



# Employee Orientation

*Welcome to Ontario Tech!*



# Land Acknowledgement

- The university acknowledges the lands and people of the Mississaugas of Scugog Island First Nation which is covered under the Williams Treaties.
- We are situated on the Traditional Territory of the Mississaugas, a branch of the greater Anishinaabeg Nation which includes Algonquin, Ojibway, Odawa and Pottawatomi.

- We do land acknowledgements to show our respect for the land, a tradition that dates back centuries for Indigenous people.
- Land acknowledgements have been adopted as a common practice in civic and community spaces across Canada – a small but important step towards reconciliation.
- For non-Indigenous Canadians, land acknowledgements are an opportunity to reflect on the impacts of colonialism, to be accountable to Indigenous people and thank those who still live on and care for the land.
- These few words spoken at gatherings can provoke thought and reflection about colonialism and how to engage in reconciliation more meaningfully.



# Orientation Program Goals



- Welcome you to Ontario Tech University
- Highlight resources and benefits available to you
- Provide you with context and tools to help you navigate your new environment
- Help you navigate the university as a workplace remotely



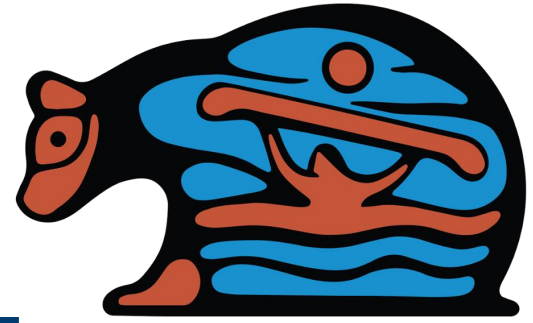




# Indigenous Education and Cultural Services

- Indigenous Education and Cultural Services is located in the **Baagwating Indigenous Student Centre** at 151 Athol St. East in Downtown Oshawa.
- Additional Indigenous space, called **Mukwa's Den**, is in the Student Life Building at the north Oshawa location.
- These spaces offer are a place to connect with Indigenous culture and resources.

# Indigenous Education and Cultural Services



## Our Visual Identity

The visual identity was created in consultation with the Traditional Knowledge Keeper, the Indigenous Education Advisory Circle and members of the Mississaugas of Scugog Island First Nation, including the artist himself, [Luke Swinson](#).

The bear holds significance to most Indigenous cultures as the protector and symbol of bravery from the Seven Grandfather Teachings.

We acknowledge the bravery and courage of Indigenous students, as many have left home for the first time, often coming from remote communities that have historically had negative experiences with the education system.

As such, we work to support these students through this unique challenge, and to protect traditional Indigenous ways of knowing, cultures and histories through familiar symbols, such as the bear.

The main image is based on a bear representing courage and protection. The image also incorporates a person portaging a canoe. The image is based on the word “Oshawa,” which is an Ojibwe word that loosely translates to the English word “portage.” You will find that this visual identity also featured on the university’s coat of arms.



# Ontario Tech

[View More](#)

1980s – 1990s :  
community  
leaders dreamed  
of establishing a  
university



## History

Durham University Centre was created in 1996 in the same location the university shared today with Durham College in North Oshawa. Courses offered at that time were taught by professors from Trent and York

In May 2001 the Government of Ontario announced plans to build the first brand new university in Ontario in 40 years

The University officially came into being on June 27, 2002 and officially opened its doors on September 4, 2003

The first class size was 947 students





- The Campus Library, the Science Building and the Business and Information Technology Building were completed by Fall 2004. Each was designed by Diamond and Schmitt Architects Inc.
- The Ontario Power Generation Engineering Building opened in 2007. It houses 17 state-of-the-art labs for the use of our students
- June 2007 saw an historic first all-faculty Convocation
- 2007 also saw the opening of the Campus Recreation and Wellness Centre
- And in 2007 the university expanded north across Conlin Road thanks to E.P. Taylor and the donation of a portion of Windfields Farm. Campus Ice Centre and Campus Tennis Centre are on this land





# History

- By 2008 the university had developed significant presence in downtown Oshawa. The Faculty of Education relocated to 11 Simcoe St N.
- In 2010 the Faculty of Social Science and Humanities moved into Bordessa Hall at 55 Bond St E. The university also moved in at 61 Charles St, 2 Simcoe St S, and into the Regent Theatre at 50 King St E
- In 2010 the multi-million dollar Clean Energy Research Laboratory opened.
- In 2011 the Automotive Centre of Excellence and the Energy Systems and Nuclear Science Research Centre opened. ACE is the first commercial research, development and innovation centre of its kind in Canada.
- In 2014 the Baagwating Indigenous Student Centre opened at the Charles St location in downtown Oshawa
- In 2014 enrolment had grown to more than 10,000 undergraduate and graduate students







- In 2015 the university completed the Campus master Plan which will guide expansion proposals for the development of the 190 acres of property to the north and west of the existing north Oshawa Campus (former Windfields Farm lands)
- Also in 2015, the Government of Canada announced a \$26.9 million investment in the university's future Centre for Advanced Research, Innovation and Entrepreneurship (CARIE). CARIE will act as a catalyst for a new cluster of advanced manufacturing research and development in strategic industries such as nuclear, electrical and alternative energy systems, automotive and transportation, new materials and robotics. CARIE will integrate and co-locate the university's information technology, gaming and predictive analytics strengths with its advanced manufacturing expertise and facilities.
- The former Campus Tennis Centre was transformed into the Campus Fieldhouse – a multi-sport turf centre with 2 playing fields – in 2016
- The Software and Informatics Research Centre was opened in 2017. It's a hub for research in health and business analytics, IT security, networking, gaming, and software engineering. The Registrar's office lives there too.

# LOCATIONS

## North Campus

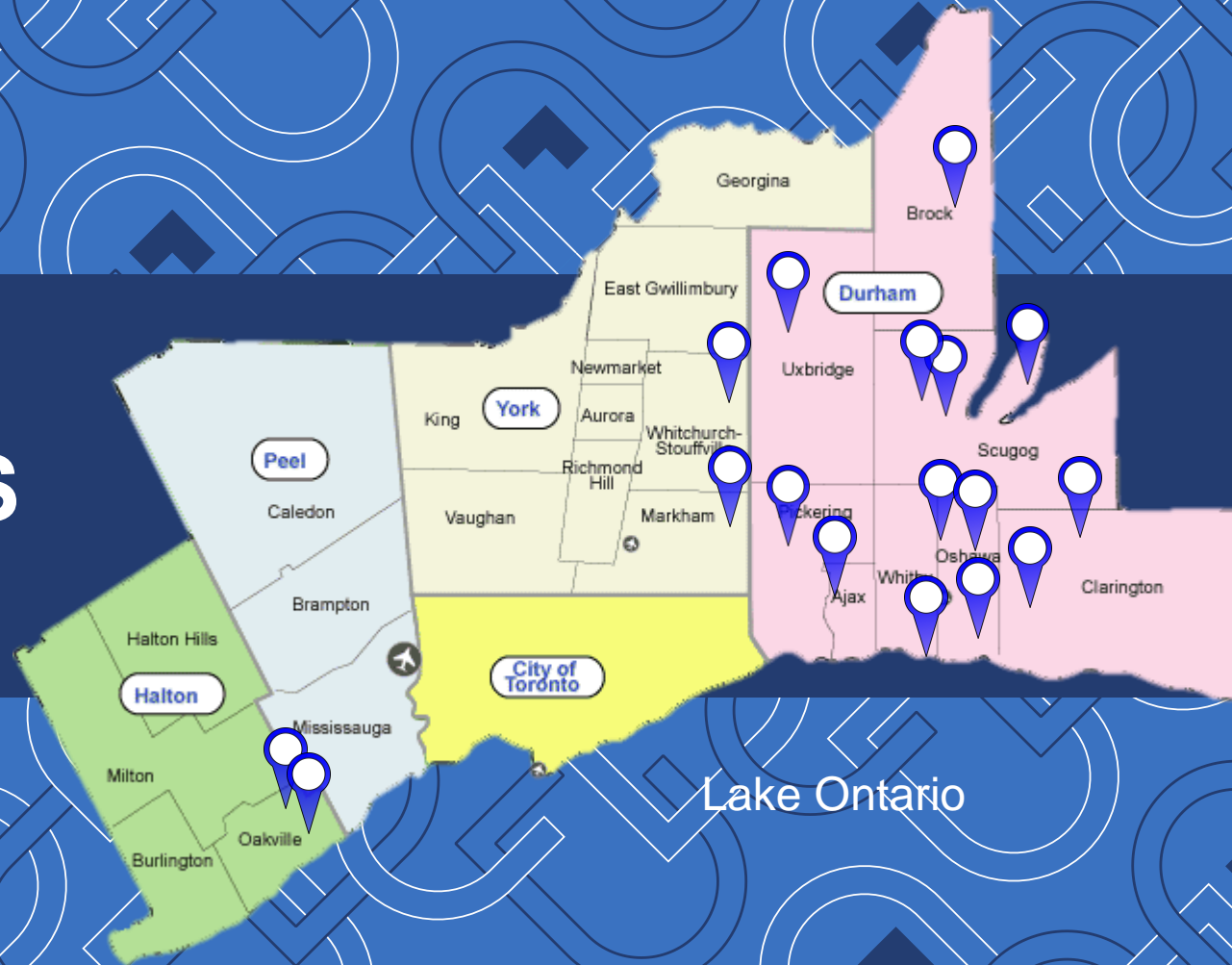
- 2000 Simcoe Street North
- **Downtown Campus**
- **DTA** 61 Charles Street Building
- **DTB** Bordessa Hall 55 Bond Street East
- **DTC** Forensic Psychology Laboratory CIBC Building, sixth floor 2 Simcoe Street South
- **DTR** Regent Theatre 50 King Street East
- **EDU** Education Building 11 Simcoe Street North
- **STG** Motor Behaviour and Physical Activity Laboratory St. Gregory's Building, second floor 202 Simcoe Street North
- **UBISC** Ontario Tech-Baagwating Indigenous Student Centre 151 Athol Street East

