KTCEA Administrative Procedure 404 Updated: September 1, 2022

New Employee Orientation/Onboarding

Background

These guidelines confirm the importance that orientation/onboarding plays in the days following an employee's commencement with KTCEA.

Guidelines

All new employees must be formally oriented/onboarded commencing with their first day of employment.

The responsibility for ensuring compliance with these guidelines rests with individual supervisors responsible for the orientation/onboarding of new employees.

#	Proce	dure	Roles & Responsibilities
1.	1.1 1.2	Introduction of new employee to other KTCEA staff; Overview of KTCEA, its history, its programs, and the communities and students it serves. This review will also focus on community values, social mores, traditional values, practices and events;	Supervisors Human Resources/Payroll
	1.3	A review of rules that pertain to the employee's role;	
	1.4	Completion of a new hire checklist;	
	1.5	Ensuring that the employee understands who to approach in the event they have a question;	
	1.6	Completing HR and Payroll forms, including an Oath of Confidentiality and other forms such as Information Technology Use Guidelines;	
	1.7	Reviewing HR policies and procedures, including Code of Conduct, Respectful Work and Learning Environment Guidelines and Conflict of Interest, among others;	
	1.8	Providing the employee with a copy of their signed contract;	
	1.9	Reviewing Health and Safety rules;	Supervisors/Health
	1.10	Reviewing Emergency Procedures, location of fire alarms, fire extinguishers and emergency exits, and the use of Personal Protective Equipment;	and Safety
	1.11	Conducting a welcome session for employees hired at the commencement of the new school year.	Associate Superintendent/ Superintendent

References:

KTCEA Policy3 Respectful, Caring and Safe Schools and Workplaces KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Service. The next scheduled update of this Administrative Procedure is April annually.