



commission scolaire
DU LITTORAL

IDENTIFICATION CODE

POL18-031

**TITLE: POLICY AND PROCEDURES FOR THE WELCOMING AND INTEGRATION
OF NEW EMPLOYEES**

EFFECTIVE DATE	APPROVAL REQUIRED	RESPONSIBLE FOR FOLLOW-UP
April 24, 2018	Administrator	Director of Human Resources Service

FOLLOWUP

	DATE	ORDINANCE
ADOPTION	April 24, 2018	18-031

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Presentation

The Commission scolaire du Littoral (the School Board) recognizes the importance of a structured welcome and integration practice for its new employees.

Its goal is to facilitate the integration of new employees into its organization and to foster the development of their sense of belonging.

The application of the policy applies to all regular, replacement or temporary contract employees of the School Board.

The development of a policy and procedures for the welcoming and integration is being updated as part of an integrated action to attract, recruit and maintain staff. This welcoming and integration period allows the new employee to familiarize himself or herself with the tasks to be performed and to assume his or her new role. In addition, this period can greatly influence the employee's decision to stay or not.

The policy and procedures apply to the following employees:

- Newly hired employees at the School Board.
- School Board employees taking on new positions within the organization.
- Employees returning from extended leave of absence.

General objective

To welcome employees, facilitate their integration and foster the development of a sense of belonging to the School Board.

Specific objectives

Provide the employee with the necessary information regarding his or her working conditions and general information about the School Board.

Offer a welcome that facilitates the new employee's integration into his or her work environment and encourages the employee to be proud of the School Board's accomplishments.

Facilitate a new employee's learning of the specific work methods of his or her service, school or centre as well as his or her integration into the work team.

Responsibilities

1) General Administration:

- The Administrator ensures the application of the present policy.

2) Human Resources Service:

- Conducts the initial orientation meeting.
- Develops tools and resource materials.
- Provides the new employee with general information about the School Board.
- Makes sure to receive the appropriate education or experience attestations.
- Provides basic information related to working conditions.
- Finalizes hiring procedures.
- Develops an online welcome kit.
- Ensures that the link to the orientation guide is passed on to all new employees.

3) School, centre and department directors:

- Offer a personalized orientation to facilitate the new employee's integration.
- Organize a tour of the village and its main attractions.
- Introduce the employee to the staff.
- Provide basic information on the School Board's main services.
- Inform the new employee of administrative policies and procedures as well as operational processes (budget, telephone system, office supplies, photocopiers, etc.).
- Give the employee his or her job description and explain their first assignments.
- Ensure the new employee's workspace is suitable (desk, chair, telephone, computer, etc.).

4) Employee:

- Becomes aware of and complies with the regulations and directives of the School Board.
- Participates in the implementation of welcoming and integration activities.

5) The welcoming and integration committee for new employees:

- Makes suggestions regarding welcoming and integration activities for new employees.
- Evaluates orientation and integration activities and tools.
- Updates the welcome and integration policy as well as the online welcome kit.

To be completed by the new employee

EMPLOYEE NAME: _____

WELCOMING AND INTEGRATION ASSESSMENT GRID

In a constant concern for continuous improvement, we would like to know your appreciation of the welcoming and integration you have received.

Thank you in advance for completing and returning this form to the Human Resources Service
(srh@csdulittoral.qc.ca)

4 - Very satisfactory	3 - Satisfactory	2 - Acceptable	1 - Poor		N/A		
Online welcome kit			1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	N/A <input type="radio"/>
Meeting with the Human Resources Service			1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	N/A <input type="radio"/>
Information and support received at hiring			1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	N/A <input type="radio"/>
Reception on your arrival in the Basse-Côte-Nord region			1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	N/A <input type="radio"/>
Information on School Board policies and procedures			1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	N/A <input type="radio"/>
Introduction to team			1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	N/A <input type="radio"/>
Tour of workplace			1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	N/A <input type="radio"/>
Cleanliness of housing			1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	N/A <input type="radio"/>
Work area			1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	N/A <input type="radio"/>
Explanation of mandate			1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	N/A <input type="radio"/>

Other suggestions or comments:

CLEAR

EMPLOYEE NAME: _____

I have read the following policies and rules:

Please check the box next to each of the documents you have read:

- Policy on the Reimbursement of Professional Travel Expenses
- Tobacco Use Policy
- Special Education Policy
- Computer and Network Usage Policy
- Policy Regarding the Use of Social Media
- Absence Policy and Procedures
- Policy on Annual Outings
- Policy on the Use of the Commission scolaire du Littoral Housing
- Procedure of Material Resources Service
- Policy Against Harassment and Violence in the Workplace
- Policy Assistance Employee Program
- Other: _____

CLEAR

Signature: _____ Date: _____

PLEASE RETURN A COPY BY EMAIL TO HUMAN RESOURCES SERVICE.

srh@csdulittoral.qc.ca

Allocation of Responsibilities for Welcoming

	Immediate Supervisor	HRS*	MRS*	CTS*
PREPARATION FOR EMPLOYEE'S ARRIVAL				
Confirmation of hiring with immediate supervisor, material, technological and financial resources		✓		
Confirmation of the arrival and start dates with immediate supervisor, material and technological resources		✓		
Preparation of employment hiring documents		✓		
Preparation of the workspace			✓	
Allocation of residence, if applicable		✓		
Preparation of the residence, if applicable			✓	
Preparation of work-related computer hardware and software (computer, telephone, etc.)				✓
Announcement of employee's arrival to co-workers	✓			
Assignment of workspace	✓			
Announcement via a letter of appointment to the entire School Board		✓		
Updating the employee list on School Board website		✓		
Creation of the user profile				✓
Creation of the email address				✓
Creation of telephone, fax and photocopier codes				✓
RECEPTION BY HUMAN RESOURCES SERVICE				
Meeting with Human Resources Service		✓		
Overview of the School Board and BCN territory		✓		
Providing link to the orientation kit		✓		
WORK ENVIRONMENT				
Welcoming of employee	✓			
Tour of workplace	✓			
Providing keys and alarm system code	✓			
Introduction to team	✓			
Assignment of workspace (e.g. office)	✓			
Work schedule	✓			
DUTIES/POLICIES/PROCEDURES				
Description of mandate and tasks	✓			
Annual performance assessment process	✓			
Explanation of employee forms		✓		
Explanation of professional travel and annual outing expenses		✓		
Explanation of the work schedule	✓			
Explanation of working conditions and benefits		✓		
Training process information		✓		
Procedure for using the voicemail				✓
Supply of the telephone list	✓			

* HRS: Human Resources Service

*MRS: Material Resources Service

*CTS: Computer Technology Service

APPENDIX A

Welcoming and Integration, a Shared Responsibility! (see for example)

NAME: _____

Start date: _____

GIVE COPY TO EMPLOYEE

COMPLETED	WELCOMING AND INTEGRATION COMPONENT	TO BE COMPLETED / COMMENTS
HUMAN RESOURCES SERVICE		
<input type="checkbox"/>	Meeting with Human Resources Service	<input type="checkbox"/>
<input type="checkbox"/>	Reception by Human Resources Service and information received	<input type="checkbox"/>
<input type="checkbox"/>	Vacations, overtime, sick days, leave and other absences (conditions for authorization)	<input type="checkbox"/>
<input type="checkbox"/>	Presentation of policies and procedures	<input type="checkbox"/>
MEETING WITH IMMEDIATE SUPERVISOR		
<input type="checkbox"/>	Introduction to team	<input type="checkbox"/>
<input type="checkbox"/>	Tour of workplace	<input type="checkbox"/>
<input type="checkbox"/>	Providing keys and alarm system code	<input type="checkbox"/>
<input type="checkbox"/>	Assignment of desk/office	<input type="checkbox"/>
<input type="checkbox"/>	Providing an agenda	<input type="checkbox"/>
<input type="checkbox"/>	New employee expectations	<input type="checkbox"/>
<input type="checkbox"/>	Immediate supervisor expectations	<input type="checkbox"/>
<input type="checkbox"/>	Description of mandate and duties	<input type="checkbox"/>
<input type="checkbox"/>	Annual performance assessment (set date)	<input type="checkbox"/>
<input type="checkbox"/>	Work schedule	<input type="checkbox"/>
<input type="checkbox"/>	Preparation of housing	<input type="checkbox"/>
<input type="checkbox"/>	Telephone contact list	<input type="checkbox"/>
COMPUTER TECHNOLOGY SERVICE		
<input type="checkbox"/>	Creation of user profile	<input type="checkbox"/>
<input type="checkbox"/>	Computer, mouse and keyboard	<input type="checkbox"/>
<input type="checkbox"/>	Server and email address	<input type="checkbox"/>
<input type="checkbox"/>	Photocopier	<input type="checkbox"/>

Employee's Signature

Orientation Coordinator

Date