

	Policies & Procedures Manual
Section: Section 4 Policy # HR-A20	Subject: New Employee, Transfer & Return to Work Orientation Requirements
Approved: Executive Director	

POLICY STATEMENT

All new employees hired to work at community homes or employees who are transferred to a new work location will receive a thorough orientation to ensure that they have a clear understanding of each person’s support needs, and the policies and procedures.

CLPE is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted about this process, please advise Human Resources of your need for accommodation measures to enable you to be assessed fairly and equitably.

For this policy, wherever it states Co-ordinator, this can also include “designate.” The Supervisor must approve the “designate” of the community home or work location.

PROCEDURE

New Employees:

- a) All community home/work location orientation shifts will be completed with the Co-ordinator of the community home/work location unless designated by the Supervisor. Any additional orientation shifts will be organized by the Supervisor, as deemed necessary.
- b) The new employee will be assigned to a relief roster(s) based on suitability and the needs of the system.
- c) Human Resources will notify the Supervisor of the work venue(s) and Supervisor will have the responsibility of co-ordinating the orientation with the Co-ordinator(s) and with the new employee.
- d) The following is an overview of the minimum requirements that all new staff working in community homes must complete and return signed copies before being eligible to orientation at the community home and/or work venue. They must complete the following:

- ❖ Central Administration Orientation Checklist – completed with Human Resources
- ❖ Supports and Services Orientation Checklist – completed with Supervisor - Supports & Services
- ❖ Quality Enhancement Orientation Checklist – completed with Supervisor - Quality Enhancement and Planning.
- ❖ Complete the orientation hours in their entirety with the Co-ordinator(s) at the community home or work venue and submit the “Orientation Checklist” in its entirety as a signed copy to Human Resources. The new employee will complete a minimum of 30 hours of orientation before working on their first scheduled shift and shifts will be at least six (6) hours in duration. The orientation will be conducted by the Co-ordinator unless designated by the Supervisor except for the 1900 to 2300 shift, which is assigned to the Full-time RSW 1.
- ❖ An additional 4 hours of orientation will be scheduled with the Co-ordinator prior to the employee crossing probation.
- ❖ Community Supports & Services – require a minimum of a 6-hour orientation based on the employee is also assigned community home locations. In the event the employee only works in CSS, additional orientation will be provided to meet all mandatory requirements.
- ❖ Complete all “*Medication Administration Orientation Requirements*” according to organization policies. Return signed copy of Medication Administration to HR.
- ❖ If the new employee does not have an Applied Medication Certificate, they will not be eligible to administer medications until they have completed the “Community Living Prince Edward Medication Administration Training.” The hours of work that they will be scheduled for will reflect this requirement.
- ❖ Human Resources will provide this information to the Supervisor to co-ordinate the appropriate orientation.
- ❖ Employees will not be eligible for call-in or scheduled shifts until all checklists are completed, signed off on, and return to Human Resources for verification.
- ❖ Once all documentation is received by the Human Resources Department, they will notify the person, and the Supervisor, to confirm that the new employee is eligible for work. They are not considered eligible for work until Human Resources has notified the Supervisor and that all criteria have been met.
- ❖ Accommodations based on employee’s individual and unique needs will be considered and strategies will be implemented inclusive but not limited to for, communication,

emergency response training, individual emergency response plans, environment, spiritual, religious, gender, etc. Accommodations will be reviewed and updated based on a transfer or return to work.

A workplace emergency response plan will be developed whenever an employee requires such accommodations. Consent to share the plan with the designate(s) to assist the employee during a workplace emergency will be sought from the employee upon hire and if transferred to a new work venue. Such plans will be reviewed with the employee annually at a minimum, or whenever there is a change in the accommodation requirements or the work venue.

Employee Transfer to a New Venue

- a) Complete up to three (3), six (6)-hour orientation shifts with the Co-ordinator. Additional orientation requirements will be determined by the Supervisor and Human Resources on an individualized basis.
- b) Complete the *“Supports & Services Orientation Checklist”* (including Medication Orientation) and the *“Medication Orientation”* and personally return the signed copy to Human Resources.
- c) Review each person’s Personal Binder, medication information, *“Plans of Support”*, Person-Directed Planning document, communication information, etc. The Co-ordinator will review each person’s support needs and ensure that any specific *“Plans of Support”*, treatments, precautions, etc. are reviewed with the new employee.
- d) Review all Health and Safety requirements for the work location including Fire and Safety Plans, Monthly Checklist (Coordinator will do a walk through of the home and expectations using the Monthly Checklist) and Emergency Procedures.
- e) Until the *“Supports & Services Checklist and Orientation Period”* are complete, the person will not be eligible to work at the new venue single staffed. In these instances, this will be determined by the Supervisor and Human Resources. Human Resources will notify the person, the Supervisor, and the Scheduler when all documentation is in place.

Employee Returning to Work after an Extended Absence from Work

- a) Any time an employee has been absent from work for any reason for more than a three (3)-month period, they will be required to participate in a reorientation to work prior to being eligible to work independently.
- b) The orientation will include but will not be limited to a review of all mandatory training, and policy review (if not completed within the year), an 8-hour shift at the primary community home or work location, and a minimum of 6 hours each at all highlighted venues. This will

be dependent on the length of absence and will be determined by the Supervisor - Supports & Services on a case-by-case basis.

- c) Any employee, who is absent from work for a year or more, will be required to participate in the complete reorientation to work.
- d) If the employee has been on at TA or Contract at another venue, the Supervisor - Supports and Services will determine the scope of the orientation required.
- e) The employer will work with the employee to set out an accommodation plan as required to ensure that all communication, physical, environmental, etc. supports are in place inclusive of modifications, equipment, graduated work hours, etc.

NOTE: Employees are required to personally submit their completed orientation packages to Human Resources for verification that all aspects of their orientation are completed.

Human Resources will then direct Scheduling/Call-In that the person is eligible to work. This applies for new hires, transfers, and return to work situations.

It is an expectation of all employees to adhere to this policy. Any violation of the policy may be grounds for disciplinary action up to and including termination of employment.