



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	Orientation

An orientation program will be arranged for new employees in order to make the transition to University employment a smooth and positive one and to ensure that the new employee is fully informed about her/his new job and workplace. New employees are encouraged to speak with their Departmental supervisors or the University's HR Department if they have any questions.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.