

## ***New Employee Orientation and Onboarding***

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0801</i>
<b>Revised Date</b>	<i>December 4, 2017</i>	<b>Approved Date</b>	<i>September 26, 1996</i>

### ***Introduction***

#### ***Purpose***

The Simcoe Muskoka District Health Unit (SMDHU) is committed to ensuring newly hired employees have a working knowledge of the SMDHU and the agency's vision, mission, values and strategic plan in order to function effectively within the Health Unit. Employees need to know what the agency expects from them in terms of performance and behaviour, and in turn what they can expect from the agency. The sooner they receive, understand and use this information, the better prepared they will be to fulfill their assigned duties and responsibilities. A comprehensive orientation and onboarding program provides a solid foundation on which to build this understanding.

#### ***Legislative Authority***

#### ***Policy Definitions and Interpretation***

***Onboarding*** – the process by which new hires are brought on board with SMDHU objectives and culture. Also called organizational socialization, the onboarding process folds new employees into the agency to make them effective contributing members of a team. Onboarding begins before the new hire starts and lasts anywhere from three to 12 months.

***Orientation*** – the process by which new hires receive required information such as agency policies, benefits and training. Orientation is a process that takes place from the first day for the next few weeks or so on the job, and typically lasts a total of a few hours.

***Supervisor*** - the person to whom the employee directly reports (may be a Supervisor, Manager, Director or the Medical Officer of Health) or an assigned designate during the direct supervisor's absence.

#### ***Policy***

Every new employee will participate in a comprehensive orientation and onboarding program to assist in assimilating them into the Health Unit, their department, program area and position within the first month of employment. The employee's orientation/onboarding will include, but not be limited to, the following:

- introduction to the vision, mission, values and strategic plan of the agency and department
- overview of the SMDHU Strategic Plan
- overview of agency programs and departments
- lines of communication and reporting structures

- explanation of relevant administrative and human resource policies
- benefits, procedures and forms
- explanation of relevant program and department policies, procedures, forms and standards
- overview of office systems, procedures and protocols
- overview of Information Technology available to them
- overview of position duties and responsibilities

Employees transferring to a different position within the agency will receive a comprehensive orientation to their new department and position within the first month in the position. The orientation will include, but not be limited to, the following:

- introduction to the vision, mission, values and strategic plan of the department
- lines of communication and reporting structures
- explanation of relevant administrative and human resource policies, procedures and forms
- explanation of relevant program and department policies, procedures, forms and standards
- overview of office systems, procedures and protocols
- overview of position duties and responsibilities

Board of Health members, students, contract staff, volunteers and others working with the Health Unit will require varying degrees of orientation to the agency policies, procedures, programs and departments coordinated through Human Resources in accordance with SMDHU approved orientation/onboarding protocols.

### ***Procedures***

1. No candidate shall commence employment until the Health Unit receives satisfactory written acceptance of the offer of employment and completion of all required pre-employment documentation.
2. Human Resources initiates Orientation and Onboarding by including in the offer of employment the required policies and procedures the applicant must review and acknowledge prior to their first day of work.
3. Orientations by Human Resources and Information Technology will be scheduled by the applicable department Administrative Coordinator in conjunction with Human Resources and Information Technology (IT). Human Resources provides the employee with a general introduction to the organization and an explanation of relevant administrative and human resource policies, procedures and forms including benefits, as outlined in Form HR0801 (F1). IT will provide an orientation to technology per Form HR0801 (F3). Upon completion, the Orientation Checklists are signed by the employee, Human Resources and IT, with originals retained in Human Resources.
4. Within 30 calendar days of the employee's start date, the direct supervisor provides the new employee with a detailed orientation and commences the onboarding process with the employee to the agency and their department

5. The direct supervisor completes the Management Checklist Form HR0801 (F2) in order to ensure the employee has been fully orientated to the Health Unit. Once the checklist is signed by the direct supervisor and employee and copied to both parties the original is forwarded to Human Resources for inclusion in the employee's Human Resources file. At 30 days the direct supervisor also meets with the employee to complete the Probationary Employment Assessment Report Phase I, as per the Performance Review Policy (HR0105).
6. At the three and six month intervals, the supervisor meets with the employee to review and answer any outstanding questions related to their Orientation and Onboarding Program. In addition the supervisor completes the Probationary Employment Assessment Report Phase II and III in accordance with the Performance Review Policy (HR0105).
7. The employee will be required to participate in an agency orientation coordinated by Human Resources, which provides a more detailed exposure of the structure and services of the Health Unit. This may be either by video or in person.

***Related Policies***

HR0209 Student and Volunteer Placements

HR0105 Performance Review

***Related Forms***

HR0801 (F1) – Human Resources Orientation and Onboarding Checklist – Full-Time, Part-Time, Temporary, Casual – Union, Non-Union

HR0801 (F2) - Management Orientation and Onboarding Checklist – Full-Time, Part-Time, Temporary, Casual – Union, Non-Union

HR0801 (F3) - IT Technical Orientation and Onboarding Checklist – New Employees

HR0801 (F4a) – Pre-Employment Policy Table of Contents –Full-time, Part-Time, Temporary and Casual – Non-Union

HR0801 (F4b) – Pre-Employment Policy Table of Contents –Full-Time, Part-Time, Temporary and Casual - Union

HR0801 (F5a) - New Hire Policy Table of Contents –Full-time, Part-time, Temporary and Casual – Non-Union

HR0801 (F5b) - New Hire Policy Table of Contents –Full-Time, Part-Time, Temporary and Casual – Union

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number B3.050  
December 4, 2017 policy protocol updated