steward(s) or some other designated representative(s) of the relevant union.