

HUMAN RESOURCES

Subject	COLLEGE ORIENTATION OF NEW EMPLOYEES 4.11 Orientation (OC Wide) for New Employees
Procedure Section	5 Employee Orientation
No.	5.00
Exempt Employment Policy References	
Collective Agreement References	
Forms & Other Reference Material	
Status of Approval	Approved 23-Apr-2013 Chris Rawson

PREAMBLE:

OC will provide orientation programs for all new employees to ensure that they are familiar with OC's mission, vision, values, goals, organizational structure and other key topics.
program is mandatory for all new employees

PROCEDURE:

1. An orientation program for new employees will be organized by the Human Resources Division on a regular basis.
2. It is mandatory for new employees to attend a College orientation program following the commencement of their employment.
3. Every effort will be made by designated supervisors to ensure new employees attend.