

1. Purpose

Northern Lights Library System (NLLS) is committed to providing structured orientation for all new employees to ensure they are familiar with NLLS policies, procedures, workplace expectations, and role-specific responsibilities.

The orientation process supports employee success, engagement, and safety by offering timely training, ongoing check-ins, and clear procedures for both in-office and remote employees.

2. Orientation Responsibilities & Timeline

- Department Managers are responsible for coordinating and delivering general and job-specific orientation for all new employees. This includes:
 - Providing a digital employee handbook.
 - Setting up access to required IT systems and accounts.
 - Conducting a workplace safety and security briefing (for in-office employees).
 - Delivering job-specific training relevant to the employee's duties.
 - Introducing new employees to key team members and stakeholders.
 - Orientation must be completed within the first 30 days of employment.
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3. Employee Handbook & Training Materials

All employees will receive digital access to the NLLS Employee Handbook, which includes:

3.1 General Policies & Procedures

- Organizational structure & leadership overview
- Code of conduct & workplace expectations
- Human resources policies (e.g., leave, benefits, performance reviews, grievance, whistleblower, etc.)
- IT policies, cybersecurity guidelines & software training

3.2 Workplace Safety & Security

For On-Site Employees:

- Emergency exits, muster point & fire plan
- First aid kit, eyewash station & fire extinguisher locations
- Front door access, key & building alarm system

For Fully Remote Employees:

- Mandatory Annual Work Area Safety Assessment
- Ergonomic workspace setup recommendations
- Electrical and fire safety requirements

3.3 Role-Specific Training

- Job responsibilities & expectations
- Reporting structures & workflow processes
- Departmental procedures & key contacts

All employees will receive training in FOIP legislation (as per the FOIP policy SEC 2, 1L) and mandatory training required by legislation (i.e. WHIMS, workplace violence and harassment).

4. Remote Employee Safety & Ergonomics Assessment

- Fully remote employees must complete an annual Work Area Safety Assessment to ensure their home office meets basic ergonomic and safety standards.
 - The assessment covers:
 - Safe workspace setup (clear walkways, proper lighting, and ventilation).
 - Ergonomic workstation adjustments (chair, desk, monitor height).
 - Fire safety considerations (working smoke detector, electrical cord safety).
 - Employees must submit their completed safety assessment to their department manager annually.
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5. Follow-Up Check-Ins & Probationary Period Completion

To reinforce learning and address any concerns, employees will have scheduled follow-ups:

- 30-day check-in – Review orientation materials, discuss initial experiences, and address questions.
- 90-day check-in – Assess progress, provide feedback, and discuss additional training needs.

5.1 Reporting & Documentation

- Department Managers must document both check-ins and submit a summary report to the Executive Director.
 - Completion of the 90-day check-in will be recorded as part of the employee's probationary period documentation in their personnel file.
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6. Acknowledgment of Policies

- All employees are required to read, understand, and agree to abide by NLLS policies and procedures.
- Employees must sign an acknowledgment form confirming they have reviewed the handbook and orientation materials.

NLLS Board Chair

Date