

- .01 The Department Head is responsible for ensuring the initial orientation of all new employees commencing employment with the Library Board.
- .02 The employee's initial orientation should include information on the following:
- period of probation
  - employee benefits plans
  - hours of work and shifts
  - vacation
  - paid holidays
  - pay periods
  - sick leave
  - salary and salary review date
  - union employees are to be provided with a copy of the Collective Agreement
  - latest annual report
  - library's by-laws
  - library services
  - hours of operation
  - personnel policies
- .03 The Department Head will ensure that each new employee completes the applicable forms.
- .04 The supervisor of the new employee will be responsible for the specific orientation of the employee to their work, and specific duties and responsibilities. This will include as well, introduction to current employees, familiarization with work location, familiarization with policies and procedures of the Department, orientation to the requirements and duties of the job and any specialized job training required.