



**DIVISION: HUMAN RESOURCES**

**HR-805**

**POLICY NAME**  
EMPLOYEE ORIENTATION

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**POLICY STATEMENT**

The Newfoundland and Labrador English School District (NLESD) will ensure that all new employees receive orientation appropriate to their positions. Participation in employee orientation will ensure a smooth transition into a new position and provide a solid foundation for successful involvement and professional growth with the District.

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**BACKGROUND**

The purpose of this policy is to provide guidance and direction for the development and implementation of an employee orientation program in order to welcome, support and recognize all employees as they commence employment with NLESD.

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**SCOPE**

This policy applies to all new employees with the District, including management, teaching and support staff and all full-time, part-time and casual staff.

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**DEFINITIONS**

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**APPROVED:** June 14, 2014      **EFFECTIVE:** September 1, 2014

**AMENDED:** \_\_\_\_\_

## **POLICY DIRECTIVES**

1. The NLESD employee orientation program will identify the essential information needed by new employees to do their jobs and the persons responsible for providing this information.
2. As a condition of employment, and as early as possible when someone becomes employed with NLESD, individuals will participate in an employee orientation session as established by the respective division. Employee orientation is expected to be an ongoing learning process, helping new employees to understand their jobs and performance expectations, divisional goals and priorities, and district goals and priorities.
3. The District will offer orientation appropriate to the employee's position and include information and resources as necessary on the school/division, policies, work site, workplace safety and employment documentation.
4. NLESD promotes a self-directed approach for orientation and encourages new employees to use orientation resources provided, to make inquiries and ask for information, and to participate in new learning opportunities that may be available.

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