[View Maps](#)





# LOCATIONS





# Leadership

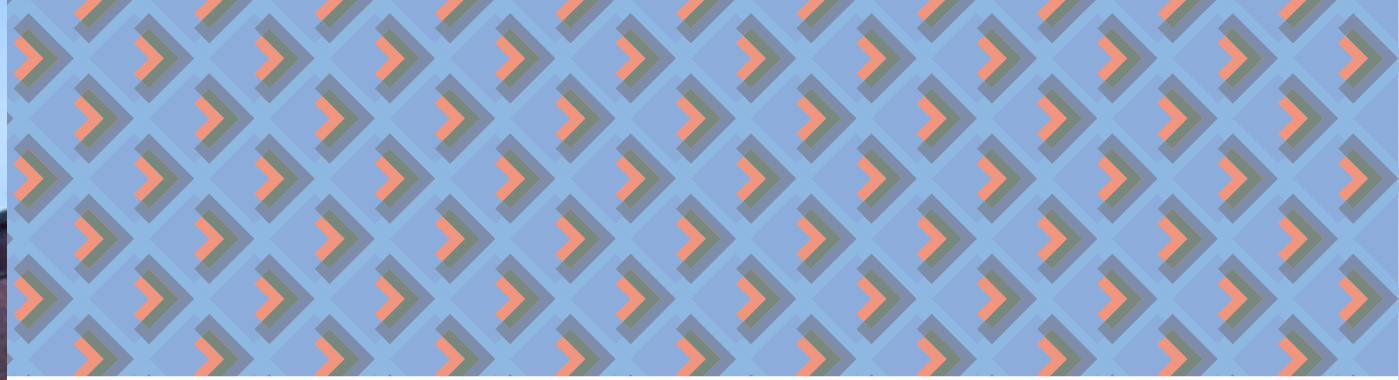
Stephen Murphy,  
President & Vice  
Chancellor



Lori Livingston,  
Provost

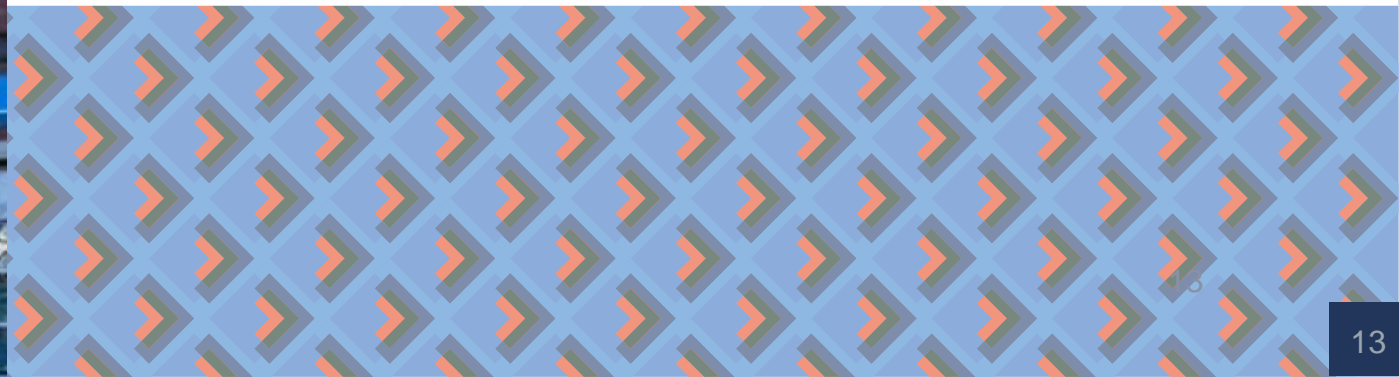






# Vision

With its foundation in technology, the sciences and professional practice, Ontario Tech University advances the discovery and application of knowledge that accelerates economic growth, regional development and social innovation and inspires graduates who will continue to make an impact on the world, as it is and as it will be.





# Mission

- Provide superior undergraduate and graduate programs that are technology-enriched and responsive to the needs of students and the evolving workplace.
- Conduct research that creates knowledge, solves problems, results in economic and social innovation and engages students.
- Facilitate life-long learning that is flexible, inclusive and emphasizes college university transfers.
- Develop academic and research collaborations with industry and community that stimulate and enhance the region and university at home and abroad.
- Cultivate a dynamic learning environment for students by promoting social engagement, fostering critical thinking and integrating experiences inside and outside the classroom.





# Values

## **Integrity and Respect**

We embrace honesty, inclusivity, and equity in all that we do.

## **Honesty and Accountability**

Our actions reflect our values, and we are accountable for both.

## **Dedication to Quality and Intellectual Rigour**

We strive for excellence with energy, commitment and passion.

## **Pursuit of Innovation**

We cultivate creativity, adaptability and flexibility in our students, faculty and staff.

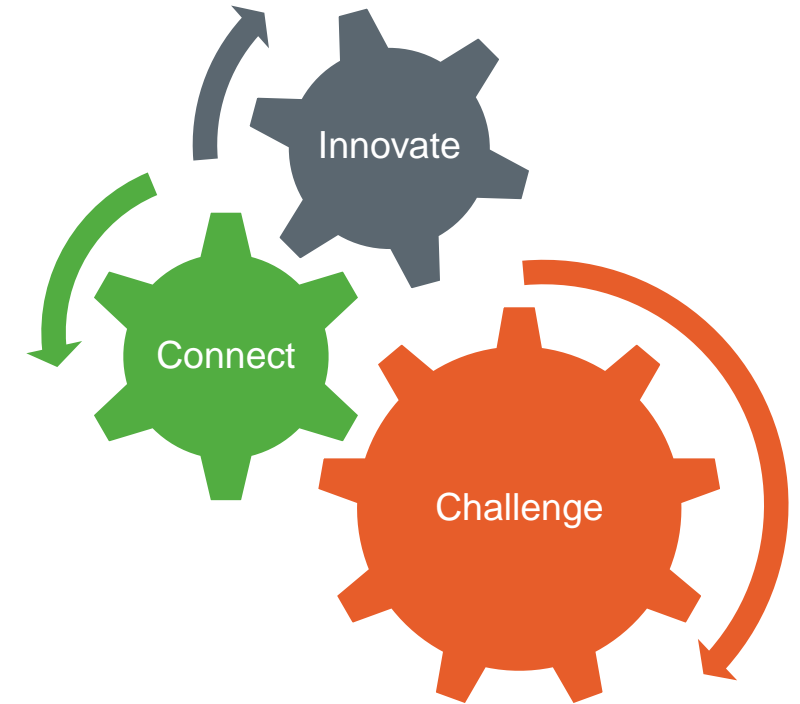


# Strategy

**Connect:** Build lasting relationships to make OntarioTechU a remarkable place for work and study

**Challenge:** Produce and inspire future leaders who have real-world skillsets by thinking big and breaking new ground

**Innovate:** Create new approaches, partnerships, and solutions to improve society







# Priorities

## Tech with a conscience

We root technology in everything we do. It's a key component in our teaching and learning practices, administrative processes and innovative research projects.

