

## Onboarding and De-boarding of Personnel in the MICH Community

---

Approved by:	MICH CEO and Scientific Director	Date Approved:	2013
Owner:	MICH Resource Manager	Supersedes:	-
Section number:	3.5	Next Scheduled Review:	2016

---

### I Scope

This policy affects new personnel in the MICH community, independent of their employer or the position they were hired for. This policy is for MICH community members that are MICH Member, MICH employee or a research team member located at MICH facilities.

### II Definitions

#### MICH Member

MICH Members are at the core of the Manitoba Institute for Child Health (MICH), and are appointed by the CEO & Scientific Director of the Institute, either upon request of the prospective Member, or following an invitation of the Institute. Members are established or promising researchers affiliated with child health. They have an academic appointment at a Manitoba University and have successfully applied for MICH Membership, which is to be renewed on an annual basis.

#### MICH Member's Research Team

In this policy, the Research Team is the group of personnel that works for a specific MICH Member.

#### MICH Community

The MICH Community consists of and is shaped by MICH employees, MICH Members and their respective Research Teams.

#### MICH employees

MICH employees are employed by MICH and work in the Management Team, Administrative Office or Clinical Research Unit.

#### Employer and Manager

Personnel in the MICH Community are employed by a variety of organizations, the largest being the U of M, WRHA and MICH. In this policy, the manager relates to the person representing the employer and managing the employee.

#### Supervisor

Within this policy, the supervisor relates to the person responsible for overseeing and supporting the employee's role or daily work within the MICH Community.

#### Onboarding

Onboarding is the process of introducing newly hired personnel or newly involved volunteers to the work environment.

#### De-boarding

De-boarding is the process of closing the work environment at termination of an appointment.

### Termination

Termination encompasses the resignation, retirement, involuntary termination or layoff of an employee's appointment.

## III Rationale

The purpose of this policy is to ensure that newly hired personnel receives an effective and thorough introduction to MICH, as well as adequate training to ensure effective and productive performance in accordance with government regulations<sup>1 2</sup>.

## IV Policies

### Policies Onboarding

1. Personnel in the MICH community are employed by the University of Manitoba, the Winnipeg Regional Health Authority, MICH, the University of Winnipeg, and others. In addition to an orientation to their employing organization (if applicable), newly hired personnel within the MICH community shall receive appropriate orientation to MICH within their first month of employment, as well as appropriate training in the first three months of employment.
2. The manager of the employee is responsible for developing and providing an effective orientation program as well as clear guidance for the probationary period. For MICH staff, MICH will take on this responsibility. For all other personnel in the MICH community, MICH will assist the employer (most often the U of M) by providing training essential to safe, ethical and accurate conduct of research and promote services available to the MICH community.
3. Personnel in the MICH Community are responsible for communicating their learning and development needs and for providing feedback to their supervisors regarding the effectiveness of the training.
4. The employer and the supervisor within MICH are responsible to provide newly hired personnel with the necessary training. MICH is accountable for the availability of training and tours for personnel primarily located at MICH facilities.
5. Personnel shall receive training at the expense of their employer as necessary.

### Policies De-boarding

1. Procedures for layoff, resignation or retirement are dictated by the employee's Union regulations and/or regulations of the employer of a MICH community member.
2. For resignation, retirement, involuntary termination or layoff of, specifically, MICH *employees*, MICH will follow guidance from the MICH Board of Directors, the Children's Hospital Foundation and other regulatory requirements<sup>5</sup>.
3. In addition to the policies of the employer, the manager or supervisor and the employee should follow the de-boarding policies of MICH and make use of the de-boarding checklist.

