

# New Employee Orientation

**Welcome to Carleton University!**

# Algonquin Territory Acknowledgement

I would like to begin by acknowledging that the land on which we gather is the traditional and unceded territory of the Algonquin nation.

# President's Welcome!

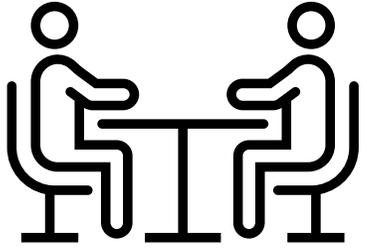


“It’s my sincere pleasure to welcome you to Carleton University! Our community of hardworking, inspiring and intelligent people are what make this university an incredible place to learn and grow.

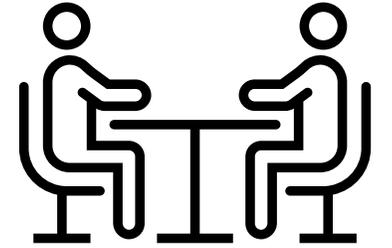
Congratulations on joining the team and all the best in your new role”

~ Dr. Wisdom Tettey

[Click here](#) to view video message.



# Let's Get To Know Each Other!



Name	Your Job Title	Fun Fact About Yourself

# Agenda

- Introductions
- 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 Community



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.

# Carleton's Accomplishments



**National Capital  
Region's Top Employer:  
Since 2014**

**Canada's Top 100  
Employer:  
2023, 2024, 2025**

# Carleton Compass Program



Carleton Compass is an **onboarding initiative** that pairs new employees with existing Carleton faculty and staff who volunteer as **Navigators to introduce new employees** to our culture of community and inclusivity at Carleton as soon as they arrive.

- Connect with a fellow Carleton employee outside of your department
- Learn about the Carleton University community
- Explore campus from the perspective of a long-term community member
- Feel supported as you begin your new role at Carleton

Please contact [carletoncompass@cunet.carleton.ca](mailto:carletoncompass@cunet.carleton.ca) if you have any questions.

# Strategic Integrated Plan (SIP)

In 2020, Carleton University's Senate and Board of Governors approved the Strategic Integrated Plan (SIP) after extensive consultations. Inspired by the triangular layout of the campus, the SIP is built around three strategic directions:

- **Share Knowledge, Shape the Future**
- **Serve Ottawa, Serve the World**
- **Strive for Wellness, Strive for Sustainability**

The plan outlines an ambitious, student-centered vision that emphasizes community engagement and leverages Carleton's strengths. For full details and updates, the university has a dedicated website featuring the SIP and its 2025 Progress Update.

[Click here](#) to view.

# 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 Professional
- We are Responsive
- We Empower Others
- 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*
- *Risk Management Policy*
- *Emergency Management Policy*
- *Environmental Health & Safety Policy*
- *Accessibility for Persons with Disabilities*

To view the full list of policies, please visit the [University Secretariat Website](#).

# Mandatory Training

- AODA: Customer Service Standard (**All Three Modules**)
- AODA: Employment Standard Training
- AODA: Information and Communications Training
- EHS: Respect and Safety Training
- Worker Health and Safety Awareness (**Module One**)
- Workplace Hazardous Materials Information System
- Supervisor Health and Safety Awareness
- Infection Prevention and Control Training - **Not mandatory, but strongly recommended**

To access the training modules, login to [D2L Brightspace](#) using your Carleton credentials.

# 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
  - [Click here](#) for information and workshops
- Good places to start:
  - [Kinàmàgawin Indigenous Learning Certificate](#)
  - [Student Support Certificate](#)
  - [Web Accessibility training](#) (self-paced)

# 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 [labour relations website](#) also has links to the Collective Agreements of each union on campus.

## Union Groups

CUPE 2424	OPSEU 404
CUPE 910	CUASA
CUPE 3778	CUPE 4600

# Benefits Packages Per Union Group

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.

- CUPE 2424, including Casual/Replacement
- CUPE 910
- CUPE 3778
- CUPE 4600
- CUASA
- OPSEU 404
- Non-Union

To view a summary of your benefits package, view our [Benefits at a Glance](#) document per bargaining unit and job type.

## If you have questions about your Benefits Package, please contact

### **Laura MacDonald:**

- Continuing Full-Time
- Term Appointment

Email:

[laura.macdonald3@carleton.ca](mailto:laura.macdonald3@carleton.ca)

### **Payroll:**

- CUPE 2424 Casual/Replacement
- CUPE 910 Temporary Appointment

Email:

[payroll@carleton.ca](mailto:payroll@carleton.ca)

# Additional Benefits

Includes, but not limited to:

## Employee Discounts

- GoAsAGroup
- TD Insurance (Meloche Monnex Program)
- Windows 10 Education Package
- Wireless Cell Phone Plans (Rogers & Telus)

## Tuition Waiver

\*\* Check your respective [Benefits at a Glance](#) document for eligibility



# 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

# Services at Carleton

MacOdrum Library



Athletics



Print Shop



Campus Store



Dining Services

## Health and Counseling Services

- Professional Services staff, faculty, and continuing employees can use a dedicated physician as their family doctor. Also, they can access walk-in care for occasional health needs.
- There is a pharmacy located in the CTTC building (same as Health and Counselling Services), where you can conveniently fill prescriptions received from HCS right on campus.
- [Visit their website](#) for more information.

## 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 to book an appointment.
- [Click here](#) to access their brochure.

# 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.



# Carleton's Commitment to Accessibility

- Carleton University is committed to fostering an inclusive and accessible campus where everyone can fully participate and thrive.
- While recognizing that accessibility challenges still exist, the university is actively working to address barriers through inclusive design, challenge ableism, and promote shared responsibility for accessibility across the community.
- The [Coordinated Accessibility Strategy](#) is a framework to support Carleton's commitment to a culture of accessibility across the campus.
- For all accessibility feedback and concerns, please contact [access@carleton.ca](mailto:access@carleton.ca).

# Carleton Central

## Key Resources:

- Payroll
- Personal Information
- Benefits
- Leaves
- Tax Forms



Carleton Central

[SITE MAP](#) | [HELP](#) | [LOGOUT](#)

[Personal Information](#) | [Employee Services](#) | [Financial Services](#)

## Main Menu



### Personal Information

- Update addresses and phone numbers
- View name change information
- Personal Emergency Contact Information
- **Campus Card:** The CampusCard online services can now be accessed through the CampusCard Web Center
- MyCarletonOne Account information and Carleton Email address
- Travel Registry
- Manage Email Communications
- Preferred First Name
- Submit Social Insurance Number (SIN)



### Campus Alerts

- **Service Disruption Notification:** Register your cellphone and Subscribe to receive text message alerts in the event of an unplanned service disruption on campus (e.g. road/pathway closures, elevator outages, etc).



### TA Management

- **Faculty TA Management System:** Submit TA Requests, Assign TA Duties, Create TA Training and Orientation Sessions
- **Graduate TA Management System:** Graduate TA Profile, Graduate TA Assignments, Leave From TA Duties Application
- **TA Mentor Positions:** Review Mentor Positions, Create TA Training and Orientation Sessions
- **TA Outside Priority Applications**
- **TA Priority Waiver**
- **TA Training:** TA Training Registration, TA Training Transcript



### Employee Services

- Benefits and Deductions
- Update your Emergency Contacts
- Apply for Job Opportunities
- View your current leave balances
- Learning and Development
- Pay Information
- View Carleton's Retirement Planner Application
- Tax Forms
- More...

