

York University New Employee Orientation



redefine THE POSSIBLE.

Revised Jan. 27, 2012



Agenda



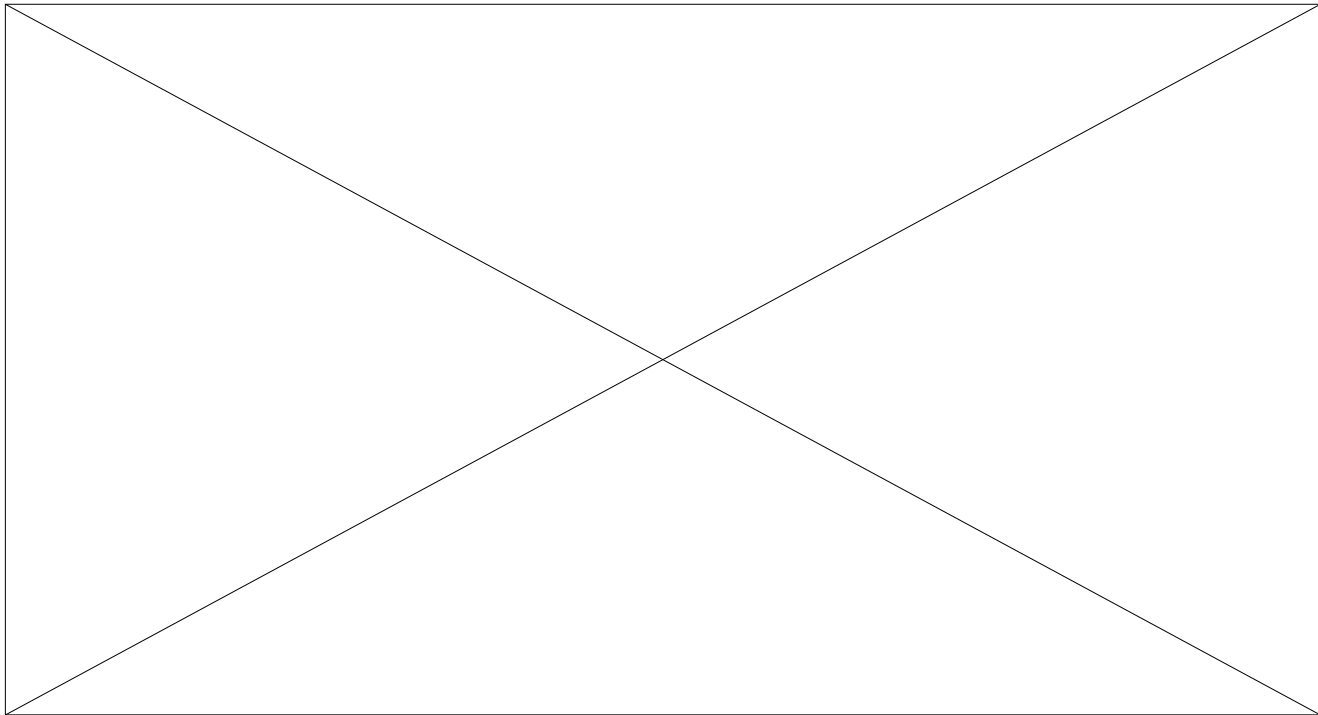
Morning

- 9:00 - 10:00 Orientation ("About York")
- 10:00 - 10:15 Break
- 10:15 - 11:30 Pension & Benefits (Presentation, Q & A)
- 11:30 - 12:15 - Non-YUSA employees return to work
 - YUSA employees meet with union rep
 - CPM employees attend: A CPMer's Overview of York's Unions
- 12:15 - 1:15 Lunch

Afternoon

- 1:15 - 4:15 Mandatory Workplace Violence and Workplace Harassment Prevention programs, and AODA training
- 4:15 (or earlier) Employee returns to work

