

 Rainy River District Social Services Administration Board	SECTION: Human Resources
	POLICY TITLE: Orientation
ORIGINAL DATE: May 20, 1999	POLICY AREA: Training & Development
REVISION DATE: December 17, 2015	POLICY NO: HR-4.0
NEXT REVIEW DATE: December, 2019	APPROVED BY: Board Res. #100/15

Policy

All employees of the Rainy River District Social Services Administration Board (RRDSSAB) are required to complete a comprehensive orientation tailored to their specific job function and program/area of operation. The employee's immediate supervisor is responsible to ensure that orientation required by legislation occurs prior to the assignment of work, and that further job specific orientation is completed prior to the completion of probation.

Procedure

1. All new staff participates in a comprehensive orientation which covers the following areas, at minimum:
 - a) introduction to staff members;
 - b) office or work area assignment;
 - c) salary and benefit information;
 - d) *Oath of Confidentiality* signed;
 - e) Human Resource policies & procedures;
 - f) *Code of Conduct Understanding* signed;
 - g) *Email & Internet Understanding* signed;
 - h) *Data Security Understanding* signed;
 - i) introduction to organizational structure, including *Mission Statement*, respective *Vision Statement*, if applicable, and organizational goals and objectives;
 - j) relevant legislation & regulations;
 - k) community resources & partnerships, as applicable;
 - l) methods of service provision, including respective service policies & procedures;
 - m) other programs & services administered by the RRDSSAB;
 - n) required meetings;
 - o) Forms and expected recordings;
 - p) office equipment and procedures;
 - q) computer technology;

- r) clerical services, if appropriate;
 - s) Occupational Health & Safety requirements;
 - t) professional development & training needs; and
 - u) any readings and/or video/audios provided.
2. Human Resources will maintain an appropriate *Orientation & Training Plan* to be completed upon orientation and initialled by the trainer. Both the employee and designated staff will sign the *Plan* upon completion, to be filed in the employee's Personnel File with a copy to the employee.
 3. The completed *Orientation & Training Plan* will identify future training and development needs of the employee, and will be reviewed during probationary and annual performance appraisals.