

GOVERNMENT OF YUKON

***Employee  
Orientation Guide***

September 1994  
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*YUKON GOVERNMENT, PUBLIC SERVICE COMMISSION  
STAFF DEVELOPMENT BRANCH*

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*Yukon Government  
P. O. Box 2703  
Whitehorse, Yukon  
Y1A 2C6*

Employee Orientation Guide

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Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Branch/Unit: \_\_\_\_\_

Position #: \_\_\_\_\_

Employee #: \_\_\_\_\_

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***Note to supervisors . . .***

***The Employee Orientation Guide provides a framework to assist with orientation for new staff members. We suggest that you:***

- ***become familiar with the content of the guide;***
- ***ensure that you and your work unit are prepared for the orientation process by reviewing the Supervisor's Orientation Checklist (see Appendix A); and***
- ***review all of the checklists to note any items that are not applicable or that need to be added.***

***Comments on improving this guide for future use are welcome. Please submit any feedback to:***

***Staff Development Branch  
Public Service Commission, Z-1SDB***

***or call the Staff Development Branch at 667-8198***

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**Notes/Comments/Questions:**

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# 1. Introduction

Welcome to your new position with the Government of the Yukon! If you have worked for the government before *or* if you are a new appointee, you will probably have questions about the organization, your job and your benefits. This guide is designed to help answer some of these questions.

***This guide does not change or extend provisions in any legislation, prevailing collective agreement, regulations, policies, or terms and conditions of employment that may affect your job.***

***If there is any conflict with information provided in this guide, please remember that any laws, collective agreement, regulations and policies that are related to your employment do take precedence over the general information provided here.***

This guide is designed to support and complement the orientation provided by your department, supervisor and co-workers, and by the Public Service Commission (PSC).

If you need further information during or after your orientation, do not hesitate to talk to your supervisor, departmental Human Resources Branch or the Public Service Commission.

## 1.1 Purpose of this Guide

The purpose of this guide is to orient new or newly assigned employees to a job, work unit, and department as well as the Yukon government.

This guide will help you become familiar with your job, work site, co-workers and associates, and with the programs, services, procedures and rules related to your work.

We hope that this orientation guide will:

- provide you with a genuine welcome and help put you at ease
- give you an understanding of your position and its relationship to the department's programs and roles and to the mandate of the Yukon government; give you the basic information you will need as an employee
- help you to understand your specific job responsibilities

As well as providing general information, the guide includes checklists to assist in the steps of your orientation. These checklists are provided in Appendixes A to C at the back of the guide. If departmental Human Resources branches would like to adapt the checklists for specific types of jobs, an electronic version is available from the Public Service Commission, Staff Development Branch.

Co-workers and associates will play an important role in your orientation. In some orientation activities we will encourage you to work with experienced co-workers or an orientation "buddy."

<b>DESCRIPTION</b>	<b>CHECKLIST APPENDIX</b>	<b>PRIMARY RESPONSIBILITY</b>
Prior to Arrival of Employee	A	Supervisor
Introduction to Workplace	A	Supervisor
Overview of Role, Responsibility and Administrative Procedures	A	Supervisor
One-Month Follow-up Meeting	A	Supervisor
Three-Month Follow-up Meeting	A	Supervisor
Documentation	B or C	PSC/Department
Orientation Workshop(s)	A	PSC/Department

The orientation program for new employees is an on-going process, as shown in the above table. The process and the content of each area may vary depending on your job and your type of employment (permanent full-time, permanent part-time, term, auxiliary or casual), and on whether you are in a bargaining unit, confidential exclusion, or a management position.

## **2. Roles and Responsibilities**

The responsibility for employee orientation is shared between you, your supervisor, your department or crown corporation, and the Public Service Commission (PSC).

### **2.1 Your Responsibilities**

Whether you are new to the government, or are appointed or assigned to a new position within the government, your responsibilities include:

- actively participating in your orientation and in any workshops or orientation sessions that are provided
- becoming familiar with your position and your role as a member of the public service
- asking any questions and seeking answers that will help you understand your job or put you at ease in your work setting

### **2.2 Responsibilities of Your Supervisor**

Your supervisor is responsible for conducting or coordinating several parts of your orientation. In these activities, your supervisor may be assisted by other departmental staff or co-workers. These roles include:

- preparing for your arrival
- providing an overview of your position, as well as the department, branch, division or unit objectives
- conducting departmental and work unit tours
- making introductions to co-workers and key contacts
- arranging for any immediate job training that may be required
- describing main conditions of employment and work procedures
- discussing initial goals and providing your initial work assignments
- reviewing performance expectations and your progress
- answering your questions or referring you to the contact person or source where you can get answers
- following up on your orientation

### **2.3 Role of the Department**

Many departments and crown corporations have orientation packages, programs and/or workshop sessions that may be part of your orientation. This guide is intended to provide a general overview that supplements departmental orientation activities.

Each department or crown corporation has information about the department's mandate, programs, services and budget. If it is not included in your formal orientation, you can ask for information on:

- mission and goal statements
- books or pamphlets about programs and services offered by your department or crown corporation
- acts, regulations and policies that the department administers
- recent annual reports or special reports on programs and services
- budget information from the Main Estimates

If you are looking for more information, many departments and crown corporations have libraries or resource centres that contain information on topics related to the roles and activities of the organization.

## **2.4 Role of the PSC**

The main roles of the Public Service Commission (PSC) are:

- documenting and administering pay and benefits
- providing orientation workshops on central agency policies and services that affect employment and/or have government-wide application
- providing information on pay and benefit plans

If you have questions about your pay or leave, you should first ask your supervisor, departmental administrator or departmental personnel unit. If you have questions about your benefits you should contact staff at the Employee Compensation Branch.

*Depending upon your category of employment, there are various documents that discuss terms and conditions of employment. For example if you are a permanent, term or auxiliary employee, you could receive a copy of the collective agreement between YG and either the Public Service Alliance of Canada or the Yukon Teacher's Association. If you are in the management category of employment you could receive a copy of the Section "M". Information is also available for all employees regarding the Public Service Group insurance benefits and the pension plan.*

*Policies regarding the management of human resources can be found in **Volume III, General Administration Manual**. Most of these policies and agreements are also posted on the Corporate Intranet under **Publications** and on the **Staff Relations** site of the corporate intranet.*

## 3. The Yukon Government

### 3.1 Structure of Government

The Yukon is governed by the *Executive Council*, or *Cabinet*, led by the Premier, and a federally appointed Commissioner. The *Commissioner of the Yukon Territory* is designated as the head of government and, since the achievement of responsible government in 1979, performs duties similar to those of a Lieutenant Governor of a province.

