



## **EMPLOYEE ORIENTATION**

When a new employee has accepted a position with the OLTA, the following will be undertaken:

- Member Service Coordinator/Bookkeeper informed: If applicable, the employee will be set up at a desk with a computer, email address, and telephone messaging access.
- Orientation: The new employee will be provided with a job specification and contract outlining their duties and responsibilities by their manager. One signed copy of the contract should be returned to the office at least one week prior to the employee start date.
- A personnel file should be set up for each employee, personnel files will be held by the Executive Director.
- Business cards and office equipment tools will be provided or ordered, if applicable.
- Member Service Coordinator to update and circulate Staff List)

On the first day of employment with OLTA, the employee will be given:

- Human Resources Management Policy
- Pass card and office key(s), cell phone and other equipment, if provided
- Office orientation – Review of HR Policy, fire exits, fire marshall, facilities, dress code, etc.
- Access to shared drive, printer link, outlook calendar share
- Newsletter signup, member login
- Job specific program orientation
- Templates (e.g. expenses form, timesheet, reports)

The employee shall provide, sign and complete:

- Code of Conduct Policy
- Payroll information
- Void personal cheque for payroll deposit
- Name, address, and home phone

In the first week the employee shall complete:

- Health and safety training
- Accessibility training

- Signed HR Management Policy acknowledgement

Access information for shared drive and orientation training:

#### Shared drive and access to Office 365

Access to office 365 is through your email address and password.

[https://ontariolandtrust.sharepoint.com/\\_layouts/15/start.aspx#/SitePages/Home.aspx](https://ontariolandtrust.sharepoint.com/_layouts/15/start.aspx#/SitePages/Home.aspx)

#### Accessibility training

Please review our accessibility policy (2D.3 Accessibility.doc) which can be found here:

[https://ontariolandtrust.sharepoint.com/\\_layouts/15/start.aspx#/Working%20documents/Forms/AllItems.aspx?RootFolder=%2FWorking%20documents%2FAODA&FolderCTID=0x0120002871EDD3F3E4224E8D8D5638A32903D2&View=%7BDB130314%2D4A1A%2D492A%2D801B%2D2277E4896DD6%7D](https://ontariolandtrust.sharepoint.com/_layouts/15/start.aspx#/Working%20documents/Forms/AllItems.aspx?RootFolder=%2FWorking%20documents%2FAODA&FolderCTID=0x0120002871EDD3F3E4224E8D8D5638A32903D2&View=%7BDB130314%2D4A1A%2D492A%2D801B%2D2277E4896DD6%7D)

Go to the training link provided in the document and complete the training.

#### H&S Training

All workers are required to undertake Worker Health and Safety Awareness training and to familiarize themselves with OLTAs H&S practices.

Please complete the Worker Health and Safety Awareness in 4 Steps on this website.

<http://www.labour.gov.on.ca/english/hs/training/>