



Archdiocese of Regina
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POLICY

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Policy Name:	Employee Orientation to Employment in Archdiocese	Number:	S3-7
Policy Type:	Conditions of Employment	Date Approved:	February 2017
Legislation:	Saskatchewan Employment Act Division 2	Date Revised:	February 2019

Policy Statement: All new employees or employees returning after an absence of more than two years, will receive an orientation to their position, co-workers and other staff, policies and procedures, and to the workplace and the organization.

Procedure:

- a) The employee's immediate supervisor will have the primary responsibility for the orientation. It is understood that certain aspects of the orientation may be assigned to and/or conducted by others.
- b) It is recommended that an orientation checklist (Appendix Fa or Appendix Fb) be utilized which should include, but is not limited to:
 - i. Employment related policies and procedures, including hours of work and rest/meal breaks;
 - ii. Occupational Health and Safety protocols, including on-the-job injury or harassment reporting;
 - iii. Protocol for Responsible Parish Ministry handbook for volunteers.
 - iv. Introduction to co-workers and other staff;
 - v. Introduction to position and duties/responsibilities;
 - vi. Social activities/events/programs.

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