Video – Welcome to York University



Our Beginnings



Founded in March 1959

1959 - Falconer Hall

Rented from the University of Toronto

1961 - Glendon Campus

Purchased from U of T for \$1.00

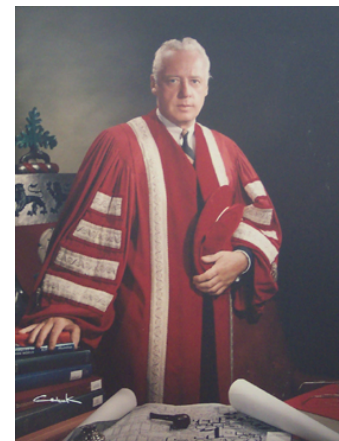


Glendon Gates

1965 - Keele Campus Officially Opened

Murray Ross* - 1st President

*Ross Building named in his honour



Murray G. Ross

Our Students, Faculty and Staff



1960

78 Students

15 Faculty

Today

Over 83,700
Students*

Approximately
12,400 Faculty
and Staff*



* Source: The Fact Book 2009-2010,
<http://www.yorku.ca/factbook/factbook.asp?Year=2009+%2D+2010>

- Canada's Third Largest University
- A Major Employer in the City of Toronto

Our President & Vice-Chancellor



Dr. Mamdouh Shoukri officially assumed his new role on July 1, 2007, and was formally installed as York's seventh president during the Fall term of 2007.



Our Chancellor



Hon. R. Roy McMurtry

- Ceremonial Head of the University, and our 12th Chancellor; formally confers degrees at convocations.
- Former chief justice and attorney general of the province of Ontario and former Canadian High Commissioner to the United Kingdom.



Our Motto



Tentanda Via

The way must be tried.

*York's motto exemplifies the pioneering path the
University has taken in many areas.*



York's Mission Statement



The mission of York University is the pursuit, preservation, and dissemination of knowledge. We promise excellence in research and teaching in pure, applied and professional fields. We test the boundaries and structures of knowledge. We cultivate the critical intellect.

York University is part of Toronto: we are dynamic, metropolitan and multicultural. York University is part of Canada: we encourage bilingual study, we value tolerance and diversity. York University is open to the world: we explore global concerns.

A community of faculty, students and staff committed to academic freedom, social justice, accessible education, and collegial self-governance, York University makes innovation its tradition.

What do these people have in common?



Famous Alumni (cont.)



York Theatre Grad *Rachel McAdams* is Hollywood's new A-list star of *Mean Girls*, *The Notebook*, *Wedding Crashers* and, most recently, *The Family Stone*.

McAdams (BFA '01) now divides her time between film sets stateside and a house in Toronto.



Governing Structure



Board of Governors <http://www.yorku.ca/secretariat/board/index.htm>

- Responsible for non-academic management of the University.
- Committees' memberships include leading members of the community, faculty and student representatives.

Senate <http://www.yorku.ca/secretariat/senate/index.htm>

- Senior council that votes on academic policy matters.
- Faculty delegates, staff and student representatives.

University Secretariat <http://www.yorku.ca/secretariat>

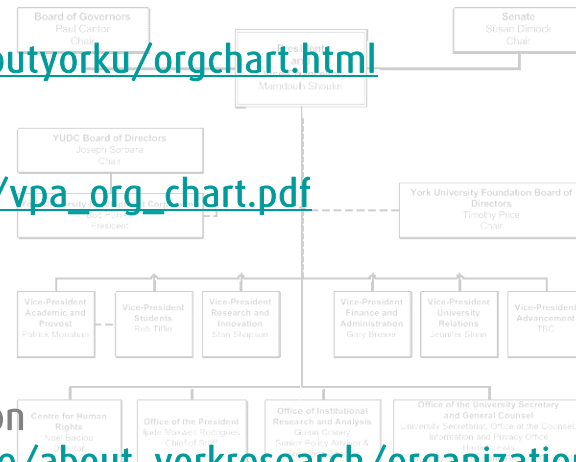
- Administers the governance of the University by supporting the Board of Governors and the Senate.
- A resource on information and privacy, the University's policies, procedures and regulations.
- We comply with the Freedom of Information and Protection of Privacy Act (FIPPA).



How We Are Organized



- Office of the President
<http://www.yorku.ca/presidnt/aboutyorku/orgchart.html>
- Vice-President Academic & Provost
http://vpacademic.yorku.ca/office/vpa_org_chart.pdf
- Vice-President Students
<http://www.yorku.ca/vpstdnts>
- Vice-President Research & Innovation
http://research.yorku.ca/securehome/about_yorkresearch/organization/file_2_orgstructure.pdf
- Vice-President Finance & Administration
<http://www.yorku.ca/vpa>
- University Relations
<http://www.yorku.ca/universityrelations/vpur.html>
- Organizational Chart:
https://www.infomart.yorku.ca/public/org_structure/fullinternalchart.asp



One University, Two Campuses



Keele Campus

- Self-contained community with extensive facilities.
- Home to 47,062 undergraduate students (full-time and part-time), and 6,143 graduate students (full-time and part-time).
- 3,226 International students from over 180 countries (undergraduate and graduate).

Glendon Campus

- Small liberal arts Faculty where you can study in English and/or French.
- Close-knit community of 2,500 students.



Please visit <http://www.yorku.ca/yorkweb/maps/index.htm> for maps and directions.

Our 10 Faculties



Faculty of Liberal Arts & Professional Studies

Faculty of Education

Faculty of Environmental Studies

Faculty of Fine Arts

Faculty of Graduate Studies

Faculty of Health

Faculty of Science and Engineering

Glendon College

Osgoode Hall Law School

Schulich School of Business



Our Colleges



We have eight Colleges on the Keele campus, plus the Glendon College, each with its own Master who oversees the recreational, social and residential aspects of student life. Every College complex has a student residence and other essential services. Each Undergraduate student is affiliated with one of the Colleges.



Unions & Associations



Canadian Union of Public Employees

- CUPE Local 1356, CUPE 1356 – Unit 1, Unit 2
For more information visit <http://www.1356.cupe.ca>

Canadian Union of Public Employees

- CUPE 3903 – Unit 1, Unit 2, Unit 3
For more information visit <http://cupe3903.tao.ca>

International Union Of Operating Engineers

- IUOE Local 772
For more information visit <http://www.iuoe772.org>

Ontario Public Service Employees Union

- OPSEU YUELI
For more information visit <http://www.opseu.org>

Osgoode Hall Faculty Association OHFA

- For more information email: jli@osgoode.yorku.ca

Unions & Associations (cont.)



York University Staff Association

- YUSA and YUSA-2 represents full-time, part-time and temporary employees performing clerical, administrative, and technical work.
For more information visit <http://www.yusapuy.org>

Confidential, Professional and Managerial Employees Association

- CPMEA is not a union, but a voluntary association.
For more information visit <http://www.yorku.ca/yorkcpm>

York University Faculty Association

- Represents full-time faculty and librarians.
For more information visit www.yufa.org

York Life – Where to Eat



York Lanes

- Berries & Blooms Fruits
- Blueberry Hill Restaurant
- Japanese Restaurant, etc.



Coffee Shops & Snacks

- Tim Hortons – various locations
- Starbucks
- Second Cup
- Las Nubes Coffee

Student Centre – Food Court

- Various fast-food outlets
- Treats Café Emporium
- The Underground Restaurant

Cafeterias and Pubs

- Keele Campus: Central Square, Michelangelo's, and other various locations
- Glendon Campus: Café du Glendon, Eur Baguette, and other various locations



York Life – Financial Institutions



Financial Institutions on Keele Campus:

- Bank of Montreal - York Lanes
- Alterna Savings Credit Union - York Lanes



ATMs:

- TD Canada Trust - Central Square
- Bank of Montreal - York Lanes
- Scotiabank - Student Centre
- Royal Bank - Health, Nursing & Environmental Building
- Alterna Savings - York Lanes



York Life – Shopping & Services



York Lanes Retail Products & Services:

Please visit <http://www.yorku.ca/commerce> for complete details.

- Medical Services: Chiropractic, Dental, Medical, Optical
- Pharmacy
- Convenience Store & Lottery Terminal
- Travel Agency
- Dry Cleaning, Alterations
- Computer Store
- Gifts, Cards and Postal Outlet
- Hair & Esthetics Salon
- Photo Development & Passport Pictures
- Bookstore
- Government of Ontario Kiosk



YORKW!SE

Your Guide to Healthy Living



University-wide initiative to support sustainability and quality of life on campus:

- Energy and water conservation
- Recycling
- Campus cleanup
- Sustainability and campus planning
- GoSAFE
- Healthy eating
- Walking trails



Ontario's Healthy Restaurant Program



York Life – Sports & Recreation



Fitness & Lifestyle Programs

Tait McKenzie Centre*

- Pool
- Squash Courts
- Fitness Centre
- Cardio, weight machines and free weights
- Tennis Courts (outdoor)
- Fit for Life Employee Program



Proctor Field House (Glendon)

Canlan Ice Sports York (next to Pioneer Village)



Rexall Centre Sports & Entertainment Complex (Tennis)

*Special membership rates are offered to employees. For details please visit:
<http://www.recreation.yorku.ca/membership/index.htm>.

York Life – Sports & Recreation (cont.)



Toronto Track & Field Centre

Indoor & Outdoor Tracks

Athlete's Care - Sports Injury Clinic

- Chiropractic
- Massage Therapy
- Physiotherapy
- Athletic Therapy
- Sports Medicine Physicians
- Nutritionist



Occupational Health & Safety



Occupational Health and Safety Act: <http://www.yorku.ca/dohs>

- The responsibilities of employers, supervisors, and workers can be found in your OHS manual (p. 9, 10, 12, 20)
- Once you have reviewed the manual with your supervisor please ensure that you fill in the “Safety Orientation Checklist” (p. 21) provided and return to the contact info listed at the bottom of the checklist.

Workplace Violence Prevention Awareness, as well as other online training can be found at www.yorku.ca/dohs/onlinetraining.htm

York University Health and Safety Policy:
<http://www.yorku.ca/secretariat/policies/document.php?document=28>

Occupational Health & Safety (cont.)



Ergonomics Information and Services

<http://www.yorku.ca/dohs/ergonomics/ergonomics.htm>

Ergonomics focuses on musculoskeletal injury prevention

An ergonomic workplace is one where the interactions among workers and other elements of the workplace are optimized resulting in:

1. Maximized comfort and productivity
2. Reduced risk of injury and mistakes



York Life – Personal Safety



- York's goSAFE program is a complimentary service providing walking escort and shuttle bus transportation. (6pm to 2am).
- For more information, please call 416-736-2100 (or ext. 55454) or visit the goSAFE Web Site: www.yorku.ca/gosafe/newcampusshuttle.html
Map, www.yorku.ca/gosafe/documents/VILLAGE_SHUTTLE_Map_Sept2011.pdf

- Vari Hall
- Pond Residence/TEL
- Assiniboine Bus Stop
- The Village (Cook Road)
- Jane & Shoreham (Terminal 2) at the PetroCanada Gas station by request only (call goSAFE office at 416.736.5454) .
- 500 Murray Ross
- Four Winds & Sentinel
- The Village East (Leitch)

York Life – Emergency Management



What is an Emergency?

An emergency is a situation or an impending situation that constitutes a danger of major proportions, that could result in serious harm or damage to persons or property, and is caused by the forces of nature, a disease/health risk, accident or an act whether intentional or otherwise.

The screenshot displays a digital interface for York University's Emergency Messaging System. It is divided into two main columns. The left column, titled "In the News Today...", features three news categories: "NATIONAL NEWS" with the headline "Hundreds return home as B.C. wildfires cool", "LOCAL NEWS" with "Cyclist shot dead in Toronto's west end", and "SPORTS" with "Blue Jays let Rios go to White Sox". The right column shows the York University logo, the date and time "Fri. Aug. 14 6:49 AM", a weather forecast for "Today" (23°C), "Sat." (20°C), and "Sun." (17°C), and the text "Welcome to Ross Building". At the bottom, a grey bar contains the text: "This is York's University's Emergency Messaging System. In case of emergency, all notifications and up-to-the-minute information will be broadcast on these screens."

York Life – Emergency Management



SPECIFIC EMERGENCIES

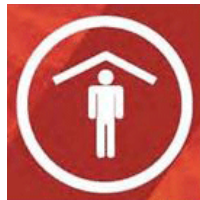
Fire



Evacuation



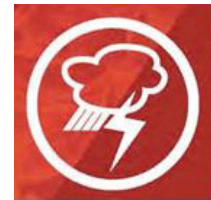
Shelter-in-Place



Lockdown



Severe Storm



How to report an emergency on campus

Report emergencies to York University Security Services at ext. 33333

Always call 911 first for life threatening emergencies

Depending upon the emergency, you may be notified by

Fire alarms, York University Security Services, Emergency Responders
Telephone call tree activation, email, Web sites, media (TV or radio broadcast),
Liquid crystal display (LCD) television screens across campus,
calling York University's information line at: (416) 736-5600.

York Life – Emergency Management



Be Prepared for an Emergency

- Find out where your emergency designated assembly point is located
- Learn how to safely evacuate your building, shelter-in-place, and lockdown
- Let your manager know if you need assistance to evacuate the building in an emergency
- Learn your unit's Emergency Preparedness Sub plan and Emergency Operating Procedures
- Volunteer to be an Emergency Response Warden.

Remember: All persons are required to exit a building upon hearing a fire alarm. When an alarm sounds, if you see someone wearing their fluorescent orange or yellow vest and hat – please follow their instructions. For additional information, please visit: www.yorku.ca/epp.

Accessibility for Ontarians with Disabilities Act (AODA)



All public and private organizations in Ontario are required to comply with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*. This legislation aims to make Ontario fully accessible to persons with disabilities by 2025.

All members of the University who interact with the public on a regular basis on behalf of the University must complete the e-learning component of AODA training as instructed by your supervisor. Information is available at, www.yorku.ca/secretariat/AODA.

York Life – Child Care



Child Care Centres

York University Co-operative Daycare Centre - Room 128, 90 Atkinson Rd.

- A fully licensed centre serving the York community since 1969.
- Gives priority to York students, staff, graduate students and faculty.
- For further information, visit www.yorku.ca/daycare.



Lee Wiggins Child Care Centre - Room 201, Student Centre Building

- Provides licensed part-time and full-time care for 25 children (from 18 months to five years).
- Priority is given to students and CUPE 3903 members, followed by staff, faculty and members of the wider community. For further information, visit www.yorku.ca/children.

Summer Day camps for School-aged children



York Life – Commuting to Work



Parking and Transportation Services

For information on parking services, parking permit and parking rates, please visit www.csbo.yorku.ca/ParkingServices.

To purchase a parking permit, you must provide valid proof of vehicle ownership or registration (photocopy of the front and back of your vehicle ownership).

To find a carpool with York University's ride-matching system, please visit www.yorku.ca/trnsprt/car-van.htm.

Parking Office - Room 222, William Small Centre, 155 Campus Walk

Staff discounts are available for TTC Metropass.

York Life – Commuting to Work (cont.)



For information on transportation routes to York University from all areas within and surrounding Toronto, please visit www.csbo.yorku.ca/transportation.

Public Transit Services:

- BRAMPTON TRANSIT
- YORK REGION TRANSIT (YRT)/VIVA TRANSIT
- GO TRANSIT
- TORONTO TRANSIT COMMISSION (TTC)



Spadina Subway Extension

Ride the Rocket.



THE BETTER WAY



York Life – Employee Perks



Tuition Fee Waiver & External Development Fund

York encourages its employees to upgrade their knowledge and skills. York waives the tuition of most eligible programs for employees and their dependents. For more details, visit <http://www.yorku.ca/hr/services/employees/index.html> .

December Holiday Break & Summer Hours

Available to most employees – for details, please refer to your collective agreement, or to CPM Policies and Procedures. Summer hours allow for one hour early departure on last day of the scheduled work week for June, July and August.

York Lanes Pharmacy

10% discount on over-the-counter goods, except for merchandise already on sale (employees must show employee ID).

York Life – Employee Perks (cont.)



Alumni and Employee Perk Programs

Privileged access and great savings on everything from event tickets to investment services and insurance. Take advantage of the preferred rates for:

- Home and Auto Insurance Entertainment & Cultural Events
- Golf Packages
- Car Rentals
- Credit cards
- Tickets for sporting events & more

For a complete list, please see details on the 'Perks' program on the Alumni Web site at www.yorku.ca/alumni/perks/index.htm.

Useful Sources of Information



York University Internet

- Faculty & Staff Web Page – For a complete listing of resources, visit www.yorku.ca/yorkweb/fs.htm.
- Faculty/Departmental Web Sites – Detailed information about services provided
- Contact Directory (York Atlas) - Telephone & email directory, <http://mocha.yorku.ca/atlas/servlet/atlas>
- York Search - Google powered York-specific search
- Y-File - Daily e-newsletter emailed to all employees <http://www.yorku.ca/yfile/archive/ViewIssue.asp>
- Computing Services - Resources & services for faculty & staff: <http://www.yorku.ca/computing/facultystaff>

Human Resources



The Human Resources & Employee Relations Web site keeps staff and faculty informed about its key services and internal job opportunities.

Provides information on services offered:

- Employee Relations
- Job Evaluation and Compensation
- Employee Well Being Office
- Payroll
- Pension & Benefits
- Recruitment, Workforce Planning & Employment Equity
- Learning & Development Opportunities (www.yorku.ca/hr/hrlearn.html)



York Employee Self Service System (Y.E.S.S.S.) - Change your personal or benefits information easily by using our online system at

<http://www.yorku.ca/hr/services/employees/yesss/index.html>

For more information, please visit www.yorku.ca/hr.

Human Resources (cont.)



Employee Well Being Office

www.yorku.ca/hr/units/employeerelations/ewb.html

Employee Assistance Program (EAP)

- Available to all non-academic, permanent employees
- A confidential service provided by Shepell.fgi to assist with personal problems and life challenges
- Available 24 hours a day, seven days a week
- Visit www.shepellfgi.com for more information.



Human Resources (cont.)



CPM Standard Operating Procedures

Standard Operating Procedures (SOP) articulate the working arrangements for Confidential, Professional and Managerial (CPM) employees at York University.

For more information on the various CPM SOPs, such as Vacation Entitlement and Sick Leave, please visit <http://www.yorku.ca/hr/cpmsop.html>

Note: To be added to the CPM listserv, please email Marian Hissa at hissam@yorku.ca.



Human Resources (cont.)



Employment Equity at York University

York University is committed to Employment Equity

- The University is a participant in the Federal Contractors Program.
- Required to collect information about our workforce.
- Maintain employment equity records to ensure reasonable progress is being made towards the fair representation of designated groups (women, Aboriginal peoples, persons with disabilities, and visible minorities).

Employment Equity Survey

- Responses will be used to create statistics about the make-up of our workforce.
- Information will only be used for Employment Equity purposes and will be kept confidential.
- Can identify in more than one designated group.
- Questionnaire includes definitions to help you accurately identify which group(s) you may belong to.

Wrap Up



This concludes this portion of the New Employee Orientation.

Up Next: Break

Benefits Enrollment

Thank you for your participation today. We hope we've provided you with enough information to help you feel comfortable at York. We'd be happy to answer any questions you may have.

WELCOME TO YORK!



Vari Hall