

# **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.

## Interim 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. Jerry Tomberlin

# 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.

**We're proud to be one of Canada's  
Top 100 Employers for 2023.**



**Carleton  
University**



## Strategic Integrated Plan (SIP)

In 2020, Carleton University's Senate and Board of Governors endorsed the Strategic Integrated Plan (SIP) following extensive consultations. This plan takes inspiration from the unique triangular layout of Carleton's campus and outlines three critical strategic directions:

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

The SIP presents an ambitious vision for the future, firmly rooted in Carleton's strengths and its commitment to student-centric, community-engaged values. To explore the full details of this plan and stay updated on its progress, you can visit the beautifully designed Strategic Integrated Plan and the 2023 Progress Update on Carleton University's website: [Strategic Integrated Plan \(SIP\)](#).



# 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.
- If you have any questions, please reach out to Laura MacDonald to schedule a one-on-one meeting or attend the office hours that were provided to you via email with your benefits documents to sign and return.

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



# Campus Safety Services

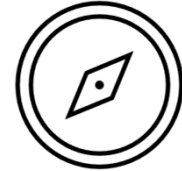


- Working After Hours
- Emergency Notification System
- AODA – Emergency Evacuation Assistance
- Parking Services

## **Emergency on campus?**

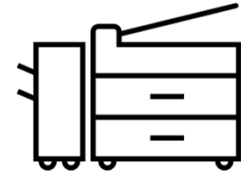
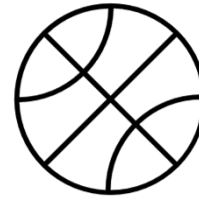
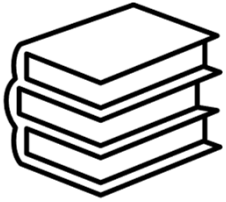
Dial 4444 from any campus phone or 613-520-4444 from a mobile device

# 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

The Book Store

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. <https://carleton.ca/health/>
- 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 or visit for more detail: <https://carleton.ca/hr/efap/>

# 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](#)
- OPSEU 404
- CUASA
- CUPE 4600

# Carleton Central

## Key Resources

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



Carleton  
University

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...](#)

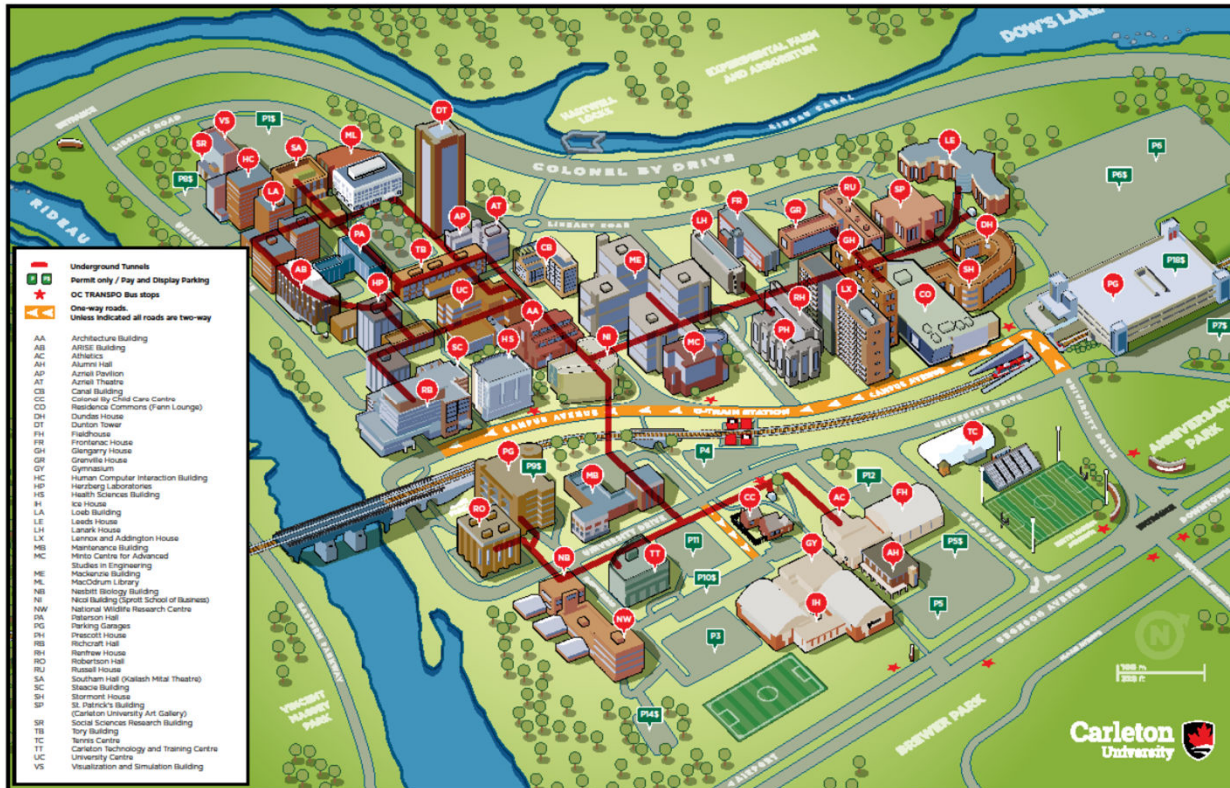
# Campus Card

## Card Use

- ID Card
- Purchase Items
- Room Access

The screenshot shows the 'CampusCard Web Centre' interface. The main heading is 'Report Lost Card'. Below this is a 'WARNING' section with the following text: '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?'. There 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