

NLSchools refers to all public K-12 English schools and school related facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

Policy Name

Employee Orientation

Policy Statement

The Department of Education, Education Operations Branch, will ensure that all new NLSchools 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.

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 within NLSchools.

Scope

This policy applies to all new employees working for or supporting schools within NLSchools including management, teaching and support staff and all full-time, part-time and casual staff.

Policy Directives

1. The 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 within NLSchools, 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 NLSchools goals and priorities.

3. NLSchools 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. NLSchools 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.