

The University of Western Ontario



***ORIENTATION HANDBOOK
Full Time Academic Staff (2007-2008)***

¹ The following information has been compiled to aid new academic staff in their transition to The University of Western Ontario. OFRR is grateful to the multiple individuals and departments, particularly the Department of Zoology (now Biology), for their assistance. The information in this document is provided only as guidance and should not be construed as official policy. The information is also subject to change.

Office of Faculty Recruitment and Retention

Western's Faculty Recruitment and Retention Office (OFRR) assists new academic staff and their family members in the overall transition to the University and to the Community of London, Ontario. OFRR assists new academic staff by providing necessary information to ease the transition to a new community.

OFRR acts a resource to prospective, new and current faculty members *and* their spouses/partners across all disciplines at Western and at all stages of their academic careers. OFRR acts as a central information resource on a variety of topics including, but not limited to, housing, moving, childcare and eldercare, partner employment, healthcare, financial services, ethno-cultural programs, and immigration for faculty members and their families. In addition to working with prospective and new faculty members, OFRR is also responsible for the development and implementation of centrally offered recruitment and retention initiatives.

One of the many other functions of this office is to serve as a liaison and information source between hiring units and Human Resources Development Canada/Citizenship and Immigration Canada in the recruitment of academics from outside Canada.

For further information on the Faculty Recruitment and Retention Program, please contact:

Ms. Jennifer Holburn
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Office of Faculty Relations
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Section I: Moving to London

1.1 Moving Companies

Western's contract supplier for moving and/or real estate location services is Campbell Brothers/United Van lines. Please contact the departmental secretary of your unit for additional information on moving personal belongings and current practice in your department.

University contacts for moving policy can be located through the Purchasing Department at <http://www.uwo.ca/finance/purchase/>.

Campbell Bros. Movers Limited
55 Midpark Crescent
London, Ontario N6N 1A9
Account Coordinator: Jodi Mitchell
Telephone: (519) 681-5716 Ext. 236 or (519) 681-5710
Facsimile: (519) 681-7931
Email: jodim@campbellbros.com

Other moving companies can be contacted for quotes on moving your belongings. Some suggestions to other movers used by academic staff at Western include:

McWilliams Moving & Storage Limited
Customer Development: Larry Kruger
Telephone: 1 -800-461-6464 <http://www.mcwilliamsmoving.com/>

Rod Speers, President
D. Armstrong Moving & Storage Ltd.
Armstrong International Movers
Direct Line: 905-795-6777 Cell: 647-403-5775

1.2 Housing

Information on housing in London can be found on the Good Move London website found at:
<http://www.goodmovelondon.com/living/housing/>.

This site contains information on both rental and purchase properties.

If you are interested in rental properties, Western's housing site contains listings for staff and faculty located at: <http://www.uwo.ca/hfs/housing/offcamp/index.htm>

Other housing listings can be found in the London Free Press
<http://www.lfpress.ca/classifieds/>.

Guaranteed Housing Loan Plan

Western also has a guaranteed housing loan program for faculty members. Full-time regular members of the University who need assistance in the purchase, renovation, addition to or refinancing of a principal residence may qualify for a bank loan guaranteed

by Western. Detailed information and conditions on this program can be found at:
<http://www.uwo.ca/univsec/mapp/section2/mapp27.pdf>

For other housing information including available homes from faculty members on Sabbatical or for a listing of realtors recommended by faculty members, please contact Jennifer Holburn.

1.3 Resources for Initial Home Setup

Electricity

London Hydro
<http://www.londonhydro.com>
519-661-5503

Heat

Union Gas
<http://www.uniongas.com/>
519-439-0151 Toll Free Number: 1.888.774.3111

Water Heater Sales/Rentals

Union Energy
<http://www.unionenergy.com/>
519-686-7554 Toll Free Number: 1.888.718.6466

Phone Connection & High Speed Internet

Bell Canada
<http://www.bell.ca/shop/application/commercewf>
Toll Free Number: 1.800.668.6878

Phone Connection, Cable & High Speed Internet

Rogers Canada
<http://www.rogers.ca/>
Toll Free Number: 1.800.980.5464

Home Internet Use through Western

Free dial in Service to a maximum of 40 hours per month
<http://www.uwo.ca/its/accounting/offcampus-access.html>

Local Newspaper

London Free Press
<http://www.fyilondon.com/londonfreepress/>
519-676-6666

Garbage/Recycling Collection

Pickup according to City Zone
http://www.city.london.on.ca/Cityhall/EnvServices/zonemap_pdf.htm
519-661-4585

1.4 Driving in Ontario

<http://www.mto.gov.on.ca/english/dandv/driver/>

If you have a valid driver's license from another province or country, you can use that license for 60 days in Ontario. At the end of two months, you will be required to apply for an Ontario driver's license.

