

TOWN OF SLAVE LAKE

Employee Orientation

Department:	Human Resources	Policy No:	CRS.HR-23.1023
Policy Title:	Employee Orientation	Issue Date:	08-08-2024

1. PURPOSE

1.1. The objective of this policy is to:

- 1.1.1. Ensure all staff receive a formal orientation and have a clear understanding/expectation of all components involved in doing the work.
- 1.1.2. Ensure staff have an overall understanding of the Town structure, its operation, and direction/focus.
- 1.1.3. Ensure that all staff hired from out of Town, together with their spouses, are introduced to the community and surrounding area, its history, services, and benefits.

2. POLICY STATEMENT

2.1. All newly hired employees of the Town of Slave Lake will receive timely orientation to their work and new community.

3. DEFINITIONS

3.1. New Employee Orientation Manual:

- 3.1.1. A brief written document provided by the Town to assist the new employee in obtaining the initial information needed to help the employee have an understanding of the town's policies and operations. (see Appendix A)

3.2. Policy:

- 3.2.1. A statement of the Town's overall intention in certain areas of its responsibility for guidance when action is being taken in those areas. It is narrow enough to give clear guidance, but broad enough to leave room for administrative discretion.

3.3. Procedure:

3.3.1. Instruction Town employees on how to carry out the intent of the policy. It states clearly and exactly what must be done and usually states who is to do it and by when; procedures may be in flow chart form.

3.4. Position Description:

3.4.1. A statement of the Town's overall intention in certain areas of its responsibility for guidance when action is being taken in those areas. It is narrow enough to give clear guidance, but broad enough to leave room for administrative discretion.

4. GUIDELINES

4.1. Town Council:

4.1.1. Approve and adopt policies indicating the general direction and limits of discretion to be used by Town staff in their work.

4.2. Chief Administrative Office (CAO):

4.2.1. Ensure policies and procedures are reviewed in the draft by impacted staff and updated as required thereafter. Approve administrative procedures where policy objectives are established.

4.3. Department Heads:

4.3.1. Assure that each employee is given an Orientation manual and is given the appropriate instruction for their respective positions.

4.4. Human Resources:

4.4.1. Develop and maintain the New Employee Orientation manual as directed by the Director of Corporate Services. Provide an Orientation Manual and go over those aspects of the orientation that relate to human resources and administration.

4.5. Employees:

- 4.5.1. Be familiar with policies and procedures relevant to their areas and use them as guidance in handling matters. Seek clarification if there is any doubt regarding the proper application of any Town policy procedure.

5. CONTRAVENTIONS OF THE POLICY

- 5.1. Contraventions of this policy may result in disciplinary measures up to termination.

6. REVIEW AND POLICY

- 6.1. This policy will be reviewed and amended periodically as necessary.

7. RELATED POLICIES

- 7.1. CRS.HR-23.1022 – Hiring Policy
7.2. Rescinds policy C.a.003 Employee Orientation

8. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024-08-20

APPENDIX A

EMPLOYEE ORIENTATION

WELCOME

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Agenda

1.	Required paperwork
2.	Local Information
3.	Town Council
4.	Employer Information
5.	Benefits of working for the Town
6.	Town Departments
7.	Town Policies
8.	Questions

01/2022

Required Paperwork

Town of Slave Lake Employee Orientation

Paperwork to be completed on your first day

- Banking information
- Criminal Record Check / Vulnerable Sector search
- Driver's Abstract
- Email authorization
- Original copy of your signed employment contract (Offer Letter)
- Personal and emergency contact information
- Personal identification - e.g., a Driver's License (D/L)
- Photo release form
- Tax forms

01/2022

Town of Slave Lake Photo ID Release Form

I consent to the use of my name, portrait, picture or photograph as part of Town of Slave Lake Image Bank. This is a collection of images of Town employees in work situations, intended to showcase the Town's activities.

The images in this collection may be used on the Town of Slave Lake website, (www.slavelake.ca), as well as in communications or promotional products, such as publications, displays, pamphlets, presentations, and social media outlets (including Facebook, and Twitter).

Uses of photos include:

- engaging current employees (internal communications)
- attracting prospective employees (recruitment)
- enhancing stakeholder relations (marketing and outreach)
- informing residents and other audiences (external communications)
- Photos may be inserted in public agendas for council meetings

I understand that my name, portrait, picture or photograph will be included in this image bank for a maximum of three years. In addition, should I wish to have my name, portrait, picture or photograph removed from Town of Slave Lake Image Bank, I am to contact the Communications Coordinator, or the Director of Human Resources.

I confirm that I am over 18 years of age and that I have not given anyone the exclusive right to use my name, portrait, picture or photograph.

Signed,

Name	Date

If under the age of 18, a parent or guardian must sign.

Parent / Guardian	Date

New Hire Information Form

NEW HIRE INFORMATION					
First Name:		Preferred Name:		Last Name:	
Pronouns:	He/Him ☐	Date of Birth (MM/DD/YY):		SIN:	
	She/Her ☐			Driver's License/Photo ID Collected	Yes ☐
	They/Them ☐			No ☐	
	Other: _____				
Address:			Phone Number:	() - () - () -	
Recognition Preference	How do you like to be recognized by the organization?				
	Private Recognition ☐ No Preference (private or group recognition) ☐				
EMERGENCY CONTACT					
Name:					
Contact Number:	Daytime: () - () - () -		Cell: () - () - () -		
Relationship:					
SECOND EMERGENCY CONTACT					
Name:					
Contact Number:	Daytime: () - () - () -		Cell: () - () - () -		
Relationship:					
MEDICAL					
Do you have any allergies or medical conditions we should be aware of? If yes, please list them below.			Yes ☐ No ☐		
We are collecting your personal information under the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of Human Resources Department. By signing this document, you are allowing us to keep this record on file.					
Signature: _____			Date: _____		



NEW HIRE CHECK CHART

EMPLOYEE INFORMATION		
Employee Name:		
Job Title:		
Department:		
Start Date:		

BEFORE START DATE		
Coordinate Orientations (HR/HS/Payroll)	Yes 0	N/A 0
Email Setup with IT	Yes 0	N/A 0
ID Setup with Facilities	Yes 0	N/A 0
NEW HIRE PAPERWORK RECEIVED		
Request to Hire	Yes 0	N/A 0
Offer Letter Signed	Yes 0	N/A 0
Job Description Signed	Yes 0	N/A 0
Email Authorization Form	Yes 0	N/A 0
Void Cheque/Direct Deposit Form	Yes 0	N/A 0
Tax Forms (TD1/TDAB1)	Yes 0	N/A 0
RCMP Background Check	Yes 0	N/A 0
Drivers Abstract	Yes 0	N/A 0
Photo ID	Yes 0	N/A 0
New Hire Information Form	Yes 0	N/A 0
Proof of Certificates	Yes 0	N/A 0
HR Policy Handbook Reviewed	Yes 0	N/A 0
POST START DATE		
Send out Welcome Email to Town Staff	Yes 0	N/A 0
30 Day Check-in with New Hire	Yes 0	N/A 0
Feedback form issued and returned	Yes 0	N/A 0

COMPLETED BY _____

DATE _____



Town of **SLAVE LAKE**

Employee Email Authorization Form

Department: _____

Employee Name: _____
(Last, First)

Email address: _____

Please **PRINT** the email address you would like to use to receive your paystubs.

Personal email addresses will be sent an encrypted pdf copy of your payslip.
You will be assigned a passcode that you will need to open the pdf's sent.

I would like to receive my paystub electronically by email.

Employee Signature

Date

HR Signature

Date

The Town encrypts all paystubs sent to personal emails. However, as these emails reside outside of the Town's control and oversight it will be up to the person's to ensure that their personal email account is secure.

Administration only

Name:

Email:

Passcode:

