

## **Policies & Procedures**

## New Employee Orientation & Training

All new employees will be required to complete an orientation before the first training shift (excluding trial shift).

During the orientation, the following documents must be reviewed and signed:

- Orientation checklist followed
- Employee Data Sheet filled out
- TD1 Federal & Provincial forms filled out
- Conditions of Employment signed
- Non-Negotiables signed

New employees will be scheduled for three 4-hour training shifts, using the training checklist as a guideline.

Only designated and certified trainers can train a new employee.

All training materials (forms, job aids, quizzes etc.) will be used in conjunction with the on-thejob portion of training.