

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 2.7.4
Section HEALTH AND SAFETY	Subject Staff Orientation Policy

1.0 Purpose

It is the policy of the municipality to ensure that new employees are familiar with the areas of the municipality's operation of which they should have knowledge, and to assist the employee in becoming an integral part of the municipality workforce as quickly as possible.

2.0 Authority

This policy is enacted pursuant to Section 30 of the *Municipal Government Act*, as amended.

3.0 Objectives

The objectives of this policy are to:

- a) Provide an overview of municipal government and its relationship with other levels of government;
- b) familiarize new employees with general departmental operating procedures, goals, rules, and regulations that pertain to that employee in the performance of their job;
- c) familiarize new employees with the duties and responsibilities of their new jobs, working relationships to subordinates and senior staff, and acquaint new employees with the physical location and facilities of departments and other members of staff, particularly as they pertain to the performance of the new employees' duties and responsibilities;
- d) encourage a high level of morale, teamwork, and motivation between new and existing staff members of the municipality;
- e) demonstrate the commitment of the municipality to the well-being of its employees.

4.0 Responsibilities

4.1 The Council will:

- a) review, amend, and adopt changes to the Municipality's *Staff Orientation Policy*.

4.2 The Chief Administrative Officer (or designate) will:

- a) ensure the proper implementation and maintenance of a staff orientation program in the municipality;
- b) recommend to Municipal Council changes to the *Staff Orientation Policy* where considered appropriate;
- c) support the development of standard operating procedures in consultation with directors and managers;
- d) ensure the proper delivery of orientation training to employees under his/her direct supervision.

4.3 Directors / Service Group Managers will:

- a) ensure the proper implementation of the *Staff Orientation Policy* in their department in accordance with standards operating procedures and in consultation with departmental staff and the Chief Administrative Officer;
- b) assist and facilitate the training of new employees by supervisors;
- c) ensure the proper delivery of orientation training to new employees under their direct supervision.

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Municipal Clerk's Annotation for Official Policy Book I certify that this policy was adopted by Municipal Council as indicated below: <i>Seven (7) Day Notice</i> July 24, 2012 <i>Council Approval</i> August 21, 2012 <u>Carolyn Young</u> Municipal Clerk <i>At Annapolis Royal Nova Scotia</i> <u>August 22, 2012</u> Date	
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