



<p>POLICY:</p> <p style="text-align: center;"><b>Employee Orientation Policy</b></p>		<p>POLICY NUMBER:</p> <p style="text-align: center;"><b>PS-1-1</b></p>
		<p>PREVIOUS/REPLACES:</p> <p style="text-align: center;"><b>Employee Orientation Policy</b></p>
<p>APPROVED BY:</p> <p style="text-align: center;"><b>Executive Council</b></p>	<p>EFFECTIVE DATE AS OF:</p> <p style="text-align: center;"><b>March 13, 2017</b></p>	<p>PRIOR VERSIONS:</p> <p style="text-align: center;"><b>April 14, 2015</b></p>

**1. Policy Statement:**

The Manitoba Institute of Trades and Technology (to be referred to as MITT) will provide all new employees, workers, and volunteers in some cases with an in-person orientation that relates to their position, and will provide them with the knowledge they need to have an effective introduction to MITT.

**2. Scope:**

This policy applies to all new employees, work practicum and/or co-op students, and interns without exception. This policy may also apply to volunteers depending on how often they volunteer at MITT, which will be evaluated jointly by People Services and the applicable manager on a case-by case basis.

**3. Procedure:**

All MITT employees involved in the orientation process should refer to the New Employee Checklist for a complete list of activities that will begin before the new employee’s start date which is to be completed in the first week of employment. The hiring manager may add additional activities to the list that relate to the new employee’s job when applicable.

At least one week prior to the employee’s start date, the Department Manager/Director shall complete and submit the “IT Network Equipment and Accounts” form to Helpdesk. If computer hardware is required, the IT department should be provided a minimum of two weeks’ notice

Orientation will be divided into the following four areas:

**1) The Department Manager/Director will:**

- Offer mentorship to assist the new employee, provide information, and answer questions as required.
- Ensure the new employee’s work area is ready (desk, stationery supplies, nameplate, business cards, telephone, computer and software).
- Schedule computer training during the first week. For instructional staff, training is to be completed outside of class time.



**2) The People Services Consultant will:**

- Meet with the new employee to welcome them and provide an orientation that will include the review of the Employee Handbook, MITT policies (i.e., Respectful Workplace and Harassment Prevention, Accessible Customer Service, MITT Expectations of Staff, Violence Prevention, Line of Communication), and staff benefits. All new employees shall receive copies of these policies during their orientation. The People Services Consultant will ensure that all tax and benefit forms are completed and submitted to payroll.

**3) The Health & Safety Officer will:**

- Provide the new employee with a Health and Safety orientation that complies with all legislative requirements.

**4) The IT representative will:**

- Provide the new employee with an orientation on hardware and software.

**4. Administration:**

The Director, People Services and Organizational Development is responsible for ensuring this policy is adhered to.

**5. Review:**

This policy will be reviewed annually by People Services to determine if any updates are required.

This policy will be reviewed by Executive Council every five years.

**6. Reference:**

- New Employee Orientation Checklist
- Employee Handbook
- *Workplace Safety and Health Act*
- *Workplace Safety and Health Regulation 217/2006*
- *The Accessibility for Manitobans Act*