

Employee Commencement

Purpose *To ensure ASC has a consistent and documented process for the commencement of all employees.*

Policy Statement *ASC will have a consistent and documented process of commencing new employees. The commencement will include but may not be limited to:*

- a) Collection of required employee information;*
- b) Review of the signed offer of employment and the applicable schedules*
- c) Policy and Procedure*
- d) Agreements to be signed*
- e) Payroll and Benefits information*
- f) Health and Safety information*
- g) ASC employee information*
- h) Review and collection of pre-existing training documentation and proof of credentials*

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Employee Commencement

1. Prior to date of commencement, prospective employees are provided with their written offer of employment and accompanying schedules. The employee must be given enough time between receipt of their offer and signing of the offer to have opportunity to seek legal advice if desired.
2. A date of commencement is set in conjunction with forwarding of the offer of employment.
3. The commencement package will be prepared by Human Resources personnel, and where applicable provided to the designate completing the commencement.
4. The commencement checklist will be used to guide the commencement process.
5. Upon completion of commencement, the checklist will be filed in the employees personnel file.
6. Commencement is followed by an introduction to the specific worksite and the beginning of the orientation.

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