

Lac La Biche County Library Board

ORIENTATION CHECKLIST



Employee Name: _____

DAY 1

VERIFY AND/OR RECORD THE FOLLOWING EMPLOYMENT DATE:

Full name, address, telephone number, birth date, SIN	
Who to notify in emergencies and telephone number	

OBTAIN COMPLETED FORMS FOR THE FOLLOWING:

TD1 Form (Income tax)	
TDA Form (Provincial income tax)	

REVIEW, ISSUE AND/OR DESCRIBE:

Method of paying wages (when and where)	
Vacation policies	
Holidays observed	
Health and Safety policy and procedures	
Conduct and behavior standards	
Complaint procedures	
Confidentiality and Inventions Agreement and/or other agreements	

PROVIDE THE FOLLOWING ADDITIONAL INFORMATION:

Copy of the job description	
Tour of facilities	
Show location of first aid stations, lunch rooms, rest rooms, bulletin boards, mail boxes	
Review timing of and procedures for lunch and rest periods	
Provide staff contact list and introduce to co-workers	

ONGOING

Provide training opportunities	
Review important policies/procedures	
Evaluate job performance annually	
Discuss and resolve any employee concerns	

Completed by: _____

Date: _____

December 4, 2021

LAC LA BICHE COUNTY LIBRARY BOARD POLICIES <i>(1st priority for New Employees)</i>	
Reference No.	Policy
AD:BYL	By-Laws
AD:CON	Confidentiality of Records
AD:LIB	Library Hours
AD:PBA	Public Access Computers/Internet Access
AD:PUB	Public Use of the Library Facility
AD:RES	Resource Sharing Policy
AD:SCH	School Truancy Policy
AD:SEC	Security Planning & Disaster Recovery
AD:TER	Terms & Conditions Under Which Library Members May Borrow Library Materials
AD:UNA	Unattended Children
Employment	
HR:Emp01	Conduct & Behaviour
HR:Emp02	Email & Internet Use (Staff)
HR:Emp08	Hours of Work
Health & Safety	
HR:H&S05	Working Alone
HR:H&S06	Workplace Violence

