



Title: Orientation and On-Boarding Policy	
Policy Group: Your Government and People	Policy Administrator: Corporate and Legislative Services
Resolution No. CW-234-2022	Policy Number: HR-07
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1. Policy Statement

- a) The Corporation of the County of Prince Edward (the County) is dedicated to the success of employees and volunteers, and fosters a culture where people are effectively integrated into the County, through a thorough orientation and on-boarding experience.

2. Purpose

- a) The purpose of this Policy is to ensure a smooth transition and a sense of belonging, reduction of turnover, and an increase employee understanding of policies and procedures for:
- i. New recruits,
 - ii. Employees returning from a leave of absence (LOA),
 - iii. and Employees that have transferred to a new area.
- b) This Policy, along with its associated program standard and appendices, are intended to provide legislative compliance and protection of the health and safety of County employees and others who may work at County workplaces by ensuring:
- i. Health and safety orientation is conducted for workers as soon as possible and before the assignment of work that places their health and safety at risk.
 - ii. Employees are provided job-specific training as appropriate and in the event of changes to work operations that introduce new hazards.

3. Scope

- a) This Policy applies to all new employees (including students, casual, contract, seasonal, temporary, part-time and full-time), volunteers, those employees returning from a LOA, including maternity/parental leave and long-term disability, and employees moving to a new department and position.

4. Legislative Authority

- a) *Employment Standards Act, 2000, S.O. 2000, C.41*
- b) *Occupational Health and Safety Act, R.S.O. 1990, c. 0.1, Section 32*

5. Definitions

- a) **Employees** means full-time, part-time, seasonal, contract, temporary, students and volunteers.
- b) **On-boarding** means the beginning period of employment that can last anywhere from three months to a year, depending on the responsibilities of the position and the amount of organizational understanding necessary to be successful in the role. The goal is to align new employees with the County's culture, mission and values and introduce policies and procedures around their role, and strength their connection to the County and its people. Onboarding provides a more strategic plan for employee success than orientation.
- c) **Orientation** means a structured event that focuses on the information the employee needs to know to get started and serves as an introduction to the organizational structure, policies and procedures. Orientation is one aspect of the on-boarding.

6. General

- a) The County of Prince Edward recognizes the importance of workplace orientation and on-boarding for employees newly hired, employees who have been appointed to another area, or where there has been a significant change in the workplace.
- b) Effective orientation and on-boarding play a significant role in employees starting off on a positive note and helps enable them to become productive members of their teams. By being responsible to the needs of both employees and the employer, orientation and on-boarding will enable new employees to identify with the County and create a sense of belonging.

- c) As part of orientation and on-boarding employees will be taken on a tour of their workplace that will identify common areas, washrooms, supplies storage, and emergency exits. Employees will be provided with resources such as policies and procedures, who and where to seek assistance from and all other information relevant to their position.
- d) As part of orientation and on-boarding employees will understand how their position contributes to the success of the department, how their department works collaboratively with internal departments and contributes to the success of the County.
- e) As determined by an employee's Supervisor, employees will be provided with the necessary tools, equipment and/or Information Technology (IT) resources as required to perform the duties of their position.

7. Responsibility and Implementation

- a) All Employees:
 - i. Actively participate in orientation and on-boarding activities, and are responsible to keep themselves informed about their workplace.
 - ii. Complete all required documentation as outlined in Section 8 of this Policy.
 - iii. Ask questions if there is anything part of the orientation and on-boarding process that is unclear.
- b) Supervisors, Managers, Directors and Chief Administrative Officer (CAO):
 - i. Provide information about the County, required health and safety information and instruction to enable employees to carry out their assigned job duties.
 - ii. Provide on-the job orientation which may include but is not limited to the following; introduce employees to co-workers, explain roles and responsibilities, outline hours of works and/or breaks, and introduce and provide contact information.
 - iii. Ensure employees are provided and have reviewed relevant policies, procedures, by-laws and training materials.
 - iv. Create a positive work environment where employees feel comfortable asking questions and asking for assistance.

c) Chief Administrative Officer:

- i. Directing compliance with this Policy.
- ii. Along with Human Resources and Organizational Development, establishing procedural guidelines in the application of the Policy and making routine changes to the procedure as required.

d) Human Resources and Organizational Development Department:

- i. Create and maintain interactive orientation documents and procedures.
- ii. Provide required orientation and on-boarding documents to employees as required.
- iii. Maintain all orientation and on-boarding documents in the employee's file.

8. Documentation and Forms

a) Orientation and On-Boarding Procedures