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 |
| * Territorial Abuse Policy | * Hours of Work/Shift Schedules |
| * Confidentiality Statement – to be signed by employee and placed on personnel file | * Smoking and the Workplace |
|  |  |

**Employment Documentation**

(documents maintained on local employee personnel file)

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

**Professional Development and Training**

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

**Payroll**

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| --- | --- |
| * Pay Delivery | * 6% vacation pay on each respective pay |
|  |  |

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