## Learning re-imagined

We adapt to ever changing landscapes by experimenting with the most effective ways to deliver flexible and dynamic learning and give more choices to more people. We provide options that are accessible for all learners.

## Sticky campus

We promote social change and encourage accessible, diverse and inclusive culture that our community wants to be part of. This is a place to make lasting connections.

## Partnerships

We team up with organizations, local and abroad, to bring synergies, ideas and insights into our environment.



**A New Day**

Tech with a Conscience







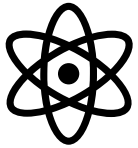
# Faculties and Departments



- [Faculty of Business and Information Technology](#)



- [Faculty of Education](#)



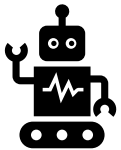
- [Faculty of Energy Systems and Nuclear Science](#)



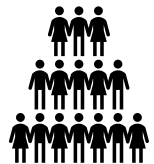
- [Faculty of Engineering and Applied Science](#)



- [Faculty of Health Sciences](#)



- [Faculty of Science](#)



- [Faculty of Social Science and Humanities](#)





# Our Departments

[Advancement](#)

[Alumni](#)

[Athletics and Recreation](#)

[Centre for Institutional Quality Enhancement](#)

[Communications and Marketing](#)

[External Relations](#)

[Facilities and Ancillary Services](#)

[Finance](#)

[Human Resources](#)

[International](#)

[IT Services](#)

[Learning Innovation](#)

[Office of Campus Infrastructure and Sustainability](#)

[Office of Institutional Research and Analysis](#)

[Office of the Registrar](#)

[Office of the University Secretary and General Counsel](#)

[Office of the Vice-President Research and Innovation](#)

[School of Graduate and Postdoctoral Studies](#)

[Student Life](#)





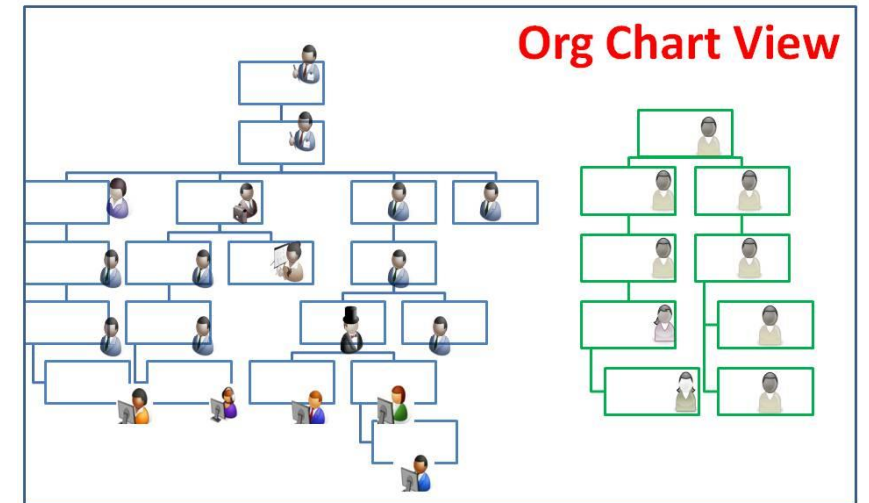
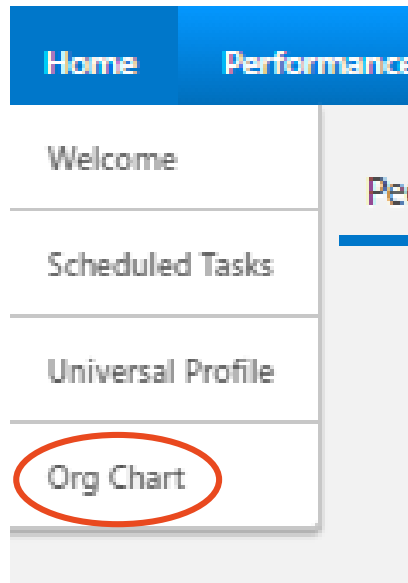
# Organization



## Human Resources

HEALTHY WORKPLACE LEADER SUPPORT LEARNING AND DEVELOPMENT PENSION AND BENEFITS WORKING AT ONTARIO TECH MY HR CONNECTION

HOME / LEARNING AND DEVELOPMENT / PERFORMANCE DEVELOPMENT CYCLE / RALLY2GETHER: GETTING STARTED / LOG IN TO RALLY2GETHER





# Our Teams – Go Ridgebacks!



## Men's Varsity Sports

- MEN'S BASKETBALL
- MEN'S HOCKEY
- MEN'S ROWING
- MEN'S SOCCER
- MEN'S BADMINTON
- MEN'S CURLING
- MEN'S GOLF



## Women's Varsity Sports

- WOMEN'S BASKETBALL
- WOMEN'S HOCKEY
- WOMEN'S ROWING
- WOMEN'S SOCCER
- WOMEN'S BADMINTON
- WOMEN'S CURLING
- WOMEN'S GOLF
- WOMEN'S LACROSSE
- DANCE



## Sport Clubs

- RECREATIONAL CRICKET
- RECREATIONAL DANCE



# Our Socials



[OT Youtube](#)

Subscribe to our Youtube!



[OT Facebook](#)

Follow us on Facebook!



[OT LinkedIn](#)

Check out our LinkedIn!



[OT Instagram](#)

Follow us on Instagram!



[OT Twitter](#)

Follow us on Twitter!





# Our APPS



## Ontario Tech Mobile

Find out what's happening on campus with Ontario Tech University's official mobile app! Students, faculty, staff, alumni and visitors can access the latest news, events, athletics updates, campus maps and more.



## Ontario Tech Mobile

Ontario Tech University Education

E Everyone

[Click Here](#) to get out mobile app!

### Features:

---

- Weekly Report
- Staff Discounts
- Services
- Athletics
- Directory
- Campus Map
- Email
- Events
- Expert Centre
- Food Services
- Library Services
- News
- Student Services



# Our APPS



Alertus +



## [Campus Safety and Security](#)

**The university's north Oshawa campus location, situated at 2000 Simcoe Street North**, is equipped with an exterior audible alarm system. This alarm is activated when a decision is made for the campus to go into lockdown.

The Lockdown External Audible Alarm (LEAA) is only activated to alert the community about an immediate active-threat emergency. The alarm is only audible outdoors (ie: bus loop, Polonsky Commons, parking lots).

When you hear the LEAA:

- Anyone in immediate danger should attempt to flee the campus.
- Avoid entering the buildings, unless safe to do so, and then immediately follow [lockdown procedures](#).
- Campus Security uses many overlapping methods to notify the public about a lockdown, including:
- Campus status alert on the [university website](#)
- ALERTUS (App & Desktop Notifications)
- Digital signage
- Facebook
- Lockdown External Audible Alarm (LEAA) ([sample of how the LEAA sounds](#))
- Public address system (PA)
- Twitter

If you hear any one of the notifications please respond immediately and follow lockdown procedures.

# Equity, Diversity & Inclusion



## Equity

Works purposely to ensure fair treatment, access, opportunity, and advancement for all members students, faculty, and staff which ensures their potential for full participation



## Diversity

The presence and of human differences and similarities across all social identities and experiences



## Inclusion

The process of valuing everyone's unique talents and abilities so that all can participate in ways that honour both the individual and the collective to create a dynamic and creative environment

- Equity and inclusivity are fundamental values that define our institution.
- They drive innovation and excellence, enhance quality and integrity, and help us to achieve our potential as a university community.
- We recognize that awareness of the value of equity and good intentions for a more equitable university community are not enough.
- We must examine and address discriminatory practices, policies and attitudes that constrain opportunity, innovation and achievement.
- Full representation and inclusion requires commitment to the idea that the university benefits when it reflects society with diverse groups, perspectives, ideas and scholarship represented.

## Equity Taskforce

Equity, Diversity and  
Inclusion.



# Policies

## Policy library

The Policy Library is the central repository for all university policy instruments that are currently in effect and/or that have been approved in accordance with the university's [Policy Framework](#). The Library functions as a single point of reference for all university-wide policies and procedures.



# Compliance & Ethics

Compliance is everyone's responsibility. We ask that all employees comply with all policies, regulations and applicable laws.

- Records Management
- Health and Safety
- Accessibility for Ontarians with Disabilities Act
- Canada's Anti-Spam Legislation
- Safe Disclosure
- Access and Privacy
- [Ethical Conduct Policy](#)

COMPLIANCE

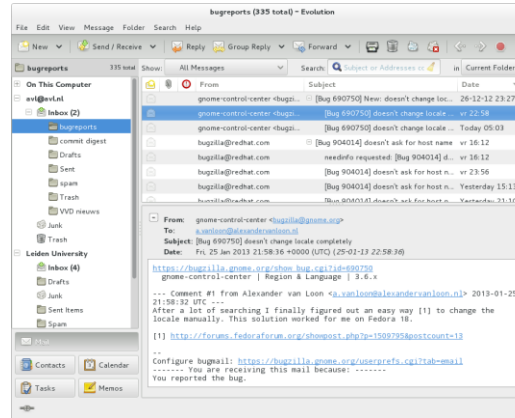


# Records Management

## Paper



## Email



## Electronic

- Sample Shared Drive
  - Academic
    - Advising
      - Doe, Jane
      - Smith, John
    - Administrative
      - Meetings
        - Agendas
        - Minutes
        - Policies and Procedures
    - Human Resources
      - Hiring
        - Search Committee
        - Staff Hiring

## Records Classification and Retention Schedule

The Records Classification and Retention Schedule (RCRS) is the primary tool for managing records at the university. It has been developed to ensure that University Records are retained long enough to meet all compliance obligations, professional standards and operational needs. Compliance obligations include legal, regulatory and contractual obligations.

Your manager will direct you as to where and how your paper, email, and electronic records should be stored.





# Sustainability

## Energy

### Heating, cooling and ventilation

Geothermal Well Field

Central plant

Cogeneration plant

Ventilation

Building automation systems

Solar generation

### Building envelope

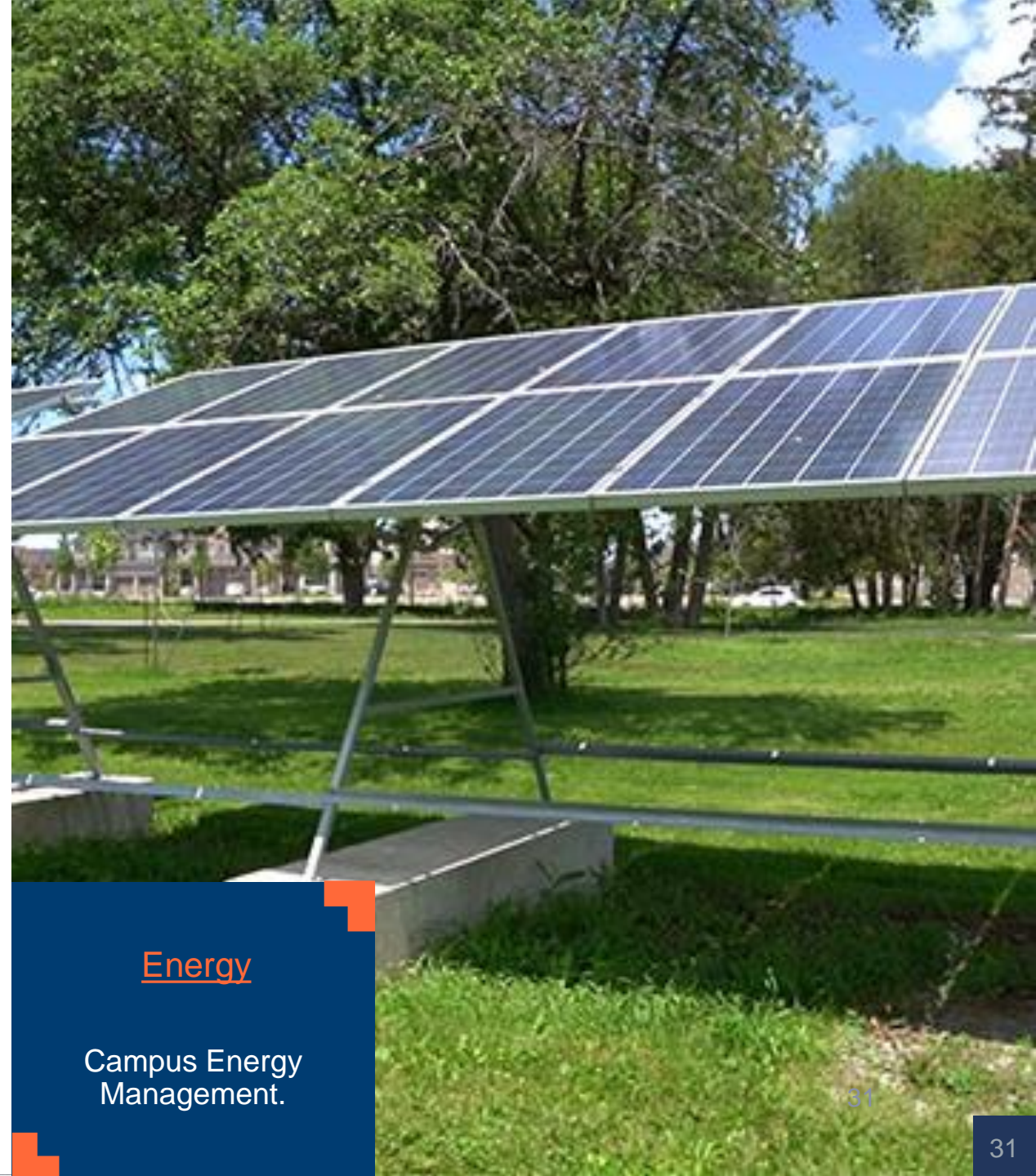
Walls, roofs and insulation

Windows

Vegetated roofs

### Solar shading, daylight and lighting

Lighting



Energy

Campus Energy  
Management.



# Sustainability

**Centralized Waste Program** - With centralized waste collection, you sort and dispose of your waste and recycling in [centralized bins](#) located in [designated common areas around campus](#)

**Beehives** - Ontario Tech designated a 'Bee City Campus' - In recognition of the university's pollinator efforts, [Bee City Canada](#) designated Ontario Tech a 'Bee City Campus' on June 12, 2019.

**Tree Nursery** - Our tree nursery is home to a variety of native coniferous and deciduous trees. Once these trees become strong enough, we plan to relocate them to our campus to provide shade and visual aesthetic.

- You can create a living legacy on our campus: [name a tree!](#)

**Wildflower gardens** - To appropriately support our honeybees and pollinator populations, Windfields Farm is also home to a 2.8-hectare pollinator garden.

**Community Gardens** - In the summer of 2018, Ontario Tech University introduced its community gardens.

**Greenhouse**





# Sustainability

**Ink Cartridge Recycling** - All empty ink cartridges will be sent back to the company from which they came (e.g. Ricoh, Lexmark). Personal desk printer ink cartridges will be collected and properly recycled.

## Transportation

**Water collection and management** (storm water and grey water)

## Green Cleaning

Go Green

Reduce, Reuse, Recycle!





# How to engage on campus

## On Campus

[Enjoy time at the Spa](#)



[Watch our Teams Play](#)



[Regent Theatre Events](#)



[Join the Gym](#)



## Remotely



[Professional Development](#)

[Sessions](#)

[Virtual Coffee Break](#)



[Virtual Book Club](#)



Join a Committee or a Taskforce Like the Blue Team or Green Office Program; Health and Wellness Committee or Sustainment Committee; Risk Management Committee



Read the Weekly Report for opportunities to engage!

# Campus Services

Also:

Visit the bookstore

Get a library card

Don't forget childcare

Have lunch or coffee with a colleague

Visit the Health Centre

- Physiotherapist
- Doctors
- Nurses
- Psychiatrist
- Naturopathic Doctor
- Chiropractor
- Massage Therapy
- Immunizations

- **And so much more!**

At Ontario Tech University, success is always a team effort. Our commitment to your success includes a range of student services backed by friendly, knowledgeable and caring staff.

Explore the links to see all of the services we offer.

BOOKSTORE	CAMPUS CARD
CAMPUS LIBRARIES	CAMPUS SAFETY AND SECURITY
CHILDCARE CENTRE	DIRECTIONS AND TRANSIT
FOOD SERVICES	HEALTH CENTRE
HOUSING OPTIONS	INFORMATION TECHNOLOGY SERVICES
RECREATION	

# Human Resources



# HR Connection

The Human Resources (HR) team is committed to supporting the university's goals and employee well-being by partnering with faculties and departments to provide a broad range of HR programs and services. Working in collaboration with the university community, we strive to create a 21st-century work environment where we all work together to enhance the student experience.



Campus Dinosaur Skeleton

# HR Connection

Pension, Benefits and Wellness

Organizational Development

Employee and Labour Relations

Health and Safety

HR Technology and Operations

Recruitment and Compensation

Job Evaluation

Health and Disability Management

[HR Connection](#)

Connect with us!



