



Department: Human Resources
Section: Employee and Labour Relations

The Annapolis Valley Regional School Board provides a formal orientation to welcome new employees and provide information.

Specifically

- An orientation package will be provided to all new employees at the commencement of their employment.
- It is the responsibility of Human Resources to compile an orientation package for new employees specific to the position.
- It is the responsibility of the immediate supervisor to ensure that the new employee receives the orientation package.
- The orientation program will:
 - provide the new employee with the Board's Mission Statement.
 - ensure employees are aware of relevant policies and procedures.
 - provide information on terms and conditions of employment.
 - provide an opportunity to review job descriptions and clarify job expectations.
 - provide an opportunity to ensure employees have completed the required forms.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

Board Approved: November 2/05
Ref: AP 305.23
Monitoring Date: Annually
Revised: