

Title: Human Resources Management Policy – New Employee Induction

Policy No: 1930-02

Approval: Town Council

Effective Date: January 25, 2006



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that it is in the Town's and the employee's best interest that all new employees are properly inducted into the Town 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 Town 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) A copy of a voided cheque
 - e) Personal Health Care Number
 - f) Social Insurance Number
- 3) All new employee shall complete the following forms:
 - a) Commencement form
 - b) Direct deposit form
 - c) CCRA's TD1
 - d) CCRA's TD1AB
 - e) Official Oath of Secrecy
 - f) Authorization to bank overtime
- 4) In addition to the forms required to be completed under Clause 3 hereof, all new full time permanent employees shall complete the following forms:
 - 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 in which he/she will be working.
- 8) The new employee will be given a safety orientation in accordance with Town policy.
- 9) The new employee will be given a copy of the Town Human Resources Management Policies.