The day-to-day administration of government is in the hands of the Cabinet which, as in other Canadian jurisdictions, must maintain the confidence of the elected *Legislative Assembly*. There are currently seven Cabinet ministers, who are also members of the Legislative Assembly. Each Cabinet minister is responsible for several government departments and/or crown corporations.

The Legislative Assembly currently consists of 16 members (MLAs). They are elected by Yukon residents for a term of up to four years.

### 3.2 Role of the Legislature

The *legislature* or *Legislative Assembly* is responsible for making laws, referred to as *statutes* or *acts*, and for approving government spending. Government spending is presented to the legislature as *Operations and Maintenance Estimates* and *Capital Estimates*.

The law-making powers of the legislature are set out in the Yukon Act, an act of the federal parliament. These powers are similar to those of provincial legislatures although there are some responsibilities that remain under federal government jurisdiction.

Statutes or amendments to statutes are introduced as *bills* in the legislature, usually by the responsible minister. They go through several stages of debate, including a committee stage, where they can be amended. Bills voted on and passed by majority vote at the final stage, known as *third reading*, are assented to by the Yukon's Commissioner. Bills not coming into force when assented to by the Commissioner are proclaimed law by Cabinet. \

Many statutes or acts give Cabinet the power to make regulations. The *Regulations Act* sets rules concerning how all regulations in the Yukon are to be made public. All Yukon laws and regulations are published in both English and French.

### 3.3 Role of Cabinet

Cabinet is the executive decision-making body in the Yukon government. In general, Cabinet is responsible for approving:

- new policies and revisions to existing policies
- new programs or program revisions that have policy implications
- proposed government bills, before they are introduced in the legislature
- regulations
- appointments to government boards and committees
- proclamation of legislation
- Ministerial Orders, which can be made under some acts
- intergovernmental agreements with new policy and/or financial implications, or requiring ministerial approval
- proclamation of events, as requested by agencies and organizations

Regulations and appointments made under statutes and proclamation of acts are made by *Order-in-Council* (OIC).

Orders-in-Council are signed by the Commissioner after Cabinet has approved them.

To learn more about how Cabinet operates, you can consult the "Cabinet Handbook" prepared by the Executive Council Office.

### **3.4 Management Board**

Management Board is a committee of Cabinet composed of several ministers, although all ministers regularly attend meetings. The deputy ministers of the Department of Finance and the Department of Highways and Public Works, and the Public Service Commissioner, are permanent advisors to Management Board.

Management Board's responsibilities are established under the *Financial Administration Act*, and include approving:

- budgets before they are presented to the legislature in the form of Operations and Maintenance Estimates and Capital Estimates
- budget and finance policies and controls in areas such as government travel, accounting and office space
- requests for additional financial resources, which are submitted to the legislature in the form of Supplementary Estimates
- new programs or program changes that have financial or human resource implications

Management Board also reviews the results of audit reports and program evaluations.

### **3.5 Other Cabinet Committees**

Cabinet may establish other Cabinet committees to provide a forum for more detailed discussion of broad government issues.

There are currently three Cabinet committees, in addition to the Management Board.

The *Cabinet Committee on Legislation* is responsible for conducting a detailed examination of proposed legislation before it goes to Cabinet for final approval and introduction in the legislature.

The *Cabinet Committee on Social Issues* and the *Cabinet Committee on Economic and Environmental Issues* allow the responsible ministers and deputy ministers to fully discuss complex issues before they are submitted to Cabinet for decisions.

### **3.6 Role of the Minister**

The minister is the department's link to Cabinet and, through Cabinet, to the Yukon Legislative Assembly. Ministers have overall responsibility for management and direction of their departments. As well, ministers must be attentive to the needs of their constituents. As members of Cabinet, ministers play key roles in setting government policy and in representing their departments in the development and implementation of public policy and programs.

### **3.7 Government Organization**

The term "department" in this guide refers to three types of organizations that form the administrative arm of government:

- central agencies
- departments
- crown corporations

*Central agencies* provide support, programs and services across and within the government. Examples of central agencies are Department of Finance and Executive Council Office.

*Departments* administer and enforce various legislation, regulations and policies, and deliver programs and services that are provided for the general public.

*Crown corporations* have governing boards appointed by Cabinet. They are usually responsible for administering the *enabling act* that creates them. Crown corporations work with some degree of independence from government on a day-to-day basis and have specific decision-making authority, but are required to report annually on their activities to the legislature through the responsible minister. Examples of crown corporations are Yukon Housing Corporation and Yukon Liquor Corporation.

### **3.8 Role of the Deputy Minister**

Each department is headed by a *deputy minister* or, in the case of crown corporations, by a *president*. This guide will use the term *deputy minister* to refer to these positions that lead a department or corporation.

The deputy minister is the link between the minister and the department. Deputy Ministers play varied and complex roles that include:

- being responsive and supportive to the minister's directions and priorities
- providing non-partisan advice on policy and management to the minister
- being accountable to the Premier and central agencies for effective and efficient management
- ensuring that responsibilities to clients and the public are fulfilled;
- providing leadership and management for the department

### **3.9 Departmental Organization**

As part of your orientation, the department will provide an organizational chart. The specific organizational structure of departments varies according to their size and responsibilities.

*Assistant deputy ministers* and/or *directors*, who are responsible for managing broad-based policy, program or service activities, report to the Deputy Minister. Different managerial, supervisory, and professional or support positions provide assistance.

Each department has a position responsible for personnel. Larger departments have a *human resources* or *personnel services* branch or unit. These staff resource people have specific responsibilities for human resource management and administration within the department. The term *departmental administrator* is used in this guide to refer to the employee managing these functions.

### **3.10 Interdepartmental Forums**

There is an ongoing need for co-operation and teamwork between departments. There are several permanent interdepartmental committees that deal with corporate government-wide issues. These forums provide input on policies or programs that require a Cabinet decision and they also consider the possible issues surrounding implementation of Cabinet decisions.