If you are a licensed driver with two or more years of driving experience in another Canadian province or territory, Great Britain, the United States, Germany, Japan or the Republic of Korea, you may get full Class G license privileges without taking a knowledge or road test.

To apply for an Ontario driver's license, the following documentation will be needed:

- Current Driver's License (with proof of at least 2 years of driving experience as demonstrated by issue date and expiration date of license)
- Application fee

Otherwise you may have to take a knowledge and road test. Licenses are issued at the Driver Exam Center, 220 Exeter Rd, 873-4300, Monday to Friday, 8:30 a.m. to 5 p.m. If you do not need to take the exams, you can obtain a license from any of several issuing offices. Office locations can be found at:

<http://www.mto.gov.on.ca/english/dandv/issoffs.htm>

1.5 Pets

Your cat and/or dog must be licensed in London. For more details on licenses within the city of London, please see the following site:

http://www.london.ca/Cityhall/CorpServices/CityClerks/Licences/pet_licence_geninfo.htm

1.6 Transportation Services

Airlines:

London International Airport/ YXU (follow Oxford Street eastward)

1-888-247-2262

<http://www.londonairport.on.ca/>

Bus Services:

Greyhound Bus Terminal

101 York Street 519-434-3245

Or on campus: (Located at the Info Source UCC) 519-661-3722

<http://www.greyhound.ca/>

ROBERT Q's AIRBUS

Provides transportation to the Toronto Airport/ YYZ or Detroit Airport

519-673-6804

105 Wharncliffe South

<http://www.robertq.com/Airbus/index.html>

Train Services:

VIA RAIL Reservations 519-672-5722

<http://www.viarail.ca/>

Local Transportation

London Transit Commission (LTC):

London is served by an extensive bus network with regular access to the University. Timetables and maps are available at the Information Desk at the University Community Centre (UCC, see map) and on-line. Tickets can be purchased at the UCC and dozens of shops throughout the city displaying the LTC logo.

London Transit Service (public buses) 519-451-1347
<http://www.londontransit.ca/index.htm>

Taxi Services:

About town Taxi 519-432-2222
Checker Limousine & Airport Services 519-659-0400
U-NEED-A-CAB 519-438-2121

Bicycle Paths:

The City of London supports bicycling as an active way to enjoy the many special features London has to offer either as a recreational pastime or as an alternative means of transportation.

<http://www.city.london.on.ca/Mapphoto/bikepage.htm>

1.7 Financial Information

Canadian and Ontario Taxes (GST & PST)

Canada Customs and Revenue Agency
<http://www.cra-adrc.gc.ca/>

Financial Institutions

Banks:

Bank of Canada <http://www.bankofcanada.ca/en>
Laurentian Bank of Canada <http://www.laurentianbank.com/>
Bank of Montreal <http://www4.bmo.com/>
National Bank of Canada <http://www.nbc.ca/>
CIBC <http://www.cibc.com/ca/personal.html>
Royal Bank of Canada <http://www.rbc.com/>
HSBC Canada <http://www.hsbc.ca/hsbc>
Scotiabank - <http://www.scotiabank.com/>
ING Financial Services <http://www.ing.com/us>
TD CanadaTrust <http://www.td.com/>

Credit Unions:

St. Willibrord Credit Union <http://www.mycu.com/>
Ukrainian Credit Union <http://www.ukrainiancu.com/>
Credit Union Central of Ontario <http://www.ontariocreditunions.com>
Credit Union Central of Canada <http://www.cucentral.ca/>

For specific contact information, please contact Jennifer Holburn.

1.8 Health Care

Family Clinic for Faculty/Staff at Western

Western opened a Faculty/Staff Family Practice Clinic on the lower level of the University Community Centre. The Clinic provides health care services to University faculty and staff members and their spouses and children who do not currently have a family physician.

