

Policy:

The Village of Innisfree believes it is in the best interest of the Village and the employee's best interests that all new employees are properly inducted into the Village and the position that the new employee is filling.

Purpose

The purpose of this policy is to prescribe the induction that is required of all new employees.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding orientation of new employees.

1.0 Definitions

- 1.1 **"CAO"** means Chief Administrative Officer per the *Municipal Government Act*.
- 1.2 **"Full Time Employees"** Employees working more than 30 hours a week.
- 1.3 **"New Employee"** means an Employee who has not previously worked in the position they have been hired to do for the Village.
- 1.4 **"Village"** means the Village of Innisfree

2.0 Responsibilities:

- 2.1 The Chief Administrative Officer is responsible for ensuring awareness and compliance with this policy.

3.0 Procedures - General

- 3.1 On the first day and before a new Employee begins their assigned duties, each Employee shall be properly orientated into the Village's employment in accordance with this policy.
- 3.2 The new Employee shall provide the following:
 - 3.2.1 Copy of Driver's License
 - 3.2.2 Driver's Abstract
 - 3.2.3 Civic and mailing address
 - 3.2.4 Telephone and applicable cellular numbers
 - 3.2.5 Social Insurance number
- 3.3 All new Employees shall complete the following forms:
 - 3.3.1 Commencement form
 - 3.3.2 CRA TD 1
 - 3.3.3 CRA TD1AB

- 3.4 In addition to the forms required to be completed in Clause 3.3, all new full time Employees shall complete the following forms, upon successful qualification for:
 - 3.4.1 All insurance carrier's benefit enrolment and application forms;
 - 3.4.2 Any applicable Pension Plan enrolment and designation of beneficiary forms, as applicable.
 - 3.5 The new Employee shall be introduced by the CAO to all employees
 - 3.6 The new Employee shall be given an orientation as to the operations of the Village and the policies and practices associated with his/her position.
 - 3.7 The new Employee shall be given a tour of the facility(ies) in which he/she will be working.
 - 3.8 The new Employee shall be given a safety orientation in accordance with Village policy.
 - 3.9 The new Employee shall be given a copy of the Village Policy Manual.
- 9.0 End of Procedure