

Title: Human Resources Management

Policy – New Employee Induction

Policy No: HR11

Approval: Village Council

Effective Date: August 15, 2019

Supersedes Policy No: none

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

Purpose: To prescribe the induction that is required of all new employees.

Principles:

- 1) On the first day and before a new employee begins their assigned duties, that employee shall be properly inducted into the Village in accordance with this policy.
- 2) The new employee shall provide the following:
 - a) Driver's license number
 - b) Municipal and mailing addresses
 - c) Telephone number
 - d) Personal Health Care Number
 - e) Social Insurance Number
- 3) All new employees shall complete the following forms:
 - a) Commencement form
 - b) CCRA's TD1
 - c) CCRA's TD1AB
 - d) Official Oath of Confidentiality
- 4) In addition to the forms required to be completed under Clause 3 hereof, all new permanent employees shall complete the following forms upon completion of probation:
 - a) All insurance carrier's benefit enrolment and application forms.
 - b) Pension plan enrolment and designation of beneficiary forms.
- 5) The new employee shall be introduced by the CAO to all employees.
- 6) The new employee shall be given an orientation as to the operations of the Town and the policies and practices associated with his/her position.
- 7) The new employee shall be given a tour of the facility/facilities in which he/she will be working.
- 8) The new employee will be given a safety orientation in accordance with Village policy.
- 9) The new employee will be given a copy of the Village Human Resources Management Policies.