These interdepartmental committees include:

- *Deputy Ministers' Review Committee (DMRC)* which provides deputy ministers and presidents of crown corporations with a forum to discuss corporate management issues and proposals with major policy or operational implications. DMRC has a series of subcommittees that deal with areas such as land claims, devolution of federal responsibilities to the Yukon Government, management of information resources, and management of human resources.
- *Policy Review Committee (PRC)* which is composed of policy directors from across the government. This committee reviews public policy initiatives and program initiatives that have policy implications.
- *Departmental Administrators' Liaison Committee (DALC)* which addresses internal policy and operational and administrative issues in areas such as finance and personnel.
- DALC is composed of directors and managers responsible for finance, administration and personnel.
- *Communications Advisory Committee* which reviews communication plans and strategies for major initiatives.
- *Human Resource Management Advisory Committee (HRMAC)* is comprised of the senior human resource staff from all departments and corporations as well as an advisor from the Public Service Commission. This committee provides leadership, coordination, and information sharing in the area of human resources, and acts as an advisory group to DMRC.

Other interdepartmental committees work on issues of common concern, focusing on specific aspects or activities of the government. Interdepartmental groups are also established for short periods of time to carry out specific tasks.

## 4. Government Programs and Objectives

The Yukon government, through its departments and corporations, provides a wide range of programs and services for and on behalf of the people of the Yukon.

This section outlines some of the key roles and objectives of these organizations. Although it attempts to cover information of general interest for your orientation, it is not meant to provide a complete list and description of departmental objectives, programs and services. For more detailed program information contact the specific department.

Additional information is also available in the most recent *Operations and Maintenance Estimates* book published by the Department of Finance and passed by the Yukon Legislative Assembly each fiscal year.

This annual publication includes goals and objectives of departments, and financial and budget information for all programs and services. A current copy of the *Operations and Maintenance Estimates* is available through your departmental administrator.

### 4.1 Central Agencies

**Executive Council Office** provides analysis, advice and support services to the Premier, ministers and the Executive Council (Cabinet) on policy formulation and implementation, and on the general management and effective organization of government.

This department also coordinates policy and program initiatives among all government departments.

Executive Council Office provides central services for the government in policy development, communications, statistics, aboriginal languages, and management improvement. It represents the Yukon government's interests in land claims, constitutional development, and in relations with the federal government, provincial or territorial governments, Yukon First Nations, and the State of Alaska and other circumpolar jurisdictions.

The **Department of Finance** ensures that the financial resources of the Yukon government are managed in a manner that meets government priorities and complies with all relevant statutes and regulations. To accomplish this, the department:

- manages and controls the Consolidated Revenue Fund
- develops and administers taxation policies and programs, collects taxes and revenues, and manages the investment of public money
- negotiates and coordinates financial arrangements with the Government of Canada and other jurisdictions
- manages the financial planning and budgeting systems of the government

The **Department of Highways and Public Works** assists all other government departments in the acquisition of goods, services and accommodations. The department's activities include developing policy and providing support for government purchasing and contracting, and for the construction, operation and maintenance of capital facilities and buildings.

This department is also responsible for managing and providing information, systems, computing, records management and telecommunications support services throughout the government.

In addition to its central agency functions Highways and Public Works offers services to the public in the areas such as the design, construction and maintenance of safe and efficient transportation systems, French language services, and contracting with the private sector.

The **Public Service Commission** provides integrated corporate human resource management services for the government. PSC has overall responsibility for human resource information systems, staffing, benefits management, personnel records, job evaluation and employee compensation systems, union-management relations, employment equity, employee and organizational development, corporate health and safety, career and personal counselling and the reintegration of employees with disabilities.

## 4.2 Departments

The **Legislative Assembly Office's** programs and services include providing research and support services to caucuses, MLAs and legislative committees, and producing official records (e.g., Hansard) of the proceedings of the Legislative Assembly and its committees. This office is also responsible for conducting territorial general elections and by-elections, and school council elections under the Education Act.

The **Department of Community Services** provides a wide range of programs and services related to community infrastructure, municipal services, motor transportation, land management, communications, public safety, emergency preparedness, and construction and maintenance of community infrastructure.

This department:

- Works to provide Yukon individuals and businesses with efficient, convenient ways to access government services, information, and products
- Promotes healthy and sustainable communities through sport and recreation, local government, planning and zoning, property assessment and taxation, infrastructure and land development
- Manages public libraries, delivers driver and vehicle programs
- Promotes and delivers building inspection and public safety programs
- Provides consumer information through education, information and enforcement services
- Administers and enforces wildfire management, structural fire protection, and emergency preparedness programs
- Works in partnership with Yukon Housing Corporation and the Yukon Liquor Corporation to delivery government services in Yukon Communities

The main objective of the **Department of Economic Development** is to promote and encourage development of the Yukon's economy. The department co-ordinates and facilitates the Yukon Government's economic development agenda through programs and services related to trade and investment, promotion of business opportunities in areas such as information technology, service industries, natural resources, construction, cultural industries, film production, energy innovation, tourism infrastructure, and telecommunications.

The objective of the **Department of Education** is to provide Yukon people with the learning opportunities that will assist them in achieving their maximum personal potential. This department is responsible for all public schools, and for advanced education programs such as apprenticeship training, skills training and employment development.

The department also implements native language education programs including training of aboriginal language teachers.

Other departmental activities include providing student financial assistance and adult education programming through Yukon College.

The objective of the **Department of Health and Social Services** is to provide social and health services which will enable Yukon individuals, families and communities to maintain and increase their level of independence and well being. The department is responsible for a wide range of programs that include family and children's services, fostering and adoption services, support and services for young offenders, youth probation, social assistance, programs for seniors, and alcohol and drug services.

The department also co-ordinates and provides health care, disease prevention, health promotion and treatment programs and services, and registration services through the registrar of vital statistics.

The **Department of Justice** maintains and administers facilities and services for the Yukon Supreme Court and Territorial Court. The department also administers programs to assist victims and witnesses involved in the court process, and to ensure collection of fines or maintenance payable under court orders.

Other areas of departmental responsibility include employment standards, consumer services, corporate affairs, coroner's office, public administrator, and land titles.

This department ensures that policing services are provided in the Yukon, and provides correctional facilities and services to protect communities and rehabilitate adult offenders.

Within the government, the Department of Justice provides legal services to other government departments, agencies and boards; and drafts legislation and regulations.

The **Department of Environment** ensures that the environment and renewable resources of the Yukon are managed and used on a sustainable basis. Activities include supporting sustainable development of the renewable resource economy, ensuring implementation of the Yukon Conservation Strategy, and participating in national and international measures to enhance environmental quality and sustainable use of renewable resources.

The department is responsible for programs such as territorial parks, fish and wildlife management, environmental protection, and agriculture.