## V Procedures

### Procedures onboarding

1. The employer requires documentation of the following:
  - a) Tax deduction forms including Social Insurance Number (SIN)
  - b) Proof of eligibility to work in Canada;
  - c) Employee benefit enrolment or exemption forms, where appropriate;
  - d) Other documents deemed necessary (criminal record check, etcetera).
2. All MICH Members, MICH employees and research team members located at MICH are required to provide the following information to the MICH Administrative Office:
  - a) Contact information as required on the specific form (MICH Manual 3.3);
  - b) Signed agreements and (refundable) payment for keys, ID- and Security cards (MICH Manual 8.2)
3. The supervisor is responsible for providing each newly hired employee with the following information, instruction, and/or training (see checklists attached for more information):
  - a) Organization structure and reporting relationships (MICH Manual Section 1);
  - b) Conditions of employment;
  - c) Conduct and behaviour expectations (MICH Manual Section 2; 3.2);
  - d) Health and Safety regulations and training. Personnel located on U of M premises (including MICH facilities) will be provided with training and information by the Environmental Health and Safety Office of the U of M, directed by MICH<sup>3</sup>;
  - e) A site map and a tour of the premises, if applicable;
  - f) Job duties and performance standards;
  - g) Pay and pay administration practices;
  - h) Employee benefits;
  - i) Complaint procedures;
  - j) Personal development opportunities;
  - k) Introduction to co-workers;
  - l) Assignment of a mentor, if applicable.
4. A MICH orientation meeting will take place for all new personnel at MICH facilities in April and September of each year. This meeting supplements the individual training and introduction mentioned above, under 3 a-e.
5. Two weeks prior to the completion of the probationary period, both the manager and the employee shall complete and sign the MICH New Personnel Orientation Checklist (Appendix A). The completed and signed form shall be submitted to the employer and filed in the employee's Personnel file. Where required, the U of M Laboratory Safety Checklist for New Lab Personnel should also be completed and filed with the employer, with a copy submitted to the MICH administration.
6. Supervisors and managers shall identify the ongoing training and development requirements of employees and provide training.
7. Personnel in the MICH Community shall participate in all required training and provide their employee and, if required, MICH with feedback regarding the success of the training.

### Procedures de-boarding

1. Procedures for layoff, resignation or retirement are dictated by the bargaining unit and/or employer of personnel in the MICH community. The U of M offers guidance in their policies, as well as a checklist and the option of an exit interview<sup>4</sup>.

2. For MICH employees, terminations arising from resignation, retirement, involuntary termination and/or layoff, shall be handled in a fair and lawful manner, following the MICH Employee Guide and the Manitoba Employment Standards Code.
3. Personnel in the MICH community or the supervisor are expected to give notice of their departing (or termination of their membership) to the MICH Administrative Office promptly after informing their employer.
4. The manager or supervisor responsible for the departing employee, should use the de-boarding checklist for all positions ending their appointment at MICH.
5. The employee and the manager are responsible for finalizing all procedures on the de-boarding checklist.

## VI Responsible Office(s)

This policy is owned off by the Human Resource Manager of MICH, who will maintain the policy and collaborate with HR and management of employers of personnel in the MICH community. The policy was signed for approval by the MICH CEO and Scientific Director.

## VII References and appendices

### References

1. Manitoba. Workplace Safety and Health Act. (2013). at <http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>
2. PIPEDA. Personal Information Protection and Electronics Documents Act Canada. (2011). at <http://laws-lois.justice.gc.ca/eng/acts/P-8.6/>
3. U of M. Environmental Health and Safety Office. at [http://umanitoba.ca/admin/vp\\_admin/risk\\_management/ehso/](http://umanitoba.ca/admin/vp_admin/risk_management/ehso/)
4. U of M. Human Resource Forms. at [http://www.umanitoba.ca/admin/human\\_resources/services/hris/forms/index.html](http://www.umanitoba.ca/admin/human_resources/services/hris/forms/index.html)
5. First Reference. *Human Resources Policy Pro, Manitoba and Saskatchewan edition*. (2013).
6. Manitoba. The Employment Standards Code. (2013). at <https://web2.gov.mb.ca/laws/statutes/ccsm/e110e.php>

### Appendices

- MICH New Personnel Orientation Checklist
- MICH End of Appointment Checklist

## Appendix: MICH New Personnel Orientation Checklist

MICH New Personnel Orientation Checklist		
	Applicable x	Date and Initials
<b>Prior to start</b>		
<b>The employer will:</b>		
Fill out a TD1 Form (income tax)		
Discuss benefit programs and hand enrolment forms		
Review method of paying wages		
Review availability		
Discuss time Off / Vacation planned / holidays observed		
Discuss Job Responsibility Record and Job Performance Standards		
<b>The supervisor/manager at MICH will:</b>		
Notify reception and co-workers of new personnel		
Issue ID, security card, keys and collect deposit		
Arrange work station, hardware, software, account, login		
<b>On day 1</b>		
<b>The supervisor/manager at MICH will:</b>		
Verify and record full name, address, telephone number, birth date, SIN		
Verify and record who to notify in case of an emergency		
Conduct a tour of the facilities (discuss emergencies, shared spaces, bulletin boards, rest rooms, services front desk)		
Discuss Emergency Procedures		
Introduce the new hire to MICH Personnel in the MICH facilities: <ul style="list-style-type: none"> <li>• Research Teams</li> <li>• Administrative Office</li> <li>• Platforms/Themes</li> </ul>		
Provide list of co-workers with names and job titles; review telephone list, plant/office layouts and organizational charts		
Introduce to applicable Meetings and Committees		
Create list of key contacts for new hire to meet during their first 90 days		
Appoint a mentor and introduce to Mentorship Program		

<b>In the first 3 months</b>		
<b>Where required, the new employee will:</b>		
Attend a <u>MICH orientation meeting</u> , for positions located at MICH Facilities, available in April and September.		
Attend a <u>New Support Staff Orientation</u> , facilitated by Learning and Development Services (under General Development), for U of M support staff and managerial positions		
Attend a <u>New Faculty Orientation and Services U of M</u> , for U of M academic recruits		
Complete the <u>U of M Laboratory Safety Checklist for New Lab Personnel</u> , along with all required online training indicated within <u>PHIA/FIPPA online Training and Pledge</u> . Anyone whose work involves access to WRHA patient records requires <u>WRHA specific training</u>		
Review the MICH Manual and Strategic Plan, <a href="http://www.MICH.ca">www.MICH.ca</a>		
Review the <u>Clinical Research Unit (CRU) Operating Procedures</u> where applicable		
Review the <u>Basic Sciences Research Unit (BSRU) Operating Procedures</u> where applicable		
Follow an online <u>N2 Citi-Canada course</u> (U of M is member of N2), if applicable, on: <ul style="list-style-type: none"> <li>• Good Clinical Practice (including TCPS, Div. 5 and ICH-E6)</li> <li>• Human Subject Research – Biomedical focus</li> <li>• Human Subject Research – Social and Behavioral focus</li> <li>• Responsible Conduct of Research</li> <li>• Transportation of Dangerous Goods</li> </ul> OR other online sources: <ul style="list-style-type: none"> <li>• Health Canada's <u>TCPS 2 Course on Research Ethics (CORE)</u></li> <li>• For U of M employees: the <u>U of M Research Integrity Tutorial</u>, provides with a certificate</li> </ul>		
Other training: please inquire with employer		
CV submission – to be provided annually by professional personnel and MICH Members, including awards and publications, if applicable		
Professional licence submission – update annually, for professional personnel and MICH Members		
<b>The employer will:</b>		
Discuss and resolve any employee or supervisor concerns		
Decide on Satisfactory End of Probationary Period		
<b>New Personnel at MICH Signature and Date:</b>		
Supervisor or Delegate Signature and Date:		

## Appendix: MICH End of Appointment Checklist

MICH End of Appointment Checklist		
	Applicable Y/N	Date and Initials
<b>(Prior to) the last day of work</b>		
<b>The employee will:</b>		
Inform employer, MICH supervisor, then front desk and co-workers		
Return keys and/or facility access and ID cards; refund deposit		
Return inventory property (computers, software, equipment, tools, supplies, materials, books, etc., including property purchased with expense allocation funds or research funds)		
Check and reconcile vacation accrual		
Return parking decal and pay outstanding parking fines		
Arrange for disposition of any files on network or servers		
Provide MICH with all passwords relevant to the community.		
If applicable, return and reconcile all MICH credit cards; pay all personal charges on the Travel and Expense Credit Card.		
Settle any outstanding travel or other expense claims		
Settle any petty cash claims, outstanding advances		
Settle any outstanding voluntary payroll deductions (e.g. book store purchases, charitable deductions)		
Complete disposition of or accounted for any chemicals, radioactive substances, or hazardous materials, including completion of applicable disposition form(s)		
Return and/or account for research data as well as procedural documents (e.g., files, questionnaires, surveys, study protocol)		
Return library materials and settle any outstanding charges		
Update web-based biographical information		
<b>Post departure</b>		
<b>The supervisor at MICH will:</b>		
Arrange for access to computer resources to be discontinued through MedIT, including email, and unsubscribe from MICH mailing lists		
Discontinue signing authority on any MICH budget accounts		
Update Capital Equipment Inventory		
If applicable, change combinations and other locks		
Check if all requirements of employer are completed		
Click <a href="#">here</a> for an email communication providing the exit interview link for departing U of M employees, for resignation and retirement only		



---

## Onboarding and De-boarding of Personnel in the MICH Community

---

Approved by:	MICH CEO and Scientific Director	Date Approved:	Dec 2013
Owner:	MICH Resource Manager	Supersedes:	-
Section number:	3.5	Next Scheduled Review:	2016

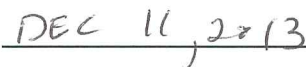
---

Approval MICH CEO and Scientific Director

Signature

  
\_\_\_\_\_  
Terry Klassen, MD, MSc, FRCPC

Date

  
\_\_\_\_\_  
DEC 11, 2013