

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## HR-37 Orientation and Onboarding Policy

Department: Human Resources

### Purpose

The County of St. Paul No. 19 (the County) acknowledges that its employees are valuable contributors to the operations and services provided by the municipality. It is further acknowledged that new employee success is linked to the County communicating the right information early on, and throughout the employment relationship with its employees. As such, the County through the Chief Administrative Officer (CAO) or as delegated by the CAO, will develop and maintain an employee Orientation and Onboarding program for new employees.

### Scope

This policy applies to all employees of the County, whether they work onsite, offsite or remotely.

### Policy Definition

**Supervisors and Managers** means those positions that supervise employees and includes the County's CAO, directors, managers, or supervisors.

### Policy Statements

#### General Matters

It is the responsibility of the County Chief Administrative Officer (CAO), to ensure that the County's management is aware of this Policy and are communicating it to their respective staff. The development of an orientation and onboarding program for new employees and any administrative procedures, processes, or forms required to support this Policy are the responsibility of County administration as delegated by the CAO.

Orientation and Onboarding will focus on increasing employee awareness, familiarity, and understanding of the County's:

- Operations and governance process;
- Departments and the role the employee's job plays within the municipality;
- Policies, procedures, and related conditions or requirements of employment.
- Programs offered to employees throughout their tenure with the County; and
- Any other information that the CAO, or designee, deems to be important and necessary that will help familiarize the employee with their role, and help them adapt quickly and achieve success.

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## Expectations

Employees are expected to:

- Become familiar with and be aware of the information provided in the orientation and onboarding program and processes.
- Ask questions within the process, and afterwards, to their supervisor or manager where they are unsure or unclear of any information provided.

The County's supervisors and managers are expected to:

- Support the Orientation and Onboarding program, processes, and procedures, including informing new employees at time of offer, and allowing time for employees to attend any orientation and onboarding sessions.
- Be accessible and available for employees to ask questions during and after the program to better ensure the success of the employee, the department, and the County.

Council Approval: September 14, 2021