



Subject:	Staff Recruitment & Orientation	Date Approved:	December 15, 2008
Approved by:	Executive Director	Date Revised:	November 11, 2014 May 22, 2010
Specific to:	All Staff	Next Review Date:	September 2017

PRINCIPLE:

The North Huron Family Health Team (NHFHT) is committed to equality in employment and a fair and equitable process for the hiring and promotion of staff.

POLICY:

It is the goal of the NHFHT to develop and maintain a staff complement which has the qualifications and abilities required to carry out the goals and objectives of the organization. The principles of merit and potential are key criteria for hiring and promotion. The NHFHT is committed to enable staff members to realize their potential for positive and creative contributions to the organization regardless of their “race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age marital status, family status, physical or mental disability, sex or sexual orientation”.

Positions will be posted both internally and externally.

References and Background Checks

The hiring manager shall conduct reference and background checks on all potential candidates for employment at NHFHT (See Criminal Reference Checks Policy)

Background checks are designed to protect the safety of our employees by minimizing the hiring of potentially dangerous individuals with violent criminal backgrounds.

References shall be checked to ensure a candidate’s qualification for the position.

Potential Hiring Conflicts

Family Members:

NHFHT shall accept applications from, and consider a member of an employee’s immediate family for employment if the candidate has all the requisite qualifications.

An immediate family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the family member, or if his/her employment could create a conflict of interest either real or imagined.



For the purposes of this policy, immediate family members shall be defined as: Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, or any In-Laws.

Employee Relationships:

Employees engaging in romantic relationships and employees that become married or live in the same household may continue their employment with NHFHT provided that there is neither a direct or indirect managerial/subordinate relationship between the employees, or a conflict of interest, real or imagined, created as a result of the relationship.

In the event that either a managerial/subordinate, or conflict of interest issue arise, NHFHT will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to resign.

Former Employees:

A former employee that left NHFHT on amicable terms may be eligible for reemployment.

Former employees that left NHFHT without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for reemployment.

Staff Orientation

A comprehensive orientation program will be provided for all new staff members of the NHFHT. This will help everyone to understand the mandate of the organization, appreciate the roles of all staff and communicate more fully with current and potential clients.

Everyone at the NHFHT is responsible for assisting with the orientation of new staff, extending a friendly welcome, acquainting them with activities, and including them in team efforts.

An orientation session will be held for new staff on an as needed basis. Access to all orientation information and documents, including all company policies, will be provided for all new staff. An Orientation Checklist will be completed jointly by the new staff member and existing staff assisting with orientation.

The orientation may include information about the NHFHT, such as its history and philosophy, its goals, programs and services, structure, operating approach, organizational structure, professional responsibilities, all terms and conditions of employment including salary and benefits information as well as leave entitlements, health and safety guidelines, emergency procedures, and the policies and procedures.

Orientation is led jointly by the Executive Director, the Executive Assistant and other assigned staff as needed. As a part of the orientation, new staff will meet with the Business Manager for payroll and benefits coordination and to make payroll arrangements, review and discuss the employee benefit package.

The Orientation package will be reviewed on an annual basis to ensure that the contents are comprehensive, relevant and reflect the current programs and services.