

RURAL MUNICIPALITY OF BIFROST

POLICY & PROCEDURES MANUAL

EMPLOYEE ORIENTATION

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PROCEDURE STATEMENT

The Rural Municipality of Bifrost wishes to ensure that new employees become an integral part of the municipal workforce as quickly as possible.

The Orientation Procedure for all new employees will:

1. familiarize new employees with general municipal and area operating procedures, goals, rules and regulations that pertain to that employee in the performance of his/her job; and
2. familiarize the new employee with the duties and responsibilities of his/her new job, working relationships with subordinates and supervisory employees and acquaint the new employee with the physical location and facilities of municipal areas and other employees, particularly as they pertain to the performance of the new employee's duties.

OBJECTIVES

The objectives of this procedure will be to:

1. assist the new employee in becoming a productive, effective, efficient employee as quickly as possible;
2. instruct the new employee in safety practices and procedures to ensure his/her safety and the safety of his/her co-workers;
3. demonstrate the commitment of the municipality to the well being and good morale of its employees;
4. encourage a high level of morale, team work and motivation between new and existing employees of the municipality; and
5. explain the importance of prompt reporting of unsafe conditions and concerns.

RESPONSIBILITIES

1. The CAO will ensure the proper implementation of the procedure(s).
2. The assigned supervisor shall:
 - i. ensure the proper implementation of the orientation program in their area by assisting in the development of the program of initial training for new employees to give the new person a list of duties, responsibilities, area goals and objectives and operating procedures;
 - ii. ensure the new employee is familiar with all safety regulations and procedures;
 - iii. assist and facilitate the training of new employees by supervisors and other employees; and

- iv. ensure the proper delivery of orientation training to new employees under his/her direct supervision.

GENERAL ORIENTATION PROGRAM

1. The orientation program in the municipality shall vary in some aspects from area to area. In general, the municipality wishes to ensure that each new employee is fully aware of the following as they affect his/her job:
 - a) the regulations, policies and procedures of the municipality;
 - b) the relevant physical aspects of the municipality;
 - c) the relevant goals and objectives of the municipality;
 - d) the requirements of the position to be filled and details of the job description; and
 - e) the persons to whom the new employee will be responsible, will work with, or, as appropriate, will supervise.
2. To this end;
 - a) the supervisor shall ensure that the new employee is provided with information respecting the area operation as outlined briefly above;
 - b) the supervisor shall provide the new employee with information respecting relationships (supervisory and subordinate), persons with whom the employee will work, and other related details; and
 - c) the Hiring Committee shall advise employees on the procedures related to salary, benefits, etc.
3. This program will be developed by those persons as outlined above.
4. The orientation checklist must be signed and placed in the employee's personnel file. (See Policy 2014-8)



Date of Review/Revision:	
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