# Campus Card

## Used for:

- Identification
- Purchase Items
- Room Access

The screenshot shows the 'CampusCard Web Centre' interface. The main heading is 'Report Lost Card'. A 'WARNING' section states: 'Once your card is reported as lost it will become inactive. This means you will not be able to use your card for door access, meal plans, or any purchases and your library access (online and in person) will be suspended. To reverse this, you will need to: report the card found (using the CampusCard Web Centre) OR [replace the card](#). Do you want to report your card as lost?' Below this text are two buttons: 'Yes' and 'No'. The left sidebar contains a search menu and several expandable sections: 'myAccount' (Account Balance, Deposit Funds, Notification Preferences, Spending History), 'myPhoto' (Terms of Use, Photo Examples, Submit Photo), 'myAccess' (My Current Access), 'myCredentials' (Report Lost Card, Set PIN), and 'Other' (Home, Announcements, Change Password, Logout). The footer includes support contact information and a copyright notice for Carleton University.

# Campus Map



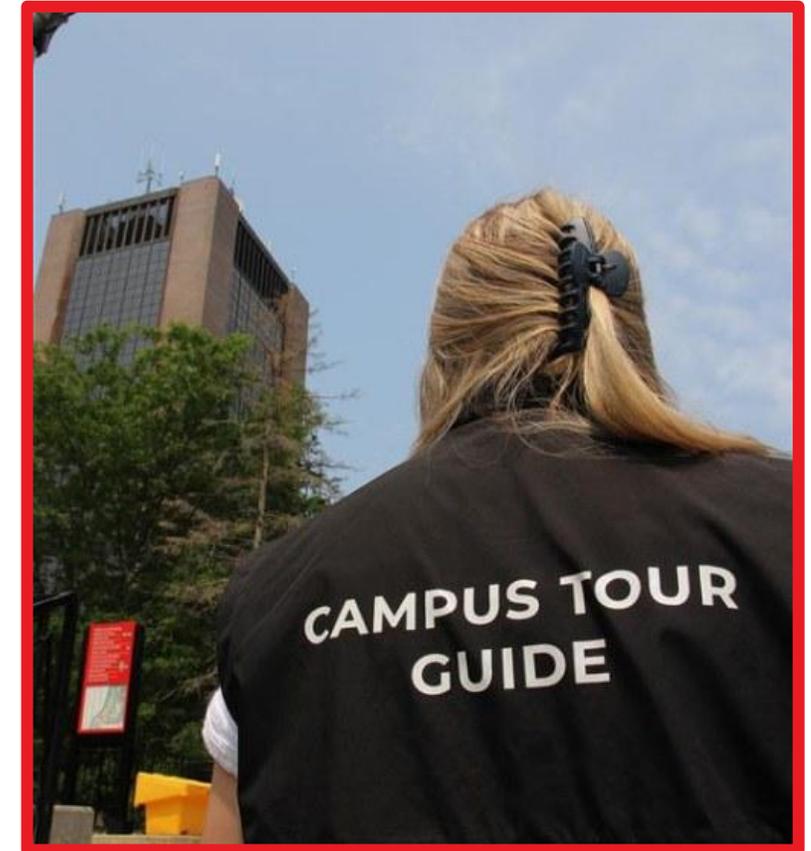
## Four Quadrants

- Academic
- Administrative
- Athletics
- Residence

To access the live GPS map, [click here](#).

# Campus Tours

- If you are interested in learning more about Carleton's campus from an experienced tour guide, you can reach out to Lorena Rodriguez at [lorena.rodriguez@carleton.ca](mailto:lorena.rodriguez@carleton.ca).
- Our campus tours cover all of the key areas you will need to know about as an employee member, including services, food locations, and health and wellness.
- Tours can be booked by sending an email, and we will find a date and time that works for you.



# Check out the Carleton App!



**Carleton Mobile** 4+

Carleton University mobile app

[Carleton University](#)

★ ★ ★ ★ ★ 2.7 • 3 Ratings

Free

[Click here](#)

**Thank you!**  
**Any Questions?**

