

Section: E	Policy Number: E-005	Approval Date: Oct. 25, 1984
Subject: Employee and Volunteer Orientation (Formerly Staff Orientation Policy)	Total Pages: 2	Revision Date(s): March 18, 1998; April 21, 1993; May 15, 1991, January 15, 2014, Dec. 17, 2014.

EMPLOYEE and VOLUNTEER ORIENTATION POLICY

Policy:

Community Living-Central Huron will provide orientation to all of its employees and volunteers. The Agency believes this practice provides a significant learning opportunity to employees and volunteers; they will receive an overview of the Agency's Vision, Mission, Service Principles, Philosophy, Guiding Principles, Organizational Structure, all Agency Policies and Procedures, Health and Safety Orientation and a review of Agency expectations. Orientation or re-orientation will also provide for specific job responsibilities as required for the employee's or volunteer's position within the Agency; orientation will be documented on the appropriate checklist. The Executive Director will be responsible for the orientation and re-orientation of Board and Committee Members.

Purpose:

To ensure employees and volunteers are informed of the Agency's Vision; Mission; Service Principles; Philosophy; Guiding Principles; Policies; Procedures and Organization Structure and how such relates to their position within the Agency.

Definitions:

New Employee: not a current employee of Community Living-Central Huron; recently hired.

Direct Volunteer: includes students and individuals who provide direct supports to people who use the Agency's services; direct volunteers will not replace Staff, but rather augment supports and enrich the lives of people who use the Agency's services.

Indirect Volunteer: may include Board and Committee Members or any individual who supports the Agency in various capacities (ie. fundraising, community awareness events, etc.), and does not provide direct support.

Orientation: means an introduction/beginning for employees and volunteers to familiarize themselves with the Agency's philosophy; services; work practices; policies; procedures and expectations of their position.

Initial Orientation: New employees and new direct volunteers will attend an unpaid initial Agency orientation meeting whereby the Executive Director or relevant Coordinator will provide an overview of the Agency's Vision; Mission; Service Principles; Philosophy; Guiding Principles; Organizational Structure and expectations. This orientation will be approximately one (1) hour in length. New employees will also have the opportunity to be introduced to the Coordinator, Finance & Human Resources. Employees will be paid for all orientation beyond the initial orientation.

The relevant Supervisor will provide new employees and direct volunteers with orientation to all Agency Policies and Procedures, inclusive of Health and Safety; Medication Policy & Procedures, responsibilities of their job; as well as on-site orientation and ensure all acknowledgements are completed, signed and returned to the Central Administration Staff.

Re-Orientation: The relevant Coordinator and/or Supervisor will determine the extent of re-orientation based on individual circumstances and document such re-orientation on the designated re-orientation checklist. Consideration for re-orientation will include but is not limited to Leaves, (ie. Maternity/Parental; Short/Long Term Disability, WSIB), but also changes in support protocols/procedures and performance concerns.

Related Policies:

- All Agency Policies and Procedures;
- Community Living-Central Huron Orientation Slide Presentation;
- Health and Safety Orientation;
- Health and Safety Policy Statement