

ONBOARDING AND OFFBOARDING

Background

Effectively onboarding employees to the Division, its schools and their positions is the beginning of a long-term investment in new staff members. It is an initial process that serves to introduce first-time employees to the workplace, help them feel welcome and comfortable, and ensure key administrative policies and procedures are reviewed.

The offboarding process is a final checkpoint to validate whether or not departing employees have sufficiently fulfilled all record keeping requirements, and to ensure that all necessary actions were made for the return of Northwest School Division records and property.

Procedures

1. Onboarding

- 1.1 The immediate supervisor is responsible for communicating to Human Resources all new hires including agreed upon employment dates.
- 1.2 The immediate supervisor is responsible for creating a ticket in Asset Planner to prepare computer access if the position requires it.
- 1.3 The Deputy Director will ensure each new employee receives a copy of their employment contract and a payroll package.
- 1.4 New School Division employees will meet with their supervisor during the first week of employment to review Northwest School Division general information, administrative procedures, position description and on-site responsibilities.
- 1.5 The supervisor is to complete the New Employee Orientation Checklist in Applitrack within two calendar weeks of hire.

2. Offboarding

- 2.1 The Deputy Director will ensure the exiting employee receives written confirmation of their departure from the Northwest School Division.
- 2.2 The supervisor will collect Division property on or before their last date of employment.
- 2.3 The supervisor will complete the Offboarding Exiting Employee Checklist in Applitrack within two calendar weeks of the exiting employees' last day of work.

Reference: The School Division Administration Regulations

Approved: August 21, 2026