

TOPIC ORIENTATION

POLICY **Managers orient employees to help them achieve a satisfactory performance level in their newly assigned duties as quickly as possible while being integrated into the civil service.**

QUESTIONS AND ANSWERS

1. To whom does this policy apply?
2. Who is responsible for orienting new employees?
3. When should new employees be oriented?
4. Is there a standard format for employee orientation?
5. What are the guidelines for the content of employee orientation programs?

AUTHORITY

- Civil Service Commission Board, Minute #14-97/98-7
- GEMA 45:07

Policy Effective December 17, 1997

QUESTIONS AND ANSWERS

1. To whom does this policy apply?

Managers orient all employees who have been newly hired, appointed, transferred or promoted to different duties.

2. Who is responsible for orienting new employees?

Managers are responsible for ensuring that employees are oriented. The orientation may involve the manager, supervisor, co-workers, payroll and human resources. Human Resources is responsible for developing and implementing a department-wide orientation program. The Civil Service Commission is responsible for policy direction and for providing orientation tools to departments.

3. When should new employees be oriented?

Employee orientation should be completed within the first month following the employee's starting date in the new position.

4. Is there a standard format for employee orientation?

No. Departments may choose to develop their own programs or may use or adapt tools the Civil Service Commission provides:

- *Orientation to the Manitoba Government: A Handbook for Executives and Managers.*

5. What should employee orientation programs include?

An orientation program helps the employee understand their assigned duties, terms and conditions of employment as well as the organizational culture. It provides the following information:

- assigned duties and responsibilities documented in a position description
- performance standards
- employment terms and conditions, including the Oath of Office and the Conflict of Interest Policy
- where to find policies related to human resource management and development, staffing, labour relations, compensation & classification and employee health
- employee benefits, payroll and benefit deductions
- introduction to the people in the work unit and other key stakeholders

- introduction to payroll and human resources staff
- conditions of employment. If the employee is included in the MGEU bargaining unit, a Union representative shall be provided with the opportunity to meet with the newly hired employee for up to 15 minutes during regular working hours. If the employee is excluded from a bargaining unit, provide information on rights and responsibilities under *The Civil Service Act* and Regulations.