# Policies and Procedures

## **\*\* Supervisors and Managers have additional responsibilities and mandatory training**

Ontario Tech University takes very seriously the safety and well-being of its students, faculty, staff and other members of our campus community. We strive to be a place where people are able to study, work, connect and grow personally and intellectually without fear of violence or harassment of any kind.

As employees of this university, it is our responsibility to be aware of the policies and procedures that govern behaviour and conduct here at the university. Our compliance with these policies and procedures helps support a culture where sexual harassment and sexual violence are not acceptable or tolerated.

- [Policy against violence, harassment and discrimination in the workplace](#)
- [Employment Standards Act](#)
- [Procedures to address violence, harassment, and discrimination in the workplace](#)

Also learn:

- How to respond to a disclosure and
- How to report on workplace violence





# Pension and Benefits

## my Sun Life mobile app

Download the my Sun Life mobile app and discover why it has a top-star rating.

[Learn more about my Sun Life mobile](#)



### Submit claims and review coverage

Submit claims for instant processing and quickly check your health and medical plan coverage



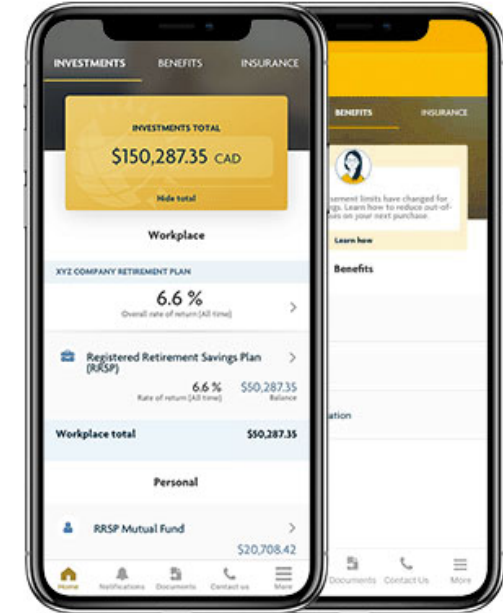
### Find health-care providers

Search for top-rated chiropractors, massage therapists and other providers near you



### Manage savings and view investments

Contribute to workplace retirement savings, view balances and connect with an advisor



## Pension and Benefits

If you have not already been invited, you will soon be invited to an onboarding session about the employee pension and benefits available to you as an Ontario Tech employee.

## Pension and Benefits

All new **full-time continuing employees** are eligible to join the pension and benefit plans from their date of hire.

- It's encouraged that new employees register within 30 days of their date of hire.

### Defined contribution pension plan

- Depending on your work arrangement
- University contribution ranges from 6% - 9.5% depending on your election and employee group
- Employee contribution ranges from 3% - 6.75% depending on your election and employee group
- Employee provides annual direction in November





# Pension and Benefits

All new **full-time continuing employees** are eligible to join the pension and benefit plans from their date of hire.

- It's encouraged that new employees register within 30 days of their date of hire.

Benefits include:

- Medical
- Dental
- Vision Care
- Supplementary Life Insurance
- Dependent Life Insurance
- Long Term Disability
- Health Spending Account



# Benefits at a Glance

Full-time non-union Faculty and Staff

Full-time Faculty Association Members

Full-time OPSEU Members

BENEFIT	COVERAGE
Hospital	<ul style="list-style-type: none"> <li>100% coverage of the cost of a semi-private room</li> <li>\$175 daily maximum</li> </ul>
Prescription Drugs (includes drug card)	<ul style="list-style-type: none"> <li>90% coverage for drugs on formulary</li> <li>80% coverage for other drugs requiring a prescription</li> <li>\$8 dispensing fee cap</li> </ul>
Vision	<ul style="list-style-type: none"> <li>100% coverage; \$400 every 2 years</li> </ul>
Hearing Aids	<ul style="list-style-type: none"> <li>100% Coverage; \$600 every 2 years</li> </ul>
Licensed Paramedical Practitioners which includes: *Acupuncturists *Chiroprodists *Chiropractors *Massage therapists (ordered by a Doctor) *Naturopaths *Osteopaths *Physiotherapists *Podiatrists *Psychologists *Speech therapists	<ul style="list-style-type: none"> <li>80% up to \$700 per year per paramedical practitioner listed</li> </ul>
Private Duty Nursing	<ul style="list-style-type: none"> <li>80% up to \$10,000 per year</li> </ul>
Other Medical Services & Supplies	<ul style="list-style-type: none"> <li>80% coverage of reasonable and customary expenses</li> </ul>
Out-of-Country Emergency	<ul style="list-style-type: none"> <li>100% coverage of reasonable and customary expenses</li> </ul>
<b>Your Dental Plan</b>	
The following table provides a summary of the dental coverage available for you and your family through the Benefits Plan. Like the benefit, dental coverage has been designed to work in conjunction with the Health Spending Account (described below).	
BENEFIT	COVERAGE
Preventive and Basic (includes oral exams, x-rays, polishing, scaling, fillings, endodontics, periodontics)	<ul style="list-style-type: none"> <li>80% coverage</li> </ul>
Major (includes crowns, bridges, dentures, inlays/onlays)	<ul style="list-style-type: none"> <li>50% coverage</li> </ul>
Annual Maximum	<ul style="list-style-type: none"> <li>\$1,200 for Preventive/Basic and Major combined</li> </ul>
Children's Orthodontia	<ul style="list-style-type: none"> <li>50% coverage</li> <li>\$1,500 lifetime maximum per child</li> </ul>
Dental Fee Guide	<ul style="list-style-type: none"> <li>Current</li> </ul>
Recall Exams	<ul style="list-style-type: none"> <li>Every 9 months</li> </ul>

# Benefits – Future life events and benefits changes

You have 30 days to update your benefits following life events that can include:

- Marriage
- Children
- Separation
- Divorce
- Dependent gaining or losing eligibility (age 21 to 25)





## Additional Benefits Include:

- [Staff Development Tuition Reimbursement program \(SDTR\)](#)
- [Dependent Tuition Assistance Program \(DTAP\)](#)
- [Employee Tuition and waiver Program for OPSEU members only](#)
- [Supplementary Unemployment Benefit \(SUB\) for Maternity and/or Parental Leaves](#)

Please refer to your respective [Policy or Collective Agreement](#)

# Wellness

Ontario Tech is committed to ensuring that the university is a healthy, safe and supportive place to work. The university offers a variety of resources and programs that strive to support a positive work environment, foster healthy and engaged employees, and promote physical and emotional wellness.

Promotion of wellness initiatives including:

- Mental Health Initiatives
- Physical Activity Resources
- Monthly Health and Wellness Calendar
- Employee and Family Assistance (EFAP resources)
- Healthy Workplace Committee
- Nutrition Resources



# Healthy Workplace Committee

Ontario Tech is committed to ensuring that the university is a healthy, safe and supportive place to work. The university offers a variety of resources and programs that strive to support a positive work environment, foster healthy and engaged employees, and promote physical and emotional wellness.

## **VISION STATEMENT:**

The university recognizes our people are our greatest asset and is committed to enabling a positive community of empowered individuals who embrace happiness and wellness by adopting healthy lifestyles, attitudes and behaviours.

## **MISSION STATEMENT:**

The Ontario Tech Healthy Workplace Committee is a collaborative group of employees advocating for a positive and healthy workplace culture by:

Delivering initiatives to promote healthy lifestyles.

Encouraging university-wide participation by listening and responding to employee needs.

Providing resources to empower employees.



# Employee Family Assistance

Morneau Shepell

## What is an EFAP?

The EFAP provides all faculty and staff and their dependents quick access to confidential counselling and support services.

## What does your EFAP provide?

24-hour, seven-day-a-week toll-free access.

An advisor to help you choose which path to take (e.g. counsellor, legal advisor, accountant or community resource).

Complete confidentiality.

Discrete, off-site convenient locations across Canada

Extensive information on various community services and support groups, as well as a willingness to research a wide range of problems to assist each individual with their varied and unique situation.

Highly trained and experienced professionals.

Lawyers for legal advice, accountants for financial advice, and an extensive network of counsellors to assist with emotional concerns.

Professionals who deal with elder-care and child-care concerns.

