Employee Information Checklist

Ontario Central - East Division

2016 Christmas Kettle Campaign

Employee Name: Date:

Position: Orientator:

**Welcome to The Salvation Army Ontario Central East Division**

**Policies, Procedures and Practices**

(check off topics as they are discussed with / presented to employee)

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| * Workplace Harassment, Discrimination and Violence Prevention Policy
 | * Code of Conduct Policy
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| * Territorial Abuse Policy
 | * Hours of Work/Shift Schedules
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| * Confidentiality Statement – to be signed by employee and placed on personnel file
 | * Smoking and the Workplace
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**Employment Documentation**

(documents maintained on local employee personnel file)

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| --- | --- |
| * TSA Employment Application Form
 | * Signed Offer of Temporary Employment
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| * TSA Official Personal Form
 | * Signed Position Description/Task List
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| * 2015 Tax forms (if not provided basic exemptions will apply)
 | * Void Cheque or Bank Direct Deposit Form for Direct Deposit
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| * Valid Driver’s License (obtain copy as applicable to position requirements)
 | * Valid Driver’s Abstract (obtain as applicable to position requirements)
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| * Social Insurance Card (obtain copy)
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**Professional Development and Training**

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| --- | --- |
| * What You Need to Know - Employment Standards Poster
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**Payroll**

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| --- | --- |
| * Pay Delivery
 | * 6% vacation pay on each respective pay
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This serves to acknowledge that the above policies and documentation have been provided and discussed with me. As well, I have provided the respective employment documentation.

Employee Signature Date

Supervisor Signature/ Date

Authorized Designate

Document to be maintained on local employee file