



## POLICY

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<b>Staff Orientation</b>	
<b>Policy Number</b> 130-007	<b>Supersedes Policy Number</b> <b>5-10</b>
<b>Effective Date</b> 2008-10-20	<b>Approved by Council (Meeting Date)</b> 2008-10-20

### 1.0 Purpose

It is the policy of the Town of Wolfville to ensure that new employees are familiar with the areas of the Town of Wolfville's operation of which they should have knowledge, and to assist the employee in becoming an integral part of the Town of Wolfville workforce as quickly as possible.

### 2.0 Scope

This Policy is applicable to all employees of the Town of Wolfville.

### 3.0 References

- 3.1 Staff Orientation SOP 130-805.

### 4.0 Definitions

- 4.1 **Municipal Government** is the Town of Wolfville's local council authority that provides local services, facilities, safety and infrastructure for the Town of Wolfville.

### 5.0 Policy

#### 5.1 Specific Objectives

The objectives of this Policy are to:

- a) Provide an overview of municipal government and its relationship with other levels of government;
- b) familiarize new employees with general Town of Wolfville and departmental operating procedures, goals, rules, and regulations that pertain to that employee in the performance of their job;
- c) familiarize new employees with the duties and responsibilities of their new jobs, working relationships to subordinates and senior staff, and acquaint new employees



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with the physical location and facilities of Town of Wolfville departments and other members of staff, particularly as they pertain to the performance of the new employees' duties and responsibilities;

- d) encourage a high level of morale, teamwork, and motivation between new and existing staff members of the Town of Wolfville; and
- e) demonstrate the commitment of the Town of Wolfville to the well-being of its employees.

CAO

2015-12-15

Date