You can speak in confidence with an EFAP advisor by calling 1.844.880.9142, or visit [workhealthlife.com](http://workhealthlife.com) to access the website.

workhealthlife



Get the “My  
EAP” App

- Morneau Shepell Ltd



# Pension & Benefits – What's next?

Book your enrollment meeting with Pension and Benefits

Contact us:

[Bikisha.Pascoe@ontariotechu.ca](mailto:Bikisha.Pascoe@ontariotechu.ca)



# Organizational Development



# Organizational Development

- Professional development programming
- Leadership development programming
- Orientation programming
- Engagement programming
- Indigenous workshop programming
- Performance development programs and support
- Communities of practice
- Awards and Recognition
- Change management
- Organizational design



# Performance Development

## *Goal-setting (April 1 to June 15)\**

- Employee completes goal-setting
- Manager approves goal-setting

## *Check-in (November 1 to December 15)*

- Employee goal update and check-in questionnaire
- Manager reviews and comments

## *Annual performance development conversation (February 15 to March 31)*

- Employee reviews checked-in comments, completes self-assessment and completes goal self-rating
- Manager reviews self-assessment and provides goal rating
- Manager signs off
- Employee reviews rating and signs off

\* modified in 2020 - 2021 due to COVID-19



## Performance Development

- *Rally2Gether – unionized, management, non-academic faculty employees use Rally2Gether*
- *Limited term employees follow a paper process*





# Professional Development Programming

Workplace Skills

Health and Wellness

Indigenous  
Programming

Knowledge Café

Rookie to Ridgeback

Equity, Diversity, and  
Inclusion

The learning catalogue is published annually in advance of opening for registration

Learning is categorized into:

- Professional development
- Indigenous workshops and sessions
- Engagement opportunities
- Knowledge cafe
- Orientation

## October

Minute-Taking Skills - NEW	▼
Powerful Presenting - RESCHEDULED	▼
Deep Diversity: Creating a More Inclusive Workplace	▼
Mastering the Mental Game	▼
Conducting Effective Meetings - NEW	▼

## November

Project Management (two days)	▼
Canadian Centre for Diversity and Inclusion (CCDI) Community of Practice	▼
Coaching Skills for Managers - NEW	▼

## December

Campus Connected	▼
The 4 Rs of Conflict Management/Understanding People Styles	▼
Beyond Basic Excel	▼

Sample Sessions



# Leadership Development Programming

## Citizen to Leader

- Programming for high potential individual contributors
- Nominated by their manager

## LEAD

- Programming for new people managers
- Nominated by their manager



# Engagement Opportunities

Ontario Tech values opportunities to bring employees together to share their thoughts and ideas and to learn from each other. We promote social change and encourage accessible, diverse and inclusive culture that our community wants to be part of. We want to make this a place to make lasting connections.

We adapt to ever changing landscapes by experimenting with the most effective ways to deliver flexible and dynamic learning and give more choices to more people. We provide options that are accessible for all learners. Our opportunities include forums for employee connections where we leverage technology to meet changing needs.

**Book Club**

**Communities of Practice**

**Campus Coffee Break**

**Events**





# Awards and Recognition

At Ontario Tech University we recognize that without the contributions and dedication of faculty and staff, we would not be the institution we are today. We have developed award and recognition programs to acknowledge those people who have made an outstanding impact on the university, and to celebrate their accomplishments.



**PRAISE  
Program**

**10-Year Service  
Award**

**Awards of  
Excellence**



# Employee and Labour Relations

# Employee and Labour Relations

## Collective agreements

A collective agreement is a written contract between an employer and a union that outlines many of the terms and conditions of employment for employees in a bargaining unit.

The university has collective agreements with:

- **OPSEU** – representing professional, administrative and technical staff
- **UOIT Faculty Association** – represents tenured and tenure track faculty, teaching faculty and limited term faculty members
- **Public Service Alliance of Canada** - representing Teaching Assistant / Research Assistant / Invigilators
- **Public Service Alliance of Canada** - representing Post Doctoral Fellows
- **Public Service Alliance of Canada** - representing Sessional





# Employee and Labour Relations

## What we do:

- Manage all aspects of employee and labour relations for unionized academic and administrative staff, particularly those aspects associated with collective bargaining and/or negotiated collective agreements and the grievance/arbitration process
- Act as main point of contact for senior leaders, managers, staff and faculty for advice and assistance with the interpretation, application and administration of collective agreements

# Employee and Labour Relations



## Contact us:

### **Krista Secord**

Director, Employee and Labour Relations

[krista.secord@ontariotechu.ca](mailto:krista.secord@ontariotechu.ca)

905.721.8668 ext. 6135

### **Jacqueline King**

Labour Relations Specialist

[jacqueline.king@ontariotechu.ca](mailto:jacqueline.king@ontariotechu.ca)

905.721.8668 ext. 2357

### **Caitlin Vlaskalin**

Labour Relations Specialist

[caitlin.vlaskalin@ontariotechu.ca](mailto:caitlin.vlaskalin@ontariotechu.ca)

905.721.8668 ext. 6136



[Collective Agreements](#)

# Health and Safety

# Health and Safety

Ontario Tech University has a vital interest in the health and safety of its employees, students, visitors and contractors. The prevention of occupational illness or injury is a major continuing objective, and the university will make every reasonable effort to provide and maintain a safe and healthy work and learning environment.

As a minimum standard, the university shall comply with all statutory requirements, including the Ontario Occupational Health and Safety Act, the Environmental Protection Act, and other applicable federal, provincial, and local statutes and by-laws.





# Health and Safety Training

The following training is to be completed within the first two weeks of hire:

Requirement:
WHMIS Training (copy of certificate to be sent to Human Resources) <a href="https://healthandsafety.uoit.ca/training/whmis.php">https://healthandsafety.uoit.ca/training/whmis.php</a>
Health and Safety Orientation Training <a href="https://healthandsafety.uoit.ca/training/">https://healthandsafety.uoit.ca/training/</a>
AODA Customer Service Module <a href="https://accessibility.uoit.ca/tutorials/index.php">https://accessibility.uoit.ca/tutorials/index.php</a>
AODA Accessible Instruction Module (mandatory for educators at UOIT) <a href="https://apa.uoit.ca/aoda/">https://apa.uoit.ca/aoda/</a>
Workplace Violence and Harassment Prevention <a href="https://ssbp.mycampus.ca/prod/www_hso.hsovhp.p_main">https://ssbp.mycampus.ca/prod/www_hso.hsovhp.p_main</a>
Sexual Violence Education and Prevention <a href="https://hr.ontariotechu.ca/healthy-workplace/sexual-violence-response-and-prevention/training-education.php">https://hr.ontariotechu.ca/healthy-workplace/sexual-violence-response-and-prevention/training-education.php</a>



\*other training as applicable  
Eg. Covid-19 Safe Procedures

### View your training record

All Ontario Tech employees can view their current health and safety training records by logging into the [Print certifications](#) page.

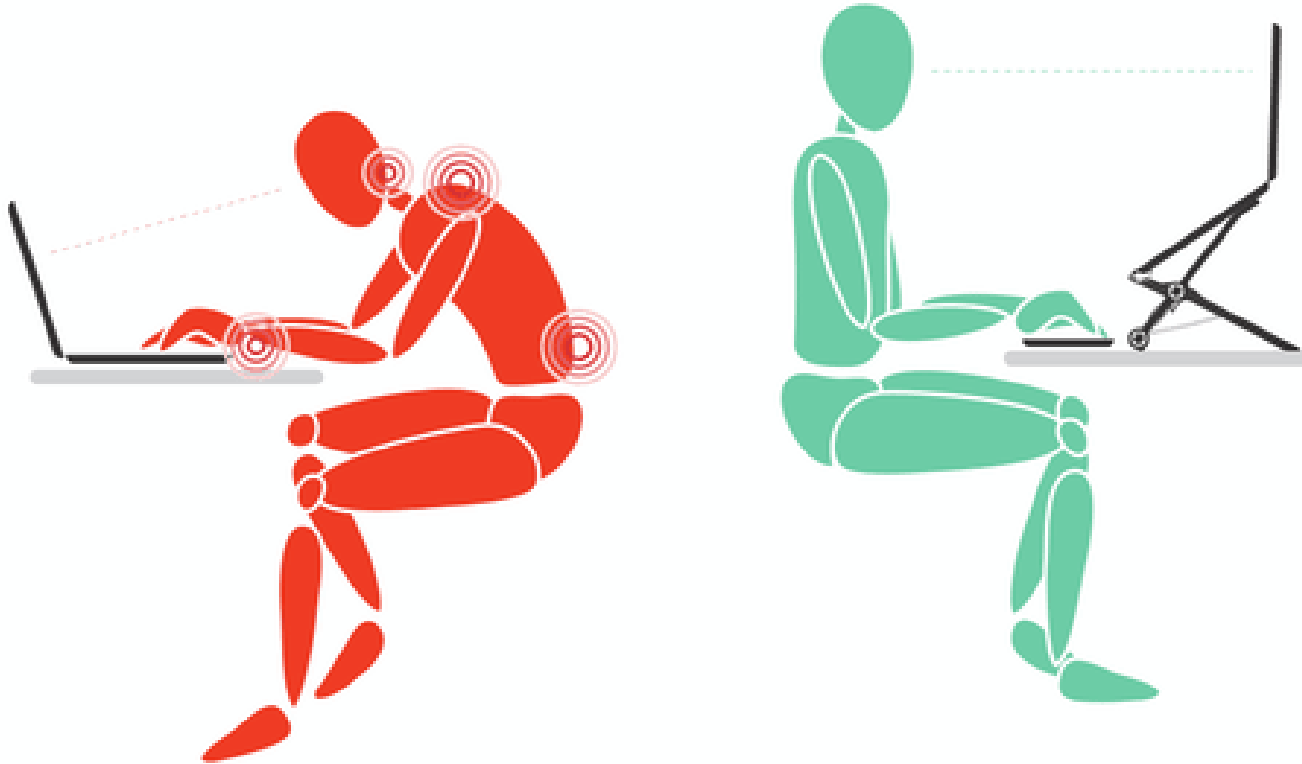


# Joint Health and Safety Committee

Participation on a committee involves:

- meetings ( and minutes)
- workplace inspections to identify workplace hazards
- make recommendations on hazards to the employer
- participate in work refusals
- work with the employer to develop and maintain the harassment/violence program.





Work-related musculoskeletal disorders (WMSDs) are commonly referred to as repetitive strain injuries (RSIs), cumulative trauma disorders (CTDs) or repetitive motion injuries (RMIs). These types of injuries are associated with risk factors involving work postures, repetitive and forceful movements, vibrations and temperatures. However, these injuries can be prevented.

- The **Ergonomics and safe computer use** webpages (linked above) has been developed to help faculty, staff and students assess their workplace conditions by providing resources that can assist them in setting up their workstations for a more efficient and safe work environment.

# Accident Injury Reporting / Hazard Reporting



[Hazard Report Form](#)

[Accident Injury Report Form](#)







# Health and Disability Management

# Health and Disability Management



Support and services provided in the following areas:

- Leaves of absence
- Attendance management
- Accommodation
- Return to work



# Short Term Disability Absence Support Program

## **Applies to full time continuing employees:**

- employee eligible to apply after 5 days of consecutive absence due to illness or injury
- first 6 months of medically substantiated Short Term Disability leave paid at 100% salary and at 75% for up to the next 6 months
- on-going submission of medical documentation to Sun Life is required
- employee eligible to apply for Long Term Disability benefits after one year of STD benefits have been exhausted

## Additional common leave types:

- Bereavement
- Compassionate care
- Critical illness leave
- Family caregiver leave
- Family medical leave
- Infectious disease emergency leave
- Organ donor leave





# Workplace Accommodation

The University is committed to creating a community that is inclusive of all individuals.

## Goals of accommodation program:

To meet disability related needs of the employee.

To assist employee with performing the essential duties of their job to a reasonable standard.

To have employee enjoy the same benefits and privileges as before and experienced by others.

## Resources:

[HR Accessibility](#)

[Accommodation Policy](#)

[Procedures for Accommodating Employees and Job Applicants with Disabilities](#)

[Ontario Human Rights Commission Duty to Accommodate](#)

## Health and Disability Management contact info:

Julie Day, Health and Disability Management Specialist

[julie.day@ontariotechu.ca](mailto:julie.day@ontariotechu.ca)

905-721-8668, ext 3649



# Recruitment and Compensation

# Staff Salary Grid

- Step System
- Full Job Rate
- Merit

Increases, where applicable, occur in July

## Compensation Structure

Job Level	STEP						JOB RATE	MERIT MAX
	1	2	3	4	5	6	7	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								





# MyCampus Self Service

1 MyCampus

My Account Content Layout

Self Service Options IT Service Desk OT Student Email OT Blackboard Logout Help

OT Graduate Studies OT Graduate Studies Forms OT Undergraduate OT Documents OT Student Life OT Awards and Financial Aid OT Services **Employees**

3

4 Personal Information  
Change your PIN/Password or Security question. View your addresses, phone numbers, emergency contact information or name change information.

Employee  
Time Sheets, EPAFs and Pay Information.

## Employee Main Menu

- 5
- [Durham College Employee Self Service](#)  
Durham College Employees should use this link to access EPAF and Time Sheets.
  - [OT Employee Self Service](#)  
OT Employees should use this link to access Time Sheets, EPAFs, Pay Information and T4s

## OT Employee Main Menu

- 6
- [Time Sheet](#)
  - [Pay Information](#)
  - [Tax Information](#)
  - [T2202A Tax Credit Form reprint](#)  
Use this link to produce an on-demand copy of a student's T2202A

## Pay Information Menu

- [Direct Deposit Breakdown](#)
  - [Earnings History](#)
  - [Pay Stub](#)
  - [Deductions History](#)
- 7



# Your Pay Schedule

Monthly Payroll Schedule

Limited Term Bi-Weekly Payroll Schedule



# Ethics & Compliance

# Ethics & Compliance

Ontario Tech University is committed to compliance with University policies, procedures and the applicable Federal and Provincial Laws through the implementation and maintenance of an Ethics & Compliance framework.

The Ethics & Compliance framework helps to promote ethical conduct that advances integrity, accountability and support of the University's mission, vision and values.

[Compliance Policy \[Policy\]](#)

[Ethical Conduct \[Policy\]](#)

[Ethical Conduct - Conflicts of Interest \[Procedures\]](#)

[Ethical Conduct - Gift Registry \[Procedures\]](#)

[Ethical Conduct - University Investigation \[Procedures\]](#)

[Records Management \[Policy\]](#)

[Records Classification and Retention Schedule \[Directive\]](#)

[Records Disposition \[Procedures\]](#)

[Privacy \[Policy\] \[Procedures\]](#)





## Our Campus

# Parking

Parking permits are available for purchase online. All faculty, staff and students who park or expect to park in the permit lots must complete a parking permit application and pay the applicable parking fee. Permits are non-transferable.

## Permit coverage

- **Annual:** September 1 through August 31
- **Semester:**
  - September 1 to December 31
  - January 1 to April 30
  - May 1 to August 31



**Rates:** Please visit the [Parking Services](#) website. You will need a valid *(name)*@ontariotechu.ca email address to register and buy a permit.

Please ensure your vehicle's license plate is registered and kept up to date on the [Parking Services](#) website under the **Vehicles** tab.

**Carpooling:** Designated carpool spots are available at the north Oshawa campus location. To register for the carpool program, visit the Parking Services office located at the main entrance of the Gordon Willey Building, or call 905.721.2000 ext. 2145.

# Child Care

The Campus Childcare Centre (CCC) is an incorporated, not-for-profit childcare centre designed to meet the needs of today's families. Conveniently located and committed to providing high-quality childcare services and programs, the CCC exists to serve the needs of students, faculty and staff at Ontario Tech University and Durham College as well as local families.

The centre is staffed with a team of highly skilled early childhood educators who are dedicated to providing a safe and nurturing environment for your children. Rest assured your child will thrive in an encouraging, stimulating and friendly environment where programs are geared to the specific interests of the children who attend the centre. The staff will encourage your child to explore, question and discover.

Please contact [ccc@ontariotechu.ca](mailto:ccc@ontariotechu.ca) for more information.

Campus Childcare Centre  
202 Simcoe Street  
Oshawa, ON L1G 4S9

289.222.0337

[ccc@ontariotechu.ca](mailto:ccc@ontariotechu.ca)



# Security

The Office of Campus Safety is committed to protecting the rights of everyone on campus while providing a professional, respectful and safe campus environment. Working with our community partners, we provide services that endeavour to prevent crime and solve problems that affect faculty, staff, students and the community.

We promote the value of respect for others and believe that safety and security is the responsibility of everyone on campus.

## Campus Security

905.721.8668 ext. 2400

905.721.3211

Email: [security@dc-uoit.ca](mailto:security@dc-uoit.ca)

## Quick links

- [Accident/Injury Form](#)
- [Campus ID](#)
- [Campus Walk](#)
- [Code Blue stations](#)
- [Incident reporting](#)
- [Lost and found](#)
- [Security monitoring](#)
- [Work Alone program](#)



# Service Desk

[servicedesk@dc-uoit.ca](mailto:servicedesk@dc-uoit.ca)

905-721-3333

Oshawa Computer Commons (Durham College Room SW100)  
61 Charles St Service Desk

[Click here to access the form](#)

## Self Service Ticket

If you have questions about your hardware, software, or a service that IT provides your issue could be resolved by sending a self-service ticket to IT. Your ticket will be placed in priority sequence and resolved as soon as possible.



