

# CHAMPLAIN REGIONAL COLLEGE

OF GENERAL AND VOCATIONAL EDUCATION



## ***ORIENTATION and INTEGRATION POLICY***

This policy was adopted for the first time by Board of Governors' resolution number 2585 on June 18, 2010.

## 1- Rationale

Champlain Regional College has adopted Bylaw 4 concerning human resource management, which requires that the College develop a policy and procedures related to orientation and integration initiatives. The policy should promote student success and academic excellence in the context of the College's Mission, Vision, and Values.

This bylaw provides the institutional framework for all human resources policies and initiatives, and outlines the objectives and values which must guide the elaboration of policies, as well as the day-to-day management of human resources.

## 2- Policy Statement

This policy explains the principles and provides a framework for procedures and practices upon which the College will base its orientation and integration initiatives for all categories of personnel.

## 3- Field of Application

This policy applies to every full-time and part-time employee hired by the College.

## 4- Definitions

### Integration:

The sum of interactions or reciprocal adjustments which foster the identification of a person with the College.

### Orientation:

Activities and initiatives aimed at the integration of a person.

### Retention:

When an employee identifies himself or herself with the College and has a sense of professional fulfillment and considers his or her contribution is acknowledged leading to him or her remaining in the employ of the College.

## 5- Principles

To achieve its mission, the College requires continuity of service. In pursuing the integration and retention of a qualified, competent and motivated workforce the procedures and practices should emphasize the following elements, subject to other policies in effect at the College:

- new employees should receive the appropriate accompaniment to facilitate their integration into the College;
- College orientation and integration processes should be continuously reviewed and improved as needed;
- new Colleges employees should have access to opportunities for professional development to assist them in the further development of specific competencies, skills and knowledge required by the position;
- orientation and integration processes should contribute to employee's wellbeing within the College.

## 6- Outcomes

The intent of the policy is to ensure that the College establishes practices, procedures and strategies, and that:

- new employees are provided with a comprehensive orientation package;
- new employees are provided with a successful integration;
- orientation and integration practices assist in the retention of competent and dedicated employees;
- new employees have the ability to contribute to the mission and vision of the College;
- orientation and integration practices foster and develop employee motivation and enhance their sense of belonging to the College;

- orientation and integration practices are conducive to employees' professional wellbeing and achievement in the context of the College's needs.

## 7- **Application**

Each site in conjunction with the Human Resource Services will develop and implement integration and orientation strategies, practices and procedures in conformity with this policy.

## 8- **Responsibilities**

### Human Resource Services

- Assumes responsibility for this policy and oversees its application.
- Provides support to the campuses and services in order to meet the requirements of this policy.
- Ensures that the procedures established by the campuses and services are in conformity with this policy.
- Is responsible for the diffusion of the policy College-wide.

### Director General

- Is responsible for the application of this policy for the College senior administration.

### Campus and Service Directors

- Are responsible for the development of procedures and application of both policy and procedures on their campuses and services.

### All Employees

- Are responsible for collaborating with the College in the orientation and integration of new employees.

## 9- **Planning**

On an annual basis, each campus and service will develop strategies or initiatives that will foster positive orientation and integration into the College. The campuses or services will evaluate the procedures and strategies used, and make the necessary modifications or improvements deemed necessary to achieve the requirements of this policy.

## 10- **Implementation and Revision**

This policy is in effect as of its adoption by the Board of Governors and will be reviewed at least every five years or when deemed necessary.