Staff and faculty are asked to register for the Clinic on the web at <http://www.sffpc.uwo.ca/>

1.9 Family Care

Schools

The Ontario Ministry of Education
<http://www.edu.gov.on.ca/>

The following school boards offer elementary, secondary, French immersion, and special needs programs. The sites below list the locations of all their schools in the London area.

For current school ratings, please contact Jennifer Holburn.

Thames Valley District School Board
<http://www.tvdsb.on.ca/>

Catholic District Separate School Board
<http://www.ldcsb.on.ca/>

Private Schools

Byron Woods Montessori School
<http://www.byronwoodsmontessori.com/>

Christian Academy of Western Ontario
<http://www.londonchristianacademy.ca/home.htm>

Faith Community Christian School
<http://www.fccs.on.ca/>

Gibbons Park Montessori School
519-660-8731

London Community Hebrew Day School
519-439-8419
London District Christian Secondary School
<http://www.ldcss.on.ca/>

London Islamic School
<http://www.londonmosque.com/>

London Waldorf School
<http://www.waldorfschool.london.on.ca/>

Matthews Hall
<http://matthewshall.on.ca/>

London also has opportunities for vocational and adult education:
Continuing Education at Fanshawe College
<http://www.fanshawec.on.ca/ce/default.asp>

Continuing Education at UWO
<http://www.uwo.ca/cstudies/>

1.10 Program Activities for your Children

Recreation and leisure activities for all ages offered through the City of London.

Spectrum: Spring and Summer 2006 Recreation Programs
http://www.city.london.on.ca/Recreation/Spectrum_pdfs/Spectrum.pdf

Sport Western

Sport Western is a sports day camp that offers an introduction to basic skill technique and fundamentals in a variety of sports for students between the ages of four to eighteen. Programs include art, basketball, music, rowing, science zone, smorgasbord, soccer, tennis, track & field, and volleyball. More information can be found at
<http://www.uwo.ca/mustangs/sportwestern/>

1.11 Childcare

Childcare programs are licensed and monitored by the Ministry of Community, Family and Children's Services under the Day Nurseries Act. The regulations of the Act are designed to ensure standards for the children's health, safety, development and learning, in settings where more than five children of different parents are cared for, are met.

Due to high enrolment rates and availability, it is suggested that you apply as soon as possible to ensure a spot at any childcare facility.

Ontario Ministry of Community Family and Children's Services
519-438-5111 217 York St., 2nd Floor
www.cfcs.gov.on.ca

Middlesex London Health Unit
519-663-5317
Monitors health and safety conditions in child care facilities ext. 2300
50 King St.
www.healthunit.com

Child Care / Early Childhood Education Programs in London (Babies, Toddlers, Preschoolers)
<http://info.london.on.ca/csd/index.php?Subject=Child+Care>

CHILDREACH:
<http://www.ontarioearlyyears.ca/oeyc/en/home.htm>

University Child Care

To accommodate the growing childcare needs of Western faculty members, Western opened a new on-campus childcare center in September 2004. More information on the new Western Y childcare facility can be found at:

<http://www.londony.ca/>

UCC Flexible Child Care

Room 40, UCC Building
519-661-4094

Located on the UWO campus in the University Community Centre (UCC) in Room 40. Children ages range from 18 months to 5 years and it is open Monday to Friday 7:30 a.m. to 5:30 p.m.

<http://www.usc.uwo.ca/flexcare/>

University Laboratory Preschool

Administered by the Department of Psychology as a state of the art preschool and as a research and demonstration facility. More information on the University Preschool can be found at: <http://www.ssc.uwo.ca/psychology/preschool/>.

For more information on please Jennifer Holburn

1.12 London and Surrounding Area Entertainment

London Tourism

<http://www.londontourism.ca/>

This website provides information on Public Libraries, Community Centers, Local Attractions, Restaurants, Shopping Malls, Programs & Activities, and Sports Facilities.

The website <http://mylondonweb.com/london-ontario-entertainment.htm> provides information on local movie theaters (including Western Film), bars and nightclubs, museums and arts, theaters, halls and centers.

Covent Garden Market

519-439-3921

Complete with fresh produce, gourmet foods, public square, seasonal outdoor farmer's market, ice rink and regular family programming. Located at 130 King Street.

Fanshawe Pioneer Village

519-457-1296

A living history museum that specializes in fun for children of all ages. Experience London's past and see weavers, printmakers, blacksmiths and farmers demonstrate their trades of the past. Located at 2609 Fanshawe Park Road East

Storybook Gardens (Located inside Springbank Park)

519-661-5770

An extremely popular attraction of Southwestern Ontario located in London. Open year-round! <http://www.storybook.london.ca/>

John Labatt Center (JLC)

519-667-5700

Newly opened in October 2002, this facility is home to the London Knights and hosts many sporting and entertainment events (including Broadway Musicals, David Bowie, Rod Stewart, Tom Jones, Harlem Globetrotters and Diana Krall to name a few! Located at 99 Dundas Street

<http://www.johnlabattcentre.com/home.html>

Centennial Hall Box office: 550 Wellington St., London

519-672-1967 or 519-672-1968

<http://www.centennialhall.london.ca/default.htm>

Bellamere Farmers Market 1260 Gainsborough Rd., London

519-473-2273

<http://www.bellamere.com/>

Trailsend Farmers Market RR 2, Thorndale, London

519-268-3840

Ontario Parks

Ontario has an abundance of beautiful provincial parks that make outstanding day trips (Pinery Provincial Park) as well as excellent vacations and scenic holidays (Algonquin)

<http://www.ontarioparks.com/>

Stratford Festival of Canada

The Stratford Festival is the largest classical repertory theatre in North America. It draws audiences of more than 600,000 each year and the Festival season runs from April to November. More information on the Festival can be found at

<http://www.stratfordfestival.ca/>

Grand Theatre

519-672-8800

<http://www.grandtheatre.com/index2.html>

London's Grand Theatre is nationally renowned and presents plays from October to May. The company also hosts occasional outside arts attractions such as the National Ballet of Canada. Located at 471 Richmond Street Box Office

Museums and Art Galleries

London houses many museums including the following:

- Archival Teaching & Research Museum
- Banting House National Historic Site
- Canadian Medical Hall of Fame
- Eldon House
- Fanshawe Pioneer Village
- London Museum of Archaeology
- London Regional Children's Museum
- Royal Canadian Regiment Museum

Full descriptions for the above museums plus others can be found at:

http://www.city.london.on.ca/Recreation/Arts_Culture/museums.htm

London Public Library

<http://www.londonpubliclibrary.ca/>

Many other wonderful cultural resources can be found in Toronto, located approximately 2 hours east of London. Information on activities offered in Ontario's capital can be found at:

<http://www.torontotourism.com/>

1.13 Meeting New People

London Newcomers Club

This organization is for those who are new to London and interested in meeting others through participation in a variety of fun and social activities.

President: Barbara Vogan

Club Number: 519.641.5777

1.14 Additional Resources – London

City of London

<http://www.city.london.on.ca/>

Good Move London

<http://www.goodmovelondon.com/home/>

London Economic Development Corporation (LEDC)

<http://www.ledc.com/home/>

Information London

<http://info.london.on.ca/>

1.15 Additional Resources – Ontario and Canada

Ontario Government

<http://www.gov.on.ca/MBS/english/index.html>

Canadian Government

http://www.canada.gc.ca/main_e.html

Section 2: Information for Non-Canadians and Returning Canadians

2.1 Work Permits

If you are not a Canadian citizen, you must have either a validated work permit or permanent residence status to work in Canada. The application for a work permit will be completed prior to your arrival in Canada. A work permit is also necessary for payroll purposes.

a. Extension of Work Permits

Work permits must be renewed prior to expiration to remain on the University payroll system. In accordance with Canadian Law, academic staff who do not have valid work permits will not be paid.

Applications to extend work permits can be found at:
<http://www.cic.gc.ca/english/applications/visitor.html>

2.2 Spouses & Employment

Non-Canadian spouses of foreign academic staff may qualify for a work permit in Canada without the need for a positive labour market opinion from Human Resources and Social Development Canada (HRSDC). More information can be found at:
<http://www.cic.gc.ca/english/work/worker-4.html>.

The spouse of the academic may apply for an “open” work permit that will allow him/her to accept any job, in a non-restricted occupation.

The work permit of your spouse will be valid for the same period as the primary work permit holder’s authorization to work in Canada. Open Permits for non-Canadians who do not require a visitor visa for entry into Canada can be obtained at the port of entry when the primary worker is obtaining his/her work permit. In cases where a visitor visa is required or the open permit is obtained at a later date, the application form (the same used to extend a temporary work permit) can be found at:
<http://www.cic.gc.ca/english/applications/visitor.html>

Further immigration questions can be addressed to Jennifer Holburn

It is essential for the spouse and children to be listed on the work permit of the skilled worker for OHIP eligibility after the initial three-month waiting period. Ensure that your spouse is listed on your work permit by the Immigration Officer at the port of entry. By ensuring that a spouse is listed on the work permit, it will ensure that the spouse is able to obtain OHIP coverage with minimal difficulty.

“Open” permits do not fall under eligible OHIP coverage.

2.3 Spouses & Study

Should your spouse wish to study in Canada, he/she must obtain an authorization to study in Canada by changing the conditions of his/her visa. Applications to change conditions and additional information can be found at:
<http://www.cic.gc.ca/english/study/index.html>

Foreign students must satisfy the following requirements to study in Canada:

- Present an acceptance letter from the educational institution he/she wishes to attend
- Provide evidence of enough money to pay for tuition and living costs
- Satisfy a visa officer that they will return home at the end of their studies
- Pass a medical examination if required

Financial assistance is also provided to spouses and dependents for educational purposes through the Faculty Dependents Scholarship Plan. More information on this program can be found at:

http://www.uwo.ca/humanresources/facultystaff/comp/benefits_index.htm

Further immigration questions can be addressed to Jennifer Holburn.

2.4 Importing Pets to Canada

The National Animal Health Program is responsible for establishing import requirements for animals and animal products coming into Canada, including pets. The Canadian Food Inspection Agency has prepared basic guidelines for frequently imported pets. For information can be found at:

<http://www.inspection.gc.ca/english/anima/heasan/import/petse.shtml>

Fees for importing your pet into Canada can be found at:

http://www.inspection.gc.ca/english/reg/cfiaacia/feesfrais/part_11e.shtml

2.5 Importing Vehicles to Canada

For new academic staff who plan to import a vehicle into Canada, the vehicle must comply with all Canadian import laws. The vehicle must meet the requirements of the Canada Customs and Revenue Agency (CCRA), Transport Canada and, the Canadian Food Inspection Agency before it can be imported.

Further information on importing your vehicle can be found at:

<http://www.tc.gc.ca/roadsafety/importation/menu.htm>

2.6 Driving in Ontario

Please see Bullet 1.4.

Important Tip

When obtaining an Ontario drivers license, the Ministry of Transportation Office may keep your previous driver's license, so please keep copies and records of your driver's license number prior to applying for your Canadian license. You will also need to have your original license issue date – you will need to prove that you have had your license for at least 5 years. It is also important to bring with you proof of good driving. For individuals coming from outside of North America, it is strongly suggested that you consider enrolling in a Ministry of Transportation approved driver education courses.

More information can be found at: <http://www.drivetest.ca/en/edu/Edu.aspx>. This may lower your insurance rates if previous driving experience is not considered by insurance providers. It may also prevent frustration for those required to take driving exams to obtain an Ontario license and the test is not passed the first time.

2.7 Vehicle Registration

Information about registering vehicles can be found at <http://www.mto.gov.on.ca/english/dandv/vehicle/index.html>

Vehicles brought to Canada from the United States will need to pass a safety inspection and emissions test. Please keep in mind that the inspection is valid for only 30 days. To apply for Ontario License plates, the following items are needed:

- Proof of automobile insurance
- Proof of Ontario insurance
- Ontario driver's license
- Application fee
- Title to your car

Important Tip

For non-Canadians or Canadian citizens returning to Canada, it may be useful to bring proof from your current Insurance provider regarding your driving history. This letter of experience may result in lower insurance premiums. It is also important to note that the MTO office will only accept original letters or by fax directly to the MTO office.

All licensed vehicles must carry a minimum level of liability insurance. Vehicle insurance in Ontario is private, and there are many companies to choose from in the London area.

2.8 Social Insurance Number

Foreign academics must apply for a Social Insurance Number (SIN) immediately upon entering Canada. Failure to obtain a SIN will result in lack of payment of salary, including benefits.

The application form for a Social Insurance Card can be downloaded from the following site: <http://www.hrsdc.gc.ca/asp/gateway.asp?hr=en/cs/sin/010.shtml&hs=sxn>

Applications can also be obtained in person at the London Human Resources Centre located at 457 Richmond St, (519) 645-5944 Mon-Fri 8:30 – 4:00 pm. You will need your passport and you will be given a temporary SIN number that will have an expiry date if you are a temporary worker. All 900 series Social Insurance Numbers will only be valid for the length of the employee's work visa, to a maximum of five years, under recent changes to the Employment Insurance Regulations.

