

# Rural Municipality of Lac Pelletier No. 107

## ONBOARDING AND ORIENTATION POLICY

### **Purpose:**

This Onboarding and Orientation Policy aims to establish a systematic and welcoming process that ensures new employees integrate seamlessly into the R.M. of Lac Pelletier No. 107 office. This policy outlines the objectives, responsibilities, and standards to create a comprehensive and positive onboarding experience, contributing to employee satisfaction, engagement, and long-term success within the organization.

### **Scope:**

This policy applies to all new employees at all levels within the R.M. of Lac Pelletier No. 107, including full-time, part-time, temporary, and contract positions. The onboarding and orientation process begins with accepting a job offer and continues through the first few months of employment. This policy highlights the R.M. of Lac Pelletier No. 107's commitment to providing consistent and thorough onboarding for every new team member.

### **Standards:**

#### **1. Getting Started:**

##### **1.1 Pre-employment Communication:**

Administrator will communicate with new hires before their start date, providing essential information about the onboarding process, required documentation, and any pre-employment tasks.

##### **1.2 Welcome Package:**

New employees will receive a comprehensive welcome package containing essential documents, including employee listing of policies, benefits information, and other pertinent details about the R.M. of Lac Pelletier No. 107 workplace.

##### **1.3 Orientation Program:**

An orientation program will be conducted on the first day, providing an overview of the R.M. of Lac Pelletier No. 107's mission, values, and organizational structure. New hires will be introduced to key personnel, department functions, and basic workplace policies.

#### **2. Probationary Period:**

##### **2.1 Time Frame:**

The probationary period in Saskatchewan is typically up to 3 months (90 days) from the start of employment. During this time, the employee can be terminated without notice or pay in lieu of notice, provided the termination is not discriminatory or in violation of other legal protections.

##### **2.2 Termination During Probation:**

Employers can terminate an employee within the probationary period without providing notice or pay in lieu of notice. However, the termination must not be for discriminatory reasons or in violation of the Saskatchewan Human Rights Code.

##### **2.3 Notice Requirement:**

After the initial 3-month probationary period, if an employee continues to be employed, they gain additional protections under the Act, including notice requirements for termination. The notice period increases with the length of employment.

#### **3. Initial Training:**

##### **3.1 Training Plans:**

A tailored training plan will be developed for each new employee, outlining the specific skills, knowledge, and competencies required for their role. Training sessions may include both job-specific skills and general organizational policies and procedures.

# **Rural Municipality of Lac Pelletier No. 107**

## **ONBOARDING AND ORIENTATION POLICY**

### **3.2 Mentorship Programs:**

A mentorship program will be established to pair new employees with experienced team members. This program aims to provide additional support, guidance, and a platform for questions and discussions during onboarding.

### **4. Development and Upkeep:**

#### **4.1 Check in Meetings:**

Regular check-in meetings will be scheduled throughout the initial months of employment to assess the new employee's progress, address any concerns, and provide additional support or resources as needed.

### **5. Policy Review and Updates:**

This policy will be reviewed periodically to ensure its effectiveness and compliance with evolving legal standards. The R.M. of Lac Pelletier No. 107 reserves the right to modify this policy at any time, and such modifications will be communicated to all employees.

### **Legislation:**

#### **2. Federal Legislation:**

##### **2.1 Canadian Human Rights Act (CHRA):**

The CHRA prohibits discrimination based on various grounds, including race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, disability, and conviction for an offence for which a pardon has been granted. The Act applies to federally regulated employers and organizations in banking, telecommunications, and transportation.

##### **2.2 Employment Equity Act:**

This Act promotes equal opportunities and addresses systemic discrimination in federally regulated workplaces. It requires employers to implement employment equity programs to correct the under-representation of four designated groups: women, Aboriginal peoples, persons with disabilities, and members of visible minorities.

#### **3. Provincial Legislation:**

##### **3.1 The Saskatchewan Human Rights Code:**

The Saskatchewan Human Rights Code prohibits discrimination based on grounds such as race, creed, religion, colour, sex, sexual orientation, gender identity, gender expression, marital status, family status, disability, age, nationality, ancestry, place of origin, and receipt of public assistance.

The Saskatchewan Human Rights Commission is responsible for promoting and enforcing human rights in the province. The Commission provides information, investigates complaints, and works towards resolving issues related to discrimination and harassment.

##### **3.2 Saskatchewan Occupational Health and Safety:**

All workers have the right to receive orientation and training whenever they start a new job or a new task in the workplace. Training includes instructions, teaching, and demonstrations of the knowledge and skills needed to do a job or perform a task.

# **Rural Municipality of Lac Pelletier No. 107**

## **ONBOARDING AND ORIENTATION POLICY**

### **In Conclusion:**

This Onboarding and Orientation Policy guides Administrator, managers, and new employees, reinforcing the R.M. of Lac Pelletier No. 107's commitment to providing a supportive, educational, and engaging introduction to our workplace.

Onboarding and Orientation Policy – 2024 adopted by resolution of Council on August 13, 2024.

---

Reeve – Murray Spetz

---

Administrator – Sandra Krushelniski