

New Employee Orientation Policy

Sections: Hiring

Policy Number: 3.4

Purpose:

To ensure that all new employees receive a positive start to their work term at For Youth Initiative (FYI) and feel comfortable in their new working environment.

Policy:

Each new employee shall be provided with an orientation within the first 2 weeks of employment at FYI. Their immediate supervisor or program manager shall schedule and conduct the orientation.

The orientation shall cover the following areas:

- Review of the contents of their offer of employment, including the HR Policy Manual and other FYI organisational policies
- Review of FYI's mission, vision and values
- Review of their job description including responsibilities and expected job outcomes
- Tour of facilities and working area
- Introduction to co-workers and the senior management team, when possible
- Review of probationary period, performance evaluation process, and pay administration

Internal employees who have changed job roles at FYI will be provided with a modified orientation as deemed necessary.

New Employee Orientation Procedure

Relevant FYI Human Resource Policies:

Sections: Hiring

Policy Numbers: 3.4

Introduction:

Managers/supervisors are responsible to ensure that new employees have a positive first experience at FYI. They are also responsible for ensuring that the probation process adequately helps support and measure the new employee's fit into the program and the agency.

NEW EMPLOYEE INDUCTION:

Induction is the process through which a new employee is introduced to the organization, his/her job, and to other employees. It is the process through which an employee goes from being an outsider metamorphoses into an insider. FYI's objective is to ensure that all new employees are welcomed respectfully and cordially into the organization and to ensure that a very positive tone is set to the employer-employee relationship. It is important for managers/supervisors to start planning ahead of the start date of the position.

Check List:

1. Ensure that the 'FYI New Employee Orientation Package' is mailed to the new employee at least five business days before the date of joining
2. Consider and prepare the information that the new employee needs to know about the work environment that would make them feel comfortable
3. Consider the key policies and procedures the new employee must be aware of on the first day to avoid any serious mistakes
4. Make arrangements for the new employee's email account and work space to be set up
5. Seek an appointment with the executive director for a brief introductory meeting with the new employee
6. It is important to make sure that all the staff on the new employee's team are aware of the start date of the employee
7. Ensure that all the team members are introduced to the new employee in person

and via email

8. Ensure that for the first day, you have an agenda prepared and that the agenda is communicated to the new employee before the start date
9. Begin the day with a brief meeting with the new employee and confirm that the new employee has read and understood the job description
10. Provide the employee with necessary paperwork needing to be completed from the Director of Human Resources and Administration.
11. If possible include a luncheon meeting in the agenda and ensure you or a staff member from the team joins the new employee for lunch
12. Ensure that within the agenda you have time set for a brief meeting at the end of the day to address any concerns or questions the new employee could possibly have
13. It is important to provide the new employee the performance plan at the meeting
14. Hiring managers may refer to New Employee Orientation Checklist (Provided under addendums) for new employee orientation

NEW EMPLOYEE PROBATION

Probation allows for an extended evaluation of a candidate's suitability to do a job and her/his ability to fit into the agency and program. It also provides the opportunity for the new staff member to ease into her/his position. Managers/supervisors' must ensure that the probation period is used effectively to measure the new staff member's fit into the position, program and agency. At FYI the standard probation period is three months and may be extended based on the performance and/or workplace behaviour of the new employee.

Checklist:

1. Create a work plan with the new staff member, supervisors must ensure adherence to HR policy No.- 7.2 while developing the work plan
2. Communicate the performance plan along with targets that the new staff member is expected to meet
3. Ensure that all the equipments, resources and opportunities are provided to the new staff member to perform at optimum levels
4. Passively but frequently observe the performance of the staff member
5. Schedule a mid-probationary review meeting with the new staff member and

communicate your evaluation of her/his performance and her/his accomplishments as well as areas for improvement

6. Continue to monitor and support the new staff member in accomplishing their performance targets
7. At the mid-point and end-point of the probationary period, use the probationary performance review form (sample form provided under addendums) and communicate your assessment of the new staff member's performance and workplace behaviour.
8. In case of satisfactory performance, using FYI's employment confirmation letter confirm the staff member's employment
9. In case of unsatisfactory performance or workplace behaviour the new staff member's probation may be extended for up to three additional months but in compliance with the ESA.
10. In case of extension repeat steps 3 to 7 mentioned above
11. In case the performance or workplace behaviour continues to be unsatisfactory, engage the Director of Human Resources and Administration who shall initiate further action.

SECTION: Code of Conduct

POLICY No.: 5.1

POLICY: Dress Code

Purpose:

To ensure that all of For Youth Initiative's (FYI) employees project a professional & favourable image of FYI to its clients and the public.

Policy:

Employees are expected to maintain high standards of neatness and personal hygiene. Clothing should be in good condition and appropriate to the role and activities of the employee.

Additionally, in order to respect staff and client's sensitivities to chemical fragrances, employees are encouraged to be modest in their use of scented products such as perfumes, colognes, aftershave, hair-styling products, lotions, etc. prior to arriving for duty and while on duty.

Employees with questions regarding dress code can be directed to their supervisors/managers.

While FYI wishes to project a professional and favourable image, it also recognizes the individual needs of employees. Supervisors should take into consideration the following while enforcing the dress code:

- Be sensitive to gender and religion issues and
- Take into consideration the employees' job function and its special requirements