

**GENERAL ADMINISTRATION MANUAL**

**VOLUME 3: HUMAN RESOURCE POLICIES**

**TITLE: ORIENTATION**

**EFFECTIVE: 94 09 01**

***1 SCOPE***

**1.1 Authority**

1.1.1 This directive is issued under authority Cabinet Minute No. 94-29, dated July 14, 1994.

**1.2 Application**

1.2.1. This policy applies to all employees appointed pursuant to the Public Service Act and the Education Act and casual employees retained for a period equal to or greater than three months.

**1.3 Purpose and Principles**

1.3.1 The Government of Yukon recognizes the importance of providing orientation to government systems, structures, and procedures within the first few weeks of employee appointment.

1.3.2 The Government of the Yukon is committed to providing all employees with the information they require to understand the functioning of government by:

- articulating the values of the organization
- providing an overview of the entire operations of government functions, and processes
- providing an overview of policies which are in place
- providing an overview of resources and information sources which are available
- providing an overview of departmental goals, objectives, systems, and structures

- providing an overview of goals, objectives, systems, and structures related to the work unit and position

which enables employees to provide good service to government clients both internal and external and to function effectively in the organization.

- 1.3.3 Orientation is an ongoing process involving a variety of courses and programs which occur throughout the course of employment with the Yukon government.
- 1.3.4 Orientation applies to all levels within the organization, all categories of employment, and all communities.
- 1.3.5 Effective orientation requires the commitment of all employees within the organization.

## **1.4 Definitions**

- 1.4.1 Orientation for purposes of this policy means an initial and ongoing process for introducing employees to the organization and to the various functions and procedures that relate to their positions.
- 1.4.2 Employee for purposes of this policy means employees at all levels of the organization and all categories of employment.

## **2 ROLES AND RESPONSIBILITIES**

### **2.1 Public Service Commission**

- 2.1.1 The Public Service Commission is responsible for the coordination and delivery of orientation relating to the corporate organization of government.

### **2.2 Departments**

- 2.2.1 Departments are responsible for the delivery of orientation related to job and department specific issues, structures, and roles.
- 2.2.2 Supervisors are responsible for ensuring their employees receive a comprehensive orientation.

### **2.3 Employees**

- 2.3.1 Employees are responsible for participating fully in appropriate orientation programs and services.