# Service Desk – Information Security Tips

## Choosing a Secure Password

Passwords can be the weakest link. You should always take great care when you select a password. A strong password has the following characteristics:

- ❖ Is at least 10 characters long.
- ❖ Combines letters, numbers, and symbol characters within the password.
- ❖ Is not found in a dictionary.
- ❖ Is not the name of a command.
- ❖ Is not the name of a person.
- ❖ Is not the name of a user.
- ❖ Is not the name of a computer.
- ❖ Is changed regularly.
- ❖ Is significantly different from previous passwords.
- ❖ Does not contains or starts with a space character.
- ❖ Does not starts with the \$ or @ character.

### DO's

- Use a mixture of letters, numbers and symbols, and use case sensitivity (upper- and lower-case letters) – do not use simple sequences (e.g., 123456)
  - The longer the better. Don't make a password that's less than 8 characters. Anything less can be deduced from brute force software.
  - Keep the passwords private and separate from your laptop
- Use a phrase to help you remember the password. For example, let's say that you want to use a phrase for a password. "I am going to think young today and always."  
You may use the password "iag2TytaA" for your network account
  - Change your password at least once a month.
- For more information on strong passwords please refer to the following F-Secure Security Article [https://www.f-secure.com/en/web/labs\\_global/dealing-with-passwords](https://www.f-secure.com/en/web/labs_global/dealing-with-passwords)

### DON'Ts

- Do not select something that is easily guessed. Examples of easily guessed passwords are your phone number, your middle name or a pet's name.
- Do not write down the passwords or keep them in files on the notebook.



# IT Services

## IT Service Desks

### North Oshawa location:

Gordon Willey Building, Room SW 100

### Downtown location:

61 Charles Street Building

905.721.3333 option 1

[servicedesk@dc-uoit.ca](mailto:servicedesk@dc-uoit.ca)

- Accounts & Passwords
- Banner
- Canvas
- Email
- Classroom AV Support
- Exam Support
- IT Security Advisories
- IT Service Desk
- Lecture Capture
- MyCampus
- Network Services
- Printing
- Repair your laptop
- Software
- Technical Support
- Telecommunications
- OntarioTechU.net
- Videoconferencing
- VPN
- WISC (SharePoint)



# Book a Space

## We're in Transition!

You can use the **Book a Space** tool to conduct a space search. In this tool you will see:

- Room Type
- Capacity
- Description
- Room Characteristics
- Room Description
- Room Availability
- Images of the Room

### Know that:

- Some rooms can be booked in Outlook but not all of them...
- **Virtual rooms** are booked in Google Meet and typically these links are copied into meeting invitations in Outlook and sent to attendees





# Voicemail

Click on the link above to access instructions to set up voicemail and access your messages in person or remotely.





## Email

- Access your G Suite for Education email through your mobile device by using your mobile device's browser and entering [mail.ontariotechu.net](http://mail.ontariotechu.net), or you can configure the mobile native app on your mobile device or another mail client.
  - It is not mandatory or even required that you do this, but it is allowable.

# Webmail

Email.ontariotechu.ca



## Outlook Web App

User name:

Password:

[sign in](#)

# Tutorial Videos and Fact Sheets

[Backing up your Device](#)[Configuring Devices](#)[HotSpot Setup](#)[OntarioTechu.Net](#)[Password](#)[Phone](#)[Printing \(Faculty and Staff\)](#)[Printing \(Student\)](#)[IT Security](#)[Software](#)[Technology Tips](#)[Virtual Private Network \(VPN\)](#)[Wallpapers and Screensavers](#)

There's a ton of self-service help available from IT Services





# Telephone Conference Lines



Typically, there is a unit (non-video) conference line that would be available for use. Speak to your manager if you need to use a non-video conference line.





## Corporate Credit Cards

The requirement for a corporate credit card is determined at the unit level.

Discuss this with your manager and the unit finance person (PBO, or Finance/Admin Officer).

# Employee Perks

There are several organizations who have offered discounts to Ontario Tech faculty and staff.  
Don't forget to check them all out!



# DISCOUNTS!



# Campus Recreation Membership

[Register for a Campus Membership Here](#)



OFFICIAL WEBSITE OF DURHAM COLLEGE AND ONTARIO TECH UNIVERSITY

# CAMPUS RECREATION



CAMPUS REC

OPEN GYM TIME

FACILITIES

FITNESS CENTRE

PERSONAL TRAINING

SPORTS CAMPS

CONTACT US

MON 6:00AM - 10:30PM

TUE 6:00AM - 10:30PM

WED 6:00AM - 10:30PM

THU 6:00AM - 10:30PM

FRI 6:00AM - 8:30PM

SAT 8:00AM - 5:30PM

SUN 8:00AM - 7:30PM

## Memberships:

- 1 month
- 4 months
- 1 year

- ✓ Access to FLEX fitness centre
- ✓ Access to gymnasiums when available
- ✓ Access to indoor running track
- ✓ Changerooms with sauna

Fitness  
Classes  
Not  
Included





# Library Digital Recording Booth

A recording room equipped with professional quality camera, microphone, two monitors, LED lights is available on the main floor at the North Campus. It is configured to allow simple one button operation. All you need is to bring your USB flash drive!

(Note: your presentation will record at 720 p and the file will encoded to an MP4 format. One hour recording will use 1.5 GB of storage. It is recommended that you use a USB flash drive with storage space of at least 16GB.)

Book the recording room through the reference desk at the North Campus Library.



# Food Services

Food options on campus are as diverse as our students. Whether you're looking for vegetarian, halal, Middle-Eastern cuisine or Canadian classics, you're sure to find something to satisfy your hunger.

## Dining options

When you need to grab a quick coffee on the way to class or want to enjoy a sit-down meal with friends, we've got a restaurant, café or cafeteria for you. See a [map of our food service locations](#) at the north Oshawa location or explore your options below.

## Country Style Bistro and Mr. Sub (South Wing)

Plenty of menu options with lots of seating for you to sit down, relax and enjoy your order. Its menu includes:

- Coffee and specialty coffees
- Country Style donuts and pastries
- Fresh-made deli sandwiches and wraps
- Hot lunch entrées
- Smoothies



# Food Services

## E.P. Taylor's Pub and Restaurant (north Oshawa campus location)

Located in the Student Centre, E.P. Taylor's offers:

- daily specials
- salads and wraps
- sandwiches
- traditional pub fare

## The Hive Café

The Hive is a prototype to reimagine our food and beverage offerings on campus and begin to offer a healthier and more wholesome experience. We will be offering our in-house coffee blend, espresso-based drinks, customizable smoothies, delicious baked goods, and a rotating menu of hot fresh food. Visit the [Hive Café webpage](#) for more info and hours.

## Quizno's (Science Building)

Quizno's offers the full lineup of toasted sandwiches.



# Food Services

## **Marketplace Food Court (Gordon Willey Building, B-Wing)**

The Marketplace is one of the food courts on campus where you can tempt your taste buds with a wide variety of options.

## **Simcoe House Ales and Grill (Campus Ice Centre)**

Simcoe House Ales and Grill offers a relaxing atmosphere where you can enjoy high-quality restaurant food at student-friendly pricing. Located upstairs at the Campus Ice Centre, it's a great place to enjoy a meal with friends before, during or after a game. Visit the [Simcoe House Ales and Grill website](#) for more information.

## **South Village Residence Dining Hall (South Village)**

The South Village Residence Dining Hall is our all-you-care-to-dine location and home to the Fresh Food Company. All menu items are prepared in front of you, fresh daily.

## **Starbucks (north Oshawa location)**

Perfect place for speciality coffee, tea, gourmet beverages or a quick snack.

## **Tim Hortons**

There are convenient Tim Hortons locations throughout campus where you can grab a coffee, snack or sandwich between classes.

## **UB Café (Business and Information Technology Building)**

The UB Café offers a wide range of food options, including made-to-order stirfry, pizza, sandwiches, salads and a burger bar.



# Accessibility

## Accessibility

Best practices improve our campus experience whether it's through:

- universal design,
- proper document design, or
- accessible instruction.

## **Accommodations**

- Alternate format requests
- Ergonomic equipment requests

# Weekly Report

<https://ontariotechu.ca/weeklyreport/>

The weekly report is a campus wide communication that is published every Wednesday. You'll receive a notification by email.

Any submissions should be sent to [communications@ontariotechu.ca](mailto:communications@ontariotechu.ca) by Thursday at noon for publication the following Wednesday.

To read stories from the university community, please refer to the [Weekly Report website](#).

Employee news

Faculty and staff announcements

Services

OntarioTechU.ca

Seminars and conferences

Events

Healthy Workplace news and events

Government matters

Recreation and health

Sports

Community Forum







