

Introduction and Training Policy & Procedure

Policy 05-2022

All new employees shall receive the information and support necessary to ease their transition into the team and give them a good understanding of the Town of Birch Hills. This policy may also apply to a former employee returning to the Town of Birch Hills after a prolonged absence.

Procedure(s)

Responsibilities of the Town of Birch Hills

Council's specific responsibilities in the orientation of a new employee are planned and described in the "List of activities for a new employee during Orientation."

Responsibilities of the employee

- Participate, actively and positively, during the period of orientation, training and probation.
- Communicate with others on site (administrator, foreman and co-workers) as a way of gaining a good understanding of the Town of Birch Hills and building a sense of belonging with the team.
- Read the "Human Resource Manual" and sign the "Acknowledge of Receipt."
- Ask questions concerning the functioning of the Town of Birch Hills.

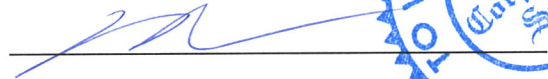
Former employees

Depending on the circumstances, the Town of Birch Hills may consider rehiring a former employee or proposing a contractual agreement. Such a candidate is subject to the same policies and procedures as all other employees.

Adopted this 13th day of April, 2022



Mayor



Chief Administrative Officer

