



# Living Sky School Division No. 202

**Procedure Type:** Human Resources

**Procedure Number:** 5.07

**Procedure Title:** New Employee Orientation

**Legal References:**

**Approval Date:** August 31, 2016

**Revision Date:**

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## Background

Effectively orienting employees to the Division, its schools and their positions is the beginning of a long-term investment in new staff members. It is an initial process that serves to introduce first-time employees to the workplace, help them feel welcome and comfortable, and ensure key administrative policies and procedures are reviewed.

## Procedures

1. The Superintendent of Human Resources or designate will ensure each new employee receives a copy of his or her employment contract, a payroll package and the applicable agreement (CUPE, LINC, Conditions of Employment).
2. New Central Office employees will meet with the Senior Executive Assistant/Communications during their first week of employment.
3. The Senior Executive Assistant/Communications will ensure new employees meet with others and cover the information included on the *New Employee Orientation Checklist*.
4. The new employee's immediate supervisor is responsible for orientation and training directly related to the position. This includes scheduling of safety training as required for the role.
5. School-based employees who are new to the Division will meet with the principal or designate during their first week of employment to go through the items listed on the *New Employee Orientation Checklist - School-based Staff*.

## Related

Document 5.07A: *New Employee Orientation Checklist - Central Office Staff*

Document 5.07B: *New Employee Orientation Checklist - School-based Staff*