If you are a temporary worker (on a work permit) and apply for permanent residence status, you must reapply for a permanent SIN. A SIN is required for payroll, benefits and health insurance. Please provide this number to the Administrative Officer in your Faculty to ensure that your file is current on PeopleSoft (the University's information system).

2.9 Health Care

The provincial government sponsors basic health care under the Ontario Health Insurance Plan (OHIP). Information on OHIP can be found at http://www.health.gov.on.ca/english/public/program/ohip/ohip_mn.html

Individuals new to Ontario must obtain a health card. This card can be obtained from the OHIP office located at 217 York Street (at Clarence), 5th Floor (Monday, Tuesday,

Thursday, Friday 8:30 am - 5:00 pm, Wednesday 8:30 am - 6:00 pm). You must bring three pieces of valid identification that show:

- Validated work permit
- Proof of Ontario residency (e.g., Driver's license, bank statement, must be an original document)
- Proof of identity (e.g., Social Insurance Number, with signature)

More information on OHIP can be found at:

http://www.health.gov.on.ca/english/public/forms/form_menus/ohip_fm.html

There is a mandatory three-month "waiting period" after you have registered before OHIP coverage begins. However, you can apply immediately upon entering Canada. For individuals who are not covered by OHIP, coverage will be provided to you and your family through The University Health Insurance Plan (UHIP) until the end of your three-month waiting period. The cost of UHIP will be provided to you during your Pension and Benefits appointment.

Information on UHIP can be found at: <http://www.uhip.ca/>

Canadians returning to Canada after living abroad must reapply for OHIP coverage and will need to apply for UHIP coverage for the three-month waiting period. The cost of UHIP will be provided to you during your Pension and Benefits appointment. Non-Canadian spouses of Canadian academic staff will also need to sign up for UHIP coverage.

For Canadians who previously resided in another province your previous insurance should cover you until the Ontario health coverage begins without the need to purchase additional coverage.

According to the Ontario Ministry of Health & Long Term Care website non-Canadian spouses are eligible for OHIP only when the following documentation can be produced:

- You have submitted an Application for Permanent Residence or an Application for Landing and have been confirmed by Citizenship and Immigration Canada as having satisfied the medical requirements for landing
- You are a foreign worker who holds a valid work permit or employment authorization which names a Canadian employer situated in Ontario and your prospective occupation and is valid for at least six months

For non-Canadians or returning Canadians requiring UHIP coverage, it is essential that you and accompanying family members sign up for UHIP within 20 days of the start of your contract. Failure to do so will result in FINANCIAL Penalty!

Family Clinic for Faculty/Staff at Western

Please see Bullet 1.8

Section 3: Western Resources

The following resources provide a broad overview on administrative tasks that must be completed upon your arrival to Western as well as resources available to you through Western. The departmental secretary in your academic unit will provide you more information on the topics discussed below and information specific to your department.

3.1 Campus Map

<http://www.uwo.ca/maps/>

3.2 Initial Administrative Responsibilities

The following is a brief overview of the initial administrative responsibilities of full-time academic staff during first days on campus.

a. Pension and Benefits

Full-time academic staff are eligible for benefits through the University including extended health care coverage, dental plan, vision plan and insurance. The range of benefits are beyond the scope of this document, but all the information can be obtained from the Pension and Benefits office, Rm. 262, Stevenson-Lawson, 661-2194.

The pension plan also offers many alternatives regarding the fund directions of your contributions. For new academic staff joining the University on July 1, arrangements will be made for you to meet with a Pensions Consultant during the month of July.

As a new member of the Western pension plan, you must meet with a Pension and Benefits consultant to allocate your investment funds, and if applicable, to register for UHIP. This must occur before you receive your first pay from Western.

http://www.uwo.ca/humanresources/facultystaff/comp/comp_index.htm

Prior to making your Pension appointment, please ensure that your information has been posted to the Human Resources payroll system. Please contact your Dean's Office for this information prior to contacting Pension and Benefits.

b. Western Faculty ID Card

Within your first week of arrival, you will need to obtain your Western ID card. This card can be obtained in room 190, Stevenson-Lawson Building. You will need your faculty ID number as well as a piece of photo identification to obtain your ID card. Your ID number will be provided to you at your Pensions and Benefits appointment.

c. Keys

Keys to your office, