

SAMPLE EMPLOYEE ORIENTATION POLICY

PURPOSE

To set out the policies and process whereby employees will receive appropriate orientation to ensure that they are familiar with the policies and regulations of the First Nations Health Organization.

POLICY

The First Nations Health Organization shall ensure that all new employees receive an orientation so they may become familiar with the plans, policies, and practices of the organization. The orientation shall include a detailed review of the employee's job description.

POLICY APPLICATION

1. New employees will be granted a two-week orientation period to become completely familiar with the operations of the First Nations Health Organization.
2. Upon receipt of acceptance of employment, the Director of Health shall provide the new employee an orientation package that will consist of:
 - Current terms and conditions of employment
 - Brief description of the Health Organization's operation which will include the organizational leadership, plans, policies, procedures, reporting processes and business procedures
 - First Nations Health Organization Policy Resource Manual
 - Brief on the First Nations community profile(s)
 - Job description (Terms of Reference)
 - Updated list of community leadership and employees
 - Employment forms required to place the employee on the payroll and benefit schedule
3. The immediate supervisor and/or administration will set aside the first day of employment of the new employee to overview the affairs of the First Nations Health Organization along with the additional information:
 - Review of the employee's job description
 - Building codes/inspections and safety routes
 - Fire regulations
 - Community overviews
 - Salary and benefits
 - Probationary procedures
 - Lines of authority and administration practices
 - Financial procedures
 - Reporting procedures
 - Parking and vehicle (private/company) procedures
 - Related program information
4. The Director of Health and/or the immediate supervisor shall be responsible for introducing the new employee to others in the organization and for acquainting the new employee to the background of the First Nations Health Organization.