The **Department of Tourism and Culture** works with the Yukon's diverse arts and cultural communities and provides support and information to preserve and interpret our history and heritage resources. The department assists the development of Yukon tourism products; develops and implements strategic tourism marketing programs; manages, protects and interprets historic resources; and supports the development of visual, literary and performing arts in the Yukon. The department also maintains the Yukon Archives and government records.

The **Department of Energy, Mines and Resources** manages Yukon's natural resources and ensures integrated resource and land use. The department promotes investment in and responsible development of Yukon's mineral, energy, forestry, agriculture and land resources. It also provides strategic leadership for natural resource policy and planning.

The **Women's Directorate** plays a government-wide coordinating role to integrate gender considerations into government policy, legislation and program development, thereby advancing women's economic, social, and legal equality by:

- acting as a central policy advisory to government on women's equality issues
- consulting with Yukon women and collaborating with women's organizations to promote the equality of women
- providing information and education to the public on women's equality issues
- working with other government departments to implement effective programs on the prevention of violence against women and children

### **4.3 Crown Corporations**

The **Yukon Development Corporation** participates with government departments in the implementation of the Yukon Economic Strategy, and works with the private sector on economic development activities. The Yukon Development Corporation owns the shares of the **Yukon Energy Corporation** and makes strategic investments in other operations, to promote sustainable development and to benefit the Yukon economy.

The **Yukon Housing Corporation** provides adequate, suitable and affordable accommodation to Yukon households in need; fosters programs that enable Yukon people to construct, purchase or repair their homes; offers programs that assist the housing industry to supply adequate housing; and ensures adequate and suitable accommodation for Yukon government employees living outside Whitehorse.

The **Yukon Liquor Corporation** provides for and regulates the purchase, importing, distribution and retail sale of alcoholic beverages in the Yukon. The corporation operates warehouses and retail stores; inspects licensed premises to ensure compliance with the Liquor Act; and regulates the issue, cancellation and suspension of liquor licences.

Staff in liquor stores located outside of Whitehorse also provide the services of *territorial agent* for community residents.

The **Yukon Workers' Compensation, Health and Safety Board** assists workers and employers in order to increase the employability and productivity of the Yukon workforce. The Board administers the Workers' Compensation Act and manages the Workers' Compensation Fund. Activities include processing employer assessments and workers' claims, and providing programs and services in occupational health, safety and rehabilitation.

## 5. Your Role as a Member of the Public Service

The issues of employee conduct, ethics and conflict of interest for members of the public service are always in the minds of the general public.

The Public Service Conflict of Interest Guidelines are published as Policy Directive #3.39 in the Yukon Government General Administration Manual. Read this policy carefully, along with other policies and procedures that you feel may affect your conduct as a conscientious and impartial public servant. This section of the guide also outlines standards of conduct and other typical employment-related rules.

If you are ever in doubt about the honesty, impartiality or perception of a specific action or behaviour, discuss the issue with your supervisor.

### 5.1 Values and Ethics

The Yukon government, through development and delivery of the wide range of programs and services provided to internal and external clients, places a high value on quality service and performance, accountability, responsiveness, and teamwork within and between departments. Providing the best possible service for your internal and external clients, with sensitivity and responsiveness, is paramount.

You are expected to:

- carry out your duties honestly, conscientiously and loyally
- provide courteous and prompt service
- use your initiative and make suggestions on how to work more efficiently and effectively
- follow instructions and cooperate with supervisors and co-workers
- perform in a manner that brings credit to you, the department, and the Yukon public service
- use information obtained on-the-job for intended purposes only, not for the advancement of your personal interests or the advantage of others
- provide official information to the public or media only when authorized
- use government facilities, equipment, supplies and materials for authorized employment duties only
- refuse any fees, gifts or other tangibles offered for work-related duties and services
- disqualify yourself from any job assignment that may be in conflict because it involves dealing with a family member or close personal acquaintance
- disclose to the deputy minister any and all business, commercial or financial interests that are, or may appear to be, in conflict with your official duties
- hold no outside office or employment that could place demands inconsistent with official duties or with the impartial, objective performance of these duties

### 5.2 Confidentiality

Any confidential information that comes to you solely by virtue of your position or your duties must not be repeated or discussed outside the department or work unit, and must never be used for personal advantage. As part of your orientation, you will sign an *Oath of Office and Secrecy* that specifically states this standard for maintaining confidentiality.

### **5.3 Conflict of Interest**

You are permitted to hold an additional job, operate a business, or participate in community organizations and societies. Such outside interests must not interfere with your public service position and duties. Under the Public Service Conflict of Interest Guidelines (Policy Directive #3.39), you are expected to disclose business, commercial or financial interests which may be in actual, potential or perceived conflict with your official duties. These disclosures are made to the deputy minister, who makes a decision on whether or not there is a real or apparent conflict of interest.

As a member of the public service, you can rely on three sources for guidance regarding conflict of interest:

1. acts or regulations related to the job, which may disallow you from engaging in certain activities
2. related policies, such as Policy Directive #3.39
3. the common sense and ethical standards of each individual

*Apparent* or *perceived* conflict of interest may exist when, in fact, there is no conflict. These results can be as damaging to the government and to you as when there is an actual conflict--particularly if public funds, facilities or equipment are involved. While there is some debate on the issue, many agree that *apparent* conflict situations should be avoided to the same extent as *actual* conflict situations.

### **5.4 Alcohol and Illicit Drugs**

There is a ban on the presence of alcohol (except in facilities operated by the Yukon Liquor Corporation) and illicit drugs on government premises, and on their use on-the-job. If a person's ability to work is impaired by such substances, then he or she will not be permitted to remain on the premises.

### **5.5 Government Vehicles and Mobile Equipment**

When you are assigned to operate a vehicle or unit of equipment owned or leased by the government, it becomes your responsibility. No one else is allowed to operate it without authorization. Vehicles are for work-related use only. Except in emergency situations or for specific activities with prior approval, only authorized government employees are allowed to ride in them.

When operating a vehicle or equipment, you are expected to observe and obey all related laws and regulations.

You are responsible for safe operation and exercising due caution in variable weather and road conditions. You are also responsible for infractions and tickets.

Alcohol or illicit drugs are not allowed in vehicles or mobile equipment. Firearms are also prohibited, unless authorized as a specific requirement to carry out job duties.

Further information is available in **Volume II General Administration Manual**, *Safety Training and Loss Prevention*.

## **5.6 Conditions of Employment**

Many Yukon government positions require specific licences (e.g., driver's licence), endorsements, certifications, medical exams or professional registrations as a condition of employment. You are responsible for ensuring that these conditions are met (e.g., licence renewal). The inability to meet any condition of employment may result in suspension or dismissal.

