

## HR 10 New Employee Orientation

Classification:	Human Resources
Responsible Authority:	Director, People and Culture
Executive Sponsor:	VP, Human Resources
Approval Authority:	Algonquin College Executive Team
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### PURPOSE

The value of orientation for new employees is well documented; by providing just-in-time organizational and departmental knowledge and opportunities for employee networking and relevant experience, employee orientation encourages employee confidence, improves retention, and makes the new employee feel valued and welcomed. The purpose of the New Employee Orientation is to ensure a welcome to new employees that is purposeful, caring, respectful, warm and engaging.

### SCOPE

This policy applies to all newly hired employees, including those in new roles at Algonquin College. Through the HR Onboarding process, an invitation to register for an in-person College Orientation is extended to the following employees: FT-Academic, FT-Administration, Fixed-term-Administration, FT-Support Staff, Initiatives / Opportunities - Support Staff positions and Regular PT-Support Staff. Other-Than-Full-Time (OTFT) Academic are invited to register to online training through Introduction to Teaching at Algonquin College (ITAC).

### DEFINITIONS

Word/Term	Definition
COL	Centre for Organizational Learning supports the learning and development of all College employees, through various learning sessions, workshops, programs, conferences, activities and one-on-one support.
New Employee Orientation Program	Program created by Human Resources and other key stakeholders to introduce new hires to the College. The program provides employees with information on the College history, vision/mission, values, policies, etc., and provides opportunities for relationship building and resources to be successful at the College.
Knowledge Centre for New Employees	A repository of <i>just-in-time</i> Algonquin College information, services and tools to orient new employees.
LTS	Learning and Teaching Services is providing leadership and support in course development, teaching and learning, and teaching with technology.

**POLICY**

1. The [New Employee Orientation Program](#) provides new employees with the following experiences:

Part 1: A synchronous real time in-person and/or virtual College Orientation session - delivered and made available to new employees to provide an overview of the College vision, mission and values, strategic plan and organizational structure. The session also reviews key College policies and legislated and mandatory training guidelines and introduces services and departments which can assist new employees with support, information and an overview of the College enterprise system tools. The session includes the following:

- Personal welcome from the President or executive designate
- Overview of the College including the strategic plan, core values, coat of arms, significant strategic initiatives.
- Brief history of the College and how we are situated within the Ontario system, an overview of our student and employee complement, information about IT security, learning opportunities for employees, College events, Algonquin College communications, etc.
- Occupational Health & Safety presentation
- Human Resources presentation
- Welcome by a representative of both Unions as well as the Administrative Staff Association (as required)
- Pairing with New Employee Welcome Partner

Part 2: Access to the “Knowledge Centre for New Employees” - a *just-in-time* repository of Algonquin College general information, services and overview of the College enterprise system tools to orient new employees and hosted on the Employee Learning platform, which employees can access, as required.

Part 3: President’s Meet & Greet - After the in-person College Orientation session, the College President extends a follow-up invitation to the new employees for an opportunity to meet the President and the Executive Team and to provide feedback on their employee orientation experience.

Part 4: An opportunity to participate in the New Employee Welcome Partner initiative and access other additional employee orientation activities organized by Department/Schools, as required.

2. Newly hired employees are invited to attend the mandatory College Orientation Session scheduled on the last Monday of each month (or as otherwise indicated).

**Faculty Learning Program (Full-Time Faculty):**

In addition to the College Orientation, New Full-Time Academic Staff are required to attend the Faculty Learning Program over the first two consecutive semesters of their full-time employment. To review program details please click the following link: <https://www.algonquincollege.com/lts/faculty-learning-program/>

**Introduction to Teaching at Algonquin College (Part-Time and Partial Load)**

Part-time and Partial load academic staff are encouraged to attend the “Introduction to Teaching at Algonquin” orientation program consisting of six three-hours courses to be taken over the first few weeks of employment. To review program details please click the following link: <https://www.algonquincollege.com/its/itac/>

3. Employees will be compensated for time spent at the in-person and/or virtual College Orientation Session at their regular rate of pay and in accordance with any applicable provisions of the collective agreements. Part-Time faculty will be compensated at their meeting rate.
4. It is encouraged that all new employees will be provided a supplemental Department/School-specific orientation organized by their home Department/School.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
<b>1. Planning New Employee Orientation Program</b>	
1.1 Develop, coordinate and maintain the delivery of the New Employee Orientation program;	COL /Human Resources
1.2 Schedule the New Employee Orientation sessions on the last Monday of every month (or as otherwise indicated);	COL
<i>Faculty Programs:</i>	LTS
The Faculty Learning Program (FLP) for Full-Time Faculty runs in the Fall and Winter Semesters. Start dates are dependent upon faculty hiring. The Introduction to Teaching at Algonquin College (ITAC) is offered to Part-Time and Partial Load Faculty prior to the start of each academic term.	
1.3 Maintain and update the “Knowledge Centre for New Employees” repository of College information residing on the Employee Learning platform, as required.	COL
1.4 Maintain and update the “New Employee Welcome Partner” program.	COL
<b>2. Delivering New Employee Orientation</b>	
2.1 Via the onboarding process on Workday, Inform and invite new employees to attend the next available College Orientation session (as outlined in their letter of hire/terms and conditions, as applicable);	Human Resources
2.2 Notify President’s Office and others required to support the College Orientation Agenda;	COL
2.3 Deliver the College Orientation session;	COL
2.4 Track and maintain attendance of newly hired employees at the College Orientation Session;	COL/Human Resources/LTS
2.5 Forward list of monthly College Orientation participants to VP-HR office;	COL
2.6 Invite participants to President’s Meet & Greet event;	HR
2.7 Forward list of new employees who are AC Alumni to Alumni and Friends Network Office;	COL

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| 2.8  | Provide new employees with access to the “The Knowledge Centre for New Employees”  | COL                                  |
| 2.9  | Attend and participate in the College’s New Employee Orientation Program   | New Employees                        |
| <b>3. Department/School-specific Orientation</b> |  |                                      |
| 3.1  | Plan the delivery of a Department/School-specific orientation, to correspond with the duties and responsibilities of new employees and include all relevant mandatory/legislated training; | Vice Presidents, Deans/<br>Directors |
| 3.2  | Deliver the Department/School specific orientation to all new employees in the first few weeks of employment;  | Managers/Academic<br>Managers        |
| 3.3  | Attend and participate in the Department/School-specific orientation.  | New Employees                        |

#### SUPPORTING DOCUMENTATION

None

#### RELATED POLICIES

HR07 Hiring Process

#### RELATED MATERIALS

<https://www.algonquincollege.com/pd/orientation/>  
[www.algonquincollege.com/its/faculty-learning-program/](http://www.algonquincollege.com/its/faculty-learning-program/)  
[www.algonquincollege.com/its/itac](http://www.algonquincollege.com/its/itac)