

**Policy Title: Employee Orientation and Onboarding**

|                                               |                                                                                                                                                                                                                                    |                                         |              |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------|
| Category:                                     | <input type="checkbox"/> Institutional - Board<br><input type="checkbox"/> Academic - Administrative<br><input type="checkbox"/> Institutional - Administrative<br><input checked="" type="checkbox"/> Employment - Administrative |                                         |              |
| Approved by:                                  | <input type="checkbox"/> Board<br><input checked="" type="checkbox"/> President                                                                                                                                                    |                                         |              |
| Date approved:                                | May 29, 2025                                                                                                                                                                                                                       | Effective date:                         | May 29, 2025 |
| Policy Sponsor:                               | Vice President,<br>Administration and<br>Finance                                                                                                                                                                                   | Date last reviewed:                     | May 29, 2025 |
| Date of Mandatory<br>Review (expiry<br>date): | May 2030                                                                                                                                                                                                                           | Date of last revision<br>of Procedures: | May 29, 2025 |

## 1. POLICY

Newly hired employees will be provided with orientation and onboarding designed to familiarize them with the institution and to effectively orient them to their new roles and responsibilities.

New employees will be subject to the policies and procedures of CMCC, which may be amended from time to time at CMCC's discretion. It is a requirement that employees become familiar with CMCC's policies and procedures within their first month of employment.

## 2. PURPOSE

To ensure new employees are provided with the information they need with respect to their working environment and to ensure they are integrated in a manner that generates a positive and lasting employment relationship.

## 3. SCOPE

All employees

## 4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

Human Resources (HR) will conduct the orientation at the scheduled date, ensuring all necessary paperwork is completed, and information including policies, organizational structure, and any mandated training is outlined with deadlines set for completion within one month of employment. Activities will be tracked by HR as indicated in the New Hire Checklist.

Managers are responsible for developing and providing an effective departmental onboarding program for a newly hired employee, and for ensuring that any training deemed necessary is scheduled and/or provided.

## 5. RELATED POLICIES (not a comprehensive list)

- Employee Classifications
- Hours of Work
- Code of Conduct

## 6. DEFINITIONS

Onboarding is the process of bringing employees into their new organization and roles to ensure that they have what they need to be successful, in the shortest amount of time. Typically, onboarding:

- starts before the first day and continues through the first year
- is executed by managers
- integrates multiple offices, functions and individuals
- addresses employees' needs
- maximizes employee engagement and retention

Orientation is the initial stage of onboarding during which new employees learn about the institution and its policies and procedures. Typically, orientation:

- occurs within the first day of employment
- familiarizes new hires with the resources available to them
- is executed by Human Resources
- addresses both the employees' and the organization's needs
- is focused on completing paperwork and any mandated training requirements

|                                         |                                                     |
|-----------------------------------------|-----------------------------------------------------|
| <b>New Policy Approved (date):</b>      |                                                     |
| <b>Policy Revision History (dates):</b> | December 11, 2013<br>April 30, 2020<br>May 29, 2025 |

## 7. PROCEDURES

1. Managers who have been assigned supervisory responsibilities will coordinate with HR in scheduling an orientation for the new hire within their first day.

2. Managers must ensure HR is informed of whatever resources will be required for the new hire in advance of the start date. This may include specific computer-related resources or access to additional CMCC facilities.

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|--------------------------------------------|-----------------------------------------------------|
| <b>New Procedure Approved (date):</b>      |                                                     |
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## 8. ATTACHMENTS

New Hire Checklist (HR)

## NEW HIRE CHECKLIST

**Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **Classification:** \_\_\_\_\_

### Before the first day:

|                                                                                     |  |
|-------------------------------------------------------------------------------------|--|
| • References                                                                        |  |
| • New Hire/Rehire Notifications                                                     |  |
|                                                                                     |  |
| • Signed copy of offer letter                                                       |  |
| • Workload contract and spreadsheet (Faculty only)                                  |  |
| • Transcripts of all degrees listed on CV (direct from institution):                |  |
|                                                                                     |  |
| • Email Manager Orientation form to Hiring Manager                                  |  |
| • Call employee regarding first day, notify them with details (as applicable)       |  |
| • IT Orientation for Faculty - take P/T to IT to set up appointment for Orientation |  |
| • Take employee to Media Services to get photo for ID                               |  |
|                                                                                     |  |
| • Personal Information form completed and void cheque                               |  |
| • TD 1 Forms completed and signed                                                   |  |
| • Social Insurance Number verified by Human Resources                               |  |
| • Social Club membership (optional)                                                 |  |
| • Parking documents                                                                 |  |
| • RRSP participation (unmatched for first year)                                     |  |
| • Group Insurance (Benefits, etc) enrolment forms (if applicable)                   |  |
| • Code of Conduct                                                                   |  |
| • Confidentiality Agreement                                                         |  |
| • CV formatted (Faculty only)                                                       |  |
|                                                                                     |  |
| • Bills 168/132 – BizLife Solutions                                                 |  |
| • Health & Safety Awareness – HR Downloads                                          |  |
| • AODA 1 – KIRO                                                                     |  |
| • AODA 2 – Employee (for all employees incl. Faculty) – KIRO                        |  |
| • AODA 2 – Part I Everyone; Part II Educators and Faculty – KIRO                    |  |
| • PIPEDA – All staff and faculty                                                    |  |
| • PHIPA – Only for staff/faculty who work with patient records                      |  |
| • Attendance tracking                                                               |  |
| • AVANTI Employee Self-Serve                                                        |  |