Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: New Employee Orientation			
Procedure Type:	Human Resources	**Implementation Date:**	AUG 31, 2016
Procedure Number:	5.07	**Last Revision Date:**	JUN 8, 2026
AP Owner:	HR Administrator	**Last Review Date:**	JUN 8, 2026
Legal Reference(s):	*The Education Act, 1995, s. 85* *The Saskatchewan Employment Act, s. 3.8, 3.9* *Occupational Health and Safety Regulations, 2020, Part 3*		

Background

Effectively orientating employees to the Division, its schools, and their roles is the first step in a long-term investment in staff success and retention. Orientation supports new employees in understanding the Division's culture, expectations, and operational practices, while helping them feel welcomed, prepared, and supported in their roles.

A consistent orientation process ensures that key administrative procedures, protocols, safety requirements, and employment conditions are communicated clearly and in a timely manner. Orientation is an initial phase of onboarding and is supported through ongoing supervision, mentorship, and professional learning.

Scope

This Administrative Procedure applies to all new employees of the Division regardless of employment status or assignment length, including school-based staff, central services staff, and other employees new to the Division.

Definitions

Orientation is the initial process of welcoming a new employee and providing them with essential information about the Division, the workplace, policies and procedures, safety requirements, and employment conditions necessary to begin work effectively.

Onboarding is a broader, ongoing process that supports a new employee's integration into the Division over time through supervision, training, mentorship, and professional learning beyond the initial orientation period.

Supervisor is the individual with direct responsibility for overseeing a new employee's work, providing role-specific training, and supporting the completion of orientation and onboarding requirements. This may include a principal, manager, or designate.

New Employee is an individual who is newly hired by the Division and has not previously been employed by the Division, or who is returning to employment after a significant break in service, as determined by Human Resources.

Roles & Responsibilities

Human Resources

- coordinating Division-level onboarding requirements and ensuring new employees receive required employment documentation

Supervisor

- leading site-based orientation, role-specific training, and completion of applicable orientation checklists

New employees

- engaging in the orientation process and reviewing provided materials

Procedures

Division-Level Orientation

1. Human Resources or designate shall ensure that each new employee receives:
    a. a copy of their employment contract;
    b. a payroll package; and
    c. the applicable agreement or conditions of employment (e.g., CUPE, LINC, Conditions of Employment).

School-Based Employees

2. School-based employees who are new to the Division shall meet with the supervisor during their first week of employment to review the 5.07B New Employee Orientation Checklist – School-based Staff.

Central Services Employees

3. New central services employees shall meet with their supervisor during their first week of employment to review role expectations, workplace procedures, and Division practices.

Orientation Checklist Completion

4. The supervisor, principal, or designate shall ensure that new employees:
    a. are introduced to relevant colleagues;
    b. receive an overview of workplace procedures; and
    c. review the information outlined on the applicable New Employee Orientation Checklist.

Role-Specific Training and Safety

5. The supervisor or principal is responsible for providing orientation and training specific to the employee's position, including:
    a. job-specific expectations;
    b. required safety training; and
    c. emergency procedures applicable to the role and worksite.

Appendices

5.07A New Employee Orientation Checklist – Central Services Staff (*internal document*)
5.07B New Employee Orientation Checklist - School-based Staff *(internal document)*