

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 8 ORIENTATION POLICY

Page 1 of 2

General Statement of Policy

It shall be the policy of the Region of Queens Municipality to ensure that new employees are familiarized with the Region's operation and to assist the employee in becoming an integral part of the municipal workforce as quickly as possible.

Policy Objectives

Staff Orientation Program: The staff orientation program in the Region shall vary in some aspects from department to department. In general, the Region wishes to ensure that each new employee is made aware, in an appropriate manner, of the following:

1. The requirements of the new employee's position and details of the job description.
2. The persons to whom the new employee will be responsible, will report, will work with or, as appropriate, will supervise.
3. The regulations, by-laws, policies and procedures of the Region and the department. During this part of the orientation, the employee shall be given a safety orientation session and will be given a copy of the Sexual Harassment Policy for review.
4. The physical characteristics of the Region and its facilities.

Policy Directions

1. The Chief Administrative Officer or the Department Head will provide the employee with information, as outlined under the general provisions of this policy. The Chief Administrative Officer or the

Department Head will provide new employees with information respecting the departmental operation, as outlined under the general provisions of this policy.

2. The Executive Secretary will provide the new employee with a copy of the Region of Queens' Orientation Package which includes information on Points of Interest, Departmental Profiles, Committees, Ad Hoc Committees, External Boards and Committees, Fire Department information, Members of Council and Staff, Schools, Media and Real Estate Agents. This package also contains copies of Employee Benefit Packages.

Approved by Council: July 15, 2002

