New Employee Orientation

Welcome to Carleton University!
• President's Welcome!
Agenda

- Carleton Community
- Our Policies
- Mandatory Training
- Learning and Professional Development
- Benefits
- Campus Services /Programs
- Carleton Central
- Campus Card
- Campus Map
- Q&A
What are we all about?
Carleton University is a community of talented, committed and enthusiastic faculty and staff, dedicated to excellence and to supporting the education and research that distinguishes Carleton as Canada’s Capital University. We know that it is our people that are key to Carleton’s success.
We're proud to be one of Canada's Top 100 Employers for 2023.
Service Excellence at Carleton

- We have a set of Service Excellence Standards that guide how we work and interact with our colleagues, serve the needs of our students and our faculty, as well as our external partners.

Carleton University’s Service Excellence Standards
- We Care
- We are Professionals
- We are Responsive
- We are Reliable and Courteous
- We Treat Everyone as an Individual
Our Policies

- Disconnecting from Work Policy
- Electronic Monitoring Policy
- Flexible Work Arrangements
- Healthy Workplace
- Sexual Violence Policy
- Workplace Harassment Prevention
Mandatory Training

- AODA Customer Service Standard
  - Module 1 – Understanding the AODA and the Accessibility Standards for Customer Service
  - Module 2 – Communicating with Customers with Disabilities
  - Module 3 – Serving Customers with Disabilities

- AODA Employment Standard Training

- AODA Information and Communications Training

- EHS: Respect and Safety Training (formerly Workplace Violence and Harassment Prevention)
  - Worker Health and Safety Awareness – 1 Module
  - Workplace Hazardous Materials Information System

- Supervisor Health and Safety Awareness
  - IPAC (Infection Prevention and Control) Training (not mandatory, strongly recommended)
Learning and Professional Development

• Many departments offer learning opportunities throughout the year. Use them to learn about systems & tools used on campus as well as skills and topics valuable to your work!

• Where to find offerings and register:
  • Carleton Central for available courses and workshops
    • Employee Services Tab > Learning and Development
  • Top 5 for workshop announcements
  • http://carleton.ca/learninganddevelopment for info and workshops

• Good places to start:
  • Kinàmàgawin Indigenous Learning Certificate
  • Student Support Certificate
  • Web Accessibility training (self-paced)
Benefits

• We are committed to creating an outstanding workplace – and one way we do this is by offering our employees an extensive benefit package to support their continued health and wellbeing.

• Please check out the Benefits at a Glance Documents for more information regarding your benefits entitlements.
Campus Safety Services

- Working After Hours
- Emergency Notification System
- AODA – Emergency Evacuation Assistance
- Parking Services

Emergency on campus?
Dial 4444 from any campus phone or 613-520-4444 from a mobile device
Carleton Compass Program

• As a **new employee at Carleton University**, you will have an opportunity to participate in the Carleton Compass program.

• It is a unique opportunity for you to meet someone **outside of your own department**, have an introduction to a built-in network, and to hear from a peer about what it is like to work at the university.

• The **Navigators** will introduce new employees to the culture of Carleton, and some of the more “fun” things our campus community has to offer. The Navigator’s perspective provides a customized “inside look” at Carleton and their favourite spots and “hidden gems” on campus.
Services at Carleton

MacOdrum Library

Carleton Athletics

The Print Shop
Equity and Inclusive Communities

Carleton University is committed to **promoting equity, accommodating diversity** and **preventing discrimination**.

**Employment Equity**

- New employees at Carleton can expect to receive a survey regarding employment equity to ensure accuracy in our reporting of employee demographic.
Health and Counseling Services

• Professional Services employees, faculty and continuing employees have a dedicated physician and may use this service as their regular family doctor. They may also see the walk-in doctor for episodic care.

• In the CTTC building which is the same building as the health and counselling services is a conveniently located prescription shop and pharmacy. You can have your prescriptions filled on campus upon receiving them from HCS.

Employee & Family Assistance Program

• EFAP is a professional, confidential counselling and referral service provided without cost to Carleton University employees and their families.

• Carleton University employees with continuing appointments, retired employees, and immediate families can use this program!

• Call: 613-725-5676
Carleton University Union Information

• Most employees on campus are unionized. Should you have any questions that are best answered by the union, you can find their contact information on the human resources, labour relations website.

• The website also has links to the Collective Agreements of each union on campus.

Union Groups

• CUPE 2424
• CUPE 910
• CUPE 3778

• OPSUE 404
• CUASA
• CUPE 4600
Key Resources

• Payroll
• Personal Information
• Benefits
• Leaves
• Tax Forms
• Courses
Campus Card

Card Use
- ID Card
- Purchase Items
- Room Access
Campus Map

Four Quadrants
- Academic
- Administrative
- Athletics
- Residence
Questions?

Please reach out to HumanResources@Carleton.ca
Helpful links

- New Employees - Human Resources (carleton.ca)
- What is a Healthy Workplace? (carleton.ca)