If you become unable to meet any condition of employment, such as situations that suspend or cancel your right to obtain or hold required licences, certifications or registrations, you must immediately advise your supervisor.

Ensure that you are fully aware of the conditions of employment for your position, and that you maintain your qualifications to meet these requirements.

## **5.7 Health and Safety**

It is your duty to ensure that you wear any safety clothing and personal protective equipment required for the job. For office areas, do your part to keep work areas and walkways clear of clutter or obstructions.

If you notice any potential health or safety hazards, report them to your supervisor or your departmental health and safety committee.

Smoking is prohibited in all Yukon government places of work.

Further information is available in **Volume III General Administration Manual, Corporate Health and Safety Policy**.

## **5.8 Co-Workers and the Workplace**

The Yukon government is committed to ensuring a positive and productive work environment for all employees, free from discrimination, interference, coercion, personal harassment, sexual harassment or abuse of authority. All employees are expected to value and respect diversity in the workplace. The Yukon government adheres to the Yukon Human Rights Act. Redress processes for any such negative incidents in the workplace are described in the applicable collective agreement, the Workplace Harassment Policy (Policy Directive #3.47), and the Human Rights Act.

## **5.9 Client-Centred Service Delivery**

The Yukon government takes pride in its employee's ability to provide client-centred services that are timely, competent, courteous, and fair. These five factors apply equally well to services people want (e.g., help in starting a business, social assistance) to services people may not particularly want (e.g. regulatory programs such as licenses and permits).

Most clients use a combination of in-person, telephone, mail, and internet to access a program or service. In developing and delivering programs and services, government considers all four access points and considers seamless transitions between each type of access point.

Most Yukon government employees' responses are prompt and friendly on the phone. The new telephone standard reinforces those practices and encourages improvement where possible.

What is the telephone standard?

- Answer your phone in 3 rings
- When you're not by your phone, forward it to a person, answering machine or voice-mail so that it is answered in 3 rings
- Answer with your name and your department. For bilingual positions, greet in both English and French
- Transfer only once, and to a line that will be answered
- Ask for the caller's consent when transferring or putting on hold
- When using voice-mail, always provide the caller with the option to speak to a person
- Know your department's procedure for dealing with French-speaking callers

Your answering machine or voice mail greeting should include:

- Your name
- Your department
- The date
- Your availability
- An alternate contact number
- If you are away from the office for an extended period of time, be sure to indicate the term of absence on your message and have a co-worker check your messages.

More information on standards for telephone use can be found at

<http://www.gov.yk.ca/phone/standards.html>

## 6. Legislation and Policies Affecting Employment

This section provides a summary of legislation and key policies that affect employment with the Yukon government. Remember to refer to the actual acts, regulations or policies for any detailed information that you may need.

### 6.1 *Public Service Act*

The *Public Service Act* governs conditions of employment in the Yukon government. It establishes the Public Service Commission as the central agency with government-wide responsibilities for human resource management. These include the powers to:

- develop, maintain, administer and supervise a competent and efficient public service
- make or provide for appointments of qualified persons to or within the public service
- test and certify candidates' qualifications
- establish position classification and job evaluation systems
- support training and safety programs
- make recommendations on employee discipline
- negotiate, administer and interpret collective agreements

This Act covers other specific topics such as:

- classification appeals
- rate of pay on appointment
- acting pay
- casual employment
- probation
- resignations
- abandonment of position
- transfers
- suspension and dismissal
- political activity and political office

### 6.2 *Public Service Staff Relations Act*

The *Public Service Staff Relations Act* provides the framework for staff relations. It establishes the Yukon Public Service Staff Relations Board, and covers topics such as certification for bargaining agents (unions), collective bargaining, dispute resolution, arbitration, conciliation, strikes, and adjudication of grievances.

### 6.3 *Collective Agreement*

The Yukon government has two collective agreements that are negotiated under the umbrella of the *Public Service Staff Relations Act*: the *Collective Agreement between Government of the Yukon and the Public Service Alliance of Canada (Yukon Employees Union)*, which covers most permanent, term, and auxiliary employees, and the *Collective Agreement between the Government of the Yukon and the Yukon Teachers' Association*.

Collective agreements are binding on all parties. If the terms and conditions of a collective agreement govern your position, you must become familiar with any provisions that affect you.

As well, it is essential for managers to be aware of collective agreement provisions, so that these terms and conditions are properly administered.

Interpretations of the collective agreement are the responsibility of the Public Service Commission, Staff Relations Branch. If you have questions, first ask your supervisor, departmental administrator, or personnel unit. They will refer the question if necessary.

## **6.4 Section “M”**

Section "M" is issued by the Public Service Commission with the approval of Cabinet. It includes terms and conditions of employment pertaining to management category employees, Deputy Ministers, and those employees classified in the LE classification. A copy of Section “M” can be found at [http://www.psc.gov.yk.ca/pdf/section\\_m.pdf](http://www.psc.gov.yk.ca/pdf/section_m.pdf)

For example, the collective agreements contain certain conditions of employment that include articles on:

- Pay
- Hours of work and overtime
- Discrimination and harassment
- Holidays and leave
- Discipline
- Grievance procedures
- Yukon Bonus
- Community allowances
- Health benefits plans
- Training and development
- Health and safety

## **6.5 Yukon Human Rights Act**

The *Yukon Human Rights Act* is binding on the Yukon government and its corporations, boards, and commissions. It is important to have a working knowledge of the Yukon Human Rights Act.

The Yukon Human Rights Act establishes the Yukon Human Rights Commission. The Act enables the Commission to receive, investigate, and settle complaints or refer them for adjudication. Final adjudication decisions may be appealed to the Yukon Supreme Court.

In carrying out your duties as a member of the public service, you are responsible for upholding human rights legislation in the workplace and in providing programs and services for clients and the general public. If you are responsible for interpreting or administering legislation, regulations, or policies as part of your job, and feel that a related provision, action or decision may infringe on a right that someone has under the Yukon Human Rights Act, then you should discuss this with your supervisor.

## **6.6 Employment Equity and Workplace Harassment Policies**

Consistent with the Yukon Human Rights Act and the Canadian Charter of Rights and Freedoms, the Yukon government has established employment equity and workplace harassment policies that apply across government.

The *Employment Equity Policy* (Policy Directive #3.55) addresses target group issues related to employment access, barriers and affirmative action. The term *target group* refers to groups that have experienced employment disadvantage in the past, and includes women, aboriginal people and persons with disabilities. The goals of the Employment Equity Policy are to ensure fairness in access to employment opportunities and to develop a public service that is representative of the Yukon population. Specific objectives are to:

- achieve equitable representation of target group members throughout the government's workforce
- identify and remove barriers to the employment and advancement of target group members
- implement special measures and support programs to remedy previous disadvantages
- contribute to fair and equitable access to employment opportunities and benefits of the Yukon government

Established in cooperation with the unions, the *Workplace Harassment Policy* (Policy Directive #3.47) establishes a work environment where everyone is treated with dignity and respect, and where personal harassment, sexual harassment and abuse of authority are disallowed. The policy describes the steps to go through if you are being harassed, and how to lodge a complaint. It also describes how to respond if you are accused of harassment. It is the responsibility of every supervisor and manager to stop harassment, whether or not there is a complaint, and to protect any employee who has made a complaint from reprisal or embarrassment.

It is important that you become aware of the content of these two policies, and become familiar with your department's specific employment equity plans and objectives.

***Provisions of the Yukon Human Rights Act***

This includes the rights to freedom of:

- Religion and conscience
- Expression
- Assembly and association
- Enjoyment and disposition of property

***Prohibited Grounds, section 6***

It is discrimination to treat any individual or group unfavourably on any of the following grounds:

- Ancestry, including colour and race
- National origin
- Ethnic or linguistic background or origin
- Religion or creed, religious belief, religious association or religious activity
- Age
- Sex, including pregnancy, and pregnancy related conditions
- Sexual orientation
- Physical or mental disability
- Criminal charges or criminal record
- Political belief, political association, or political activity
- Marital or family status
- Actual or presumed association with those whose identity or membership is determined by any of the above grounds

### ***Other Provisions***

You should be familiar with other important provisions of this Act, including

- Duty to provide for special needs (section 7)
- Prohibited discrimination (section 8)
- Reasonable cause (section 9)
- Exemptions (section 10)
- Special programs and affirmative action (section 12)
- Harassment (section 13)
- Equal pay for work of equal value (section 14)
- Acts of employees (section 32)

## **6.7 Financial Administration Act**

As noted in section 3.4 of this guide, the *Financial Administration Act* establishes Management Board and defines its responsibilities. This act provides the framework for all financial management and accounting in the government. It also defines the roles of the Department of Finance in areas such as overall management of revenue, expenditures, assets and liabilities.

If you have signing authorities or have responsibilities that include financial accountability or accounting, you should be familiar with the content of the Financial Administration Act. Frequently referred to sections include:

- section 23, covering the terms under which public servants are authorized to enter into *contracts* for goods or services
- section 24, covering *certification prerequisites*, ensuring that each payment is authorized in an approved budget and that there is sufficient money in the vote or fund
- section 28, which requires *records of commitment* for each vote or fund
- section 29, requiring *certificates of performance* (verifying that goods and services have been received in accordance with the contract)
- section 30, which covers *requisitions for payment*, to ensure that they are lawful and in accordance with all relevant legislation, directives and policy

## **6.8 Other Policies**

In addition to legislation, there are other government-wide policies that direct the operations of departments and the activities of employees. These are contained in the *General Administration Manual (GAM)*. The manual includes policies approved by Cabinet or Management Board and is made up of four volumes, each maintained by a central agency, covering:

- general corporate policies
- policies related to buildings, property, equipment, services and supplies
- personnel policies
- financial policies

The GAM replaces the Policy and Procedure Manual, and includes Management Board Directives and the Financial Administration Manual.

There are also several "how-to" manuals available from the responsible central agency, which give more information on procedures and processes.

These include the Cabinet Review Process Handbook (Executive Council Office), the Supply Services Manual (Government Services).

You are encouraged to review these manuals, as several policies and procedures will directly or indirectly affect your position and job responsibilities.

Other legislation, manuals and policies that you need to have knowledge of to do your job are listed in your position description.

All directives, manuals and policies are available in work units or through your supervisor or the departmental administrator.

## 7. Training and Development

Training and development needs are met by department-specific training programs, or through the government-wide services provided through the Staff Development Branch of the Public Service Commission. This section outlines some of the available training and development opportunities.

Think about and assess your training and development needs and interests, and discuss them with your supervisor.

The *Staff Development Quarterly* offers a listing of available courses. These calendars are available in your work unit or through the departmental administrator. Staff Development maintains a website featuring the latest branch information and links to other informative sites.

The address is <http://www.psc.gov.yk.ca/staffdev/quarterly.html>

Staff Development programs and services include:

- a wide range of courses and seminars in communication skills, administration, human resource management, supervision, leadership, teamwork, diversity in the workplace, management development, and personal growth and development
- worksite sessions for teams, work groups and committees
- community-based training
- tuition reimbursement and cost sharing for courses offered through other agencies and associations
- consulting services for departments and work units

The Staff Development Branch also promotes and/or offers training in co-operation with other departments and agencies, such as: Yukon College, Training and Development Canada, Alcohol and Drug Services, and the French Programs Branch.

Specific requirements for applying for courses, or for cost-shared support for courses offered by other agencies, are provided in detail in each *Staff Development Quarterly*.

### 7.1 Identifying Your Training Needs

To determine the appropriateness of a training or development opportunity, consider its purpose:

- to strengthen your current job performance or meet changes in job requirements; or
- to acquire new skills for future career development

To further identify your needs, ask yourself the following questions:

- What specific skills and knowledge do I require?
- What resource(s) can best help me to learn what I need to know?
- How will I use these skills and knowledge in my current work, or in the future?
- What changes will occur in my work as a result of my participation?
- How will this training contribute to increased productivity, improved service to the public, or greater organizational effectiveness and efficiency?

## **7.2 Employee Assistance Program**

The purpose of the Employee Assistance Program (Policy Directive #3.32) is to provide confidential assistance to employees with problems that may affect their personal and work lives.

Services are available to employees, employees' families, and retirees for up to six months after their date of retirement.

Personal counselling is strictly confidential. Available services include consultation, assessment, counselling and referral services. Arrangements can be made for services on evenings, days off or weekends. The Employee Assistance Program also provides career planning and counselling services. Details on how to access any of these services are provided in each *Staff Development Quarterly*.

Other services provided by the Staff Development Branch include worksite consultations to help identify and alleviate issues that are negatively affecting work relationships, a range of workplace health services, and loan of resource and learning materials on many topics.

## **7.3 Career Development Program**

This program assists employees in clarifying and addressing their career and life issues. The counsellor provides individual counselling services to employees and assists work groups to resolve problems and enhance group effectiveness. The career counsellor also assists employees in their efforts to return to work after a temporary or permanent disability.

## 8. Questions and Answers

Many sources of information that apply to your job are mentioned in this guide, its checklists, and appendixes.

In summary, information you need to become familiar with includes:

- your position description
- legislation, regulations, policies and directives that apply to your duties
- legislation, regulations and policies that affect the terms and conditions of your employment, including the collective agreement(s) that apply to you and/or to those you manage or supervise
- mission, goals and objectives of your department, branch and work unit
- organization al structure
- key contacts
- conditions of employment
- health and safety standards
- work assignments and performance expectations

### 8.1 Other Sources of Information

If you need more information or help, other than what is provided through your orientation program, you can also find information from other sources. These include:

- manuals and policies available through your supervisor or departmental administrator
- libraries and resource centres in your department or crown corporation
- Government of Yukon Intranet site
- the bibliography of this guide
- *Yukon Archives*, located beside Ayamdigut Campus, the main campus of Yukon College at Yukon Place
- *Yukon College Resource Centre* at Ayamdigut Campus
- departments and organizations in provinces and other jurisdictions that have similar programs and services
- *Whitehorse Public Library (WPL)* and community libraries, which have large amounts of material. If you live outside of Whitehorse, WPL will send material to community libraries

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# Employee Orientation Program Evaluation -PSC

We hope that this Employee Orientation Guide and any Public Service Commission (PSC) orientation sessions that you have attended have been a useful part of your orientation. We would appreciate you taking a few minutes to fill out this form, pull it out of the guide or photocopy it, and send it to:

Staff Development Branch Z-1 SDB  
Public Service Commission

Your comments will help us to better serve the needs of other employees. Thank you.

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## EVALUATION OF THIS GUIDE

Please evaluate this guide based on a scale of 1 to 5, with 1 being “very useful” and 5 being “not useful at all”.

1. Were you satisfied were you with this guide?      1      2      3      4      5

Comments:

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2. Was this guide useful as part of your orientation?      1      2      3      4      5

Comments:

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3. What were the highlights or most useful parts of the guide?

Comments:

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4. To improve this guide, what sections could be deleted or changed?

Comments:

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# APPENDICES

## Appendix A – Supervisor’s Orientation Checklist

### PRIOR TO ARRIVAL

<input type="checkbox"/> Contact new employee and let them know you are looking forward to talking to them advise of starting date and time, location of office, dress code, etc.
<input type="checkbox"/> Advise of starting date and time, location of office, dress code, and anything else they may need to know for their first day of work
<input type="checkbox"/> Memo or email to staff, Corporate Services, departmental newsletter and/or external clients announcing employee’s appointment, duties and arrival date; copy to Inquiry Centre
<input type="checkbox"/> Send Computer Account Application to Systems unit
<input type="checkbox"/> Contact departmental Finance for signing authority card and acquisition card
<input type="checkbox"/> Arrange for coworker(s) to assist new employee with training and branch orientation
<input type="checkbox"/> Advise HR branch if employee requires special designations for government ID card
<input type="checkbox"/> Workstation is ready for employee’s first day (desk, chair, telephone, computer, special keyboard, mouse, etc.)
<input type="checkbox"/> Desk is equipped with supplies – pens, calendar, stapler, tape, scissors, etc.
<input type="checkbox"/> Relevant desk manuals and references - GY internal phone directory, dept/branch directory, NWTel phone book, job description, organizational charts, policies, procedures, legislation and regulations, program publications, reports, brochures, floor plan, fire evacuation route, etc.
<input type="checkbox"/> Other

Date completed: \_\_\_\_\_

Supervisor’s initials: \_\_\_\_\_

Employee’s initials: \_\_\_\_\_

### INTRODUCTION TO WORKPLACE

(Day 1)

<input type="checkbox"/> Welcome new employee to the branch/unit
<input type="checkbox"/> Introduce to office staff and explain each persons’ role and to the person who will be their mentor for the first few months; provide new employee with a floor plan
<input type="checkbox"/> Discuss workplace guidelines – hours of work, meal and coffee breaks, voice mail, passwords, communications with media, etc.
<input type="checkbox"/> Review branch/unit history, services and clients, the functions of the branch/unit, levels of authority, reporting relationships (high level org chart) and communication channels
<input type="checkbox"/> Provide workstation orientation - relevant desk manuals and reference materials
<input type="checkbox"/> Provide office orientation – floor plan, evacuation plan, supplies cabinet, storage, lunchroom, washroom(s), photocopier, fax, coffee areas, library, mail drop-off and pick-up, first aid supplies, coffee areas and guidelines, parking, elevator/stairs, staff meetings, social committees, etc.
<input type="checkbox"/> Orientation to office equipment, paper filing systems, electronic filing system, telephones, voice mail, call forward, etc.
<input type="checkbox"/> Review all safety regulations and procedures, including office emergency evacuation procedures, where fire extinguisher is located, accident and incident reporting, security, first aid, etc.
<input type="checkbox"/> Provide employee with keys to office and building, pass cards, etc.
<input type="checkbox"/> Review job description, job duties and accountabilities with the employee
<input type="checkbox"/> Introduce to Union Shop Steward, who can provide a union orientation
<input type="checkbox"/> Other

Date completed: \_\_\_\_\_

Supervisor’s initials: \_\_\_\_\_

Employee’s initials: \_\_\_\_\_

**OVERVIEW OF ROLE, RESPONSIBILITY AND ADMINISTRATIVE PROCEDURES**

*(complete in first weeks of employment)*

<input type="checkbox"/> Review strategic plan, dept/branch mission statement, vision and values
<input type="checkbox"/> Review first job assignment(s) and introduce to client(s)
<input type="checkbox"/> Introduce new employee to key contacts outside the branch and department
<input type="checkbox"/> Discuss workplace guidelines – absence & overtime reporting, leave applications, time sheets, workplace clothing, flexible work options, informal rules, etc.
<input type="checkbox"/> Review applicable policies – internet & email use, no smoking, safety training & loss prevention, conflict of interest, travel on govt. business, use of govt. vehicles, travel claims, etc.
<input type="checkbox"/> Discuss communication expectations, probationary period, performance expectations and evaluation process, etc.
<input type="checkbox"/> Discuss general office procedures – receiving clients, telephone system protocol, personal phone calls & visitors, voice mail, NWTel calling card, use of fleet vehicles or taxis, purchasing & acquisition procedures, after hours procedures, wellness, emergency evacuation plan, etc.
<input type="checkbox"/> Identify internal government services, i.e. fleet vehicles, contracting, ICT, Queen's Printer, etc.
<input type="checkbox"/> Explain process for handling complaints and grievances
<input type="checkbox"/> Arrange for employee to get government ID card and business cards
<input type="checkbox"/> Identify and arrange for training – GY orientation, computer applications, requirements to meet conditions of employment, land claims training, union workshops, etc.
<input type="checkbox"/> Arrange for departmental orientation
<input type="checkbox"/> Introduce to Deputy Minister and Minister
<input type="checkbox"/> Other

Date completed: \_\_\_\_\_

Supervisor's initials: \_\_\_\_\_

Employee's initials: \_\_\_\_\_

**ONE MONTH FOLLOW-UP MEETING**

<input type="checkbox"/> Discuss job-related achievements, problems or concerns
<input type="checkbox"/> Review goals, objectives and work plans
<input type="checkbox"/> Review progress and performance expectations
<input type="checkbox"/> Identify further training needs and opportunities
<input type="checkbox"/> Answer questions arising from orientation
<input type="checkbox"/> Other

Date completed: \_\_\_\_\_

Supervisor's initials: \_\_\_\_\_

Employee's initials: \_\_\_\_\_

**THREE MONTH FOLLOW-UP MEETING**

<input type="checkbox"/> Discuss job-related achievements, problems or concerns
<input type="checkbox"/> Review goals, objectives and work plans
<input type="checkbox"/> Review progress and performance expectations
<input type="checkbox"/> Schedule probationary performance evaluation
<input type="checkbox"/> Discuss job-related problems or concerns
<input type="checkbox"/> Evaluate orientation program and provide
<input type="checkbox"/> Other

Date completed: \_\_\_\_\_

Supervisor's initials: \_\_\_\_\_

Employee's initials: \_\_\_\_\_

## Appendix B – HR Auxiliary On-Call or Casual Hire Checklist

<input type="checkbox"/> Appeal period has expired
<input type="checkbox"/> Check for previous employee ID number
<input type="checkbox"/> Create red personal file for new employee <b>OR</b> pull old file if previous employee
<input type="checkbox"/> Reference checks are completed
<input type="checkbox"/> Resume is on employee's personal file
<input type="checkbox"/> Offer letter completed and reviewed with employee
<input type="checkbox"/> Make appointment with employee to come in to sign documents
<input type="checkbox"/> Conditions of employment are met and copies are made for ECB and personal file – if not, ensure supervisor is aware of outstanding condition(s)
<input type="checkbox"/> Offer letter signed
<input type="checkbox"/> Explain premium payments as indicated on offer letter
<input type="checkbox"/> Bank Authorization form completed
<input type="checkbox"/> TD1 forms (2) completed
<input type="checkbox"/> Oath of allegiance completed and sworn before notary
<input type="checkbox"/> Union application form completed (auxiliary employees only)
<input type="checkbox"/> Review and sign conflict of interest and workplace harassment policy
<input type="checkbox"/> Review and explain sample pay advice
<input type="checkbox"/> Review and sign Government Fleet Vehicle and Loss & Prevention policy forms

<input type="checkbox"/> Provide employee with a Workplace Health-Related Services brochure
<input type="checkbox"/> Provide employee with the Workforce Profile questionnaire and explain process
<input type="checkbox"/> Provide copy of Collective Agreement (auxiliary on-call employees only)
<input type="checkbox"/> Provide copy of Casual Policy – GAM 3/7 (casual employees only)
<input type="checkbox"/> Schedule for attendance at departmental orientation session
<input type="checkbox"/> Provide Staff Development web site for next YG orientation date and training request form
<input type="checkbox"/> Prepare Action Request Form (ARF) and hire package
<input type="checkbox"/> Send hire package to CHRS
<input type="checkbox"/> Send email for Dept. Finance Branch advising of hire and cc to HR Team and Supervisor (include ee name, position number, branch, start and end dates, if applicable, and starting salary)
<input type="checkbox"/> If hired through competition, close file and send to CHRS
<input type="checkbox"/> Other

Date completed: \_\_\_\_\_

HR Advisor: \_\_\_\_\_

## Appendix C – HR Term or Perm Hire Checklist

<input type="checkbox"/> Appeal period has expired
<input type="checkbox"/> Check for previous employee ID number
<input type="checkbox"/> Create white personal file for new employee <b>OR</b> pull old file if previous employee
<input type="checkbox"/> Reference checks are completed
<input type="checkbox"/> Resume is on employee's personal file
<input type="checkbox"/> Offer letter completed and reviewed with employee
<input type="checkbox"/> Explain premium payments as indicated on offer letter
<input type="checkbox"/> Make appointment with employee to come in to sign documents
<input type="checkbox"/> Conditions of employment are met and copies are made for ECB and personal file – if not, ensure supervisor is aware of outstanding condition(s)
<input type="checkbox"/> Offer letter signed
<input type="checkbox"/> Bank Authorization form completed
<input type="checkbox"/> TD1 forms (2) completed
<input type="checkbox"/> Oath of allegiance completed and sworn before notary
<input type="checkbox"/> Union application form completed
<input type="checkbox"/> Review and sign conflict of interest and workplace harassment policy
<input type="checkbox"/> Review and sign Government Fleet Vehicle and Loss & Prevention policy forms

<input type="checkbox"/> Provide employee with a Workplace Health Services brochure
<input type="checkbox"/> Provide employee with the Workforce Profile questionnaire and explain process
<input type="checkbox"/> Review and explain sample pay advice
<input type="checkbox"/> Provide copy of Collective Agreement
<input type="checkbox"/> Schedule for attendance at departmental orientation session
<input type="checkbox"/> Provide Staff Development web site for next GY orientation date and training request form
<input type="checkbox"/> Advise employee of package coming from Employee Compensation regarding benefits, pension documents and GY ID card. Call ECB contact to arrange for documentation session
<input type="checkbox"/> Send hire package to CHRS
<input type="checkbox"/> Send email to Inquiry Centre, Dept. Finance and reception advising of hire; copy to HR Team and Supv (include ee name, position number, branch, start and end dates if applicable, phone number, and starting salary)
<input type="checkbox"/> If hired through competition, close file and send to CHRS
<input type="checkbox"/> Other

Date completed: \_\_\_\_\_

HR Advisor: \_\_\_\_\_