

Orientation and Training

Purpose:

Orientation and training is critical to an employee's performance, allowing them to become familiar with their work space and duties as quickly as possible.

Policy:

- As soon as possible after hiring, a new employee with his/her supervisor and the Executive Director to discuss personal matters. This may include, but is not limited to wage, duties, contracts, policies, availability, etc.
- At this meeting job specification will be discussed, finalized, and agreed upon, if appropriate.
- All new Hourly, Term, and Management employees and Student Councillors shall be given copies of the Students' Association's Constitution, Policy Manual, and Bylaws.
- The outgoing Executive Committee shall annually arrange an orientation seminar for all incoming Councillors, Board Members, and Hourly staff.