NEW EMPLOYEE INFORMATION AND CONSENT

Welcome to Swan Valley School Division. We would like to make sure you have reviewed and Informationare aware of all the Administrative Procedures of our School Division. All of our Administrative Procedures can be found at:

Swan Valley School Division (svsd.ca)

Please review all these procedures. At any time, if you have any questions or concerns about the procedures, please talk with your supervisor, who can help or direct you.

Also please review the Accessibility standards including the employment and customer service standard below. Please note if you have any accessibility needs or requests to address them with the principal of your school. This includes any emergency accommodations that you may need (please see attached on employment below).

We also ask that all new employees watch the following video on Accessibility (customer service) and review the Employment Standard. If you require an individual accommodation plan or emergency accommodation plan (info in the policy) please see your supervisor and one will be worked out for you.

Here is the video: The Accessibility for Manitobans Act | Province of Manitoba (accessibilitymb.ca)

Here is the standards:

a. Customer Service - AP: 215
b. Employment Standard AP: 228
c. Information for New Employees

All of the procedures and accessibility will be reviewed with all employees at the start of the school year. A record will be taken to make sure all employees have reviewed the standards by their supervisor.

If you have any questions on any of these procedures, please ask your school principal or department head.
Please sign below to indicate that you have reviewed, are aware and understand all of SVSD's Administrative Procedures including Accessibility. Please return with your contract or payroll forms to the Division Office.

Employee name: _____

Signature: _____

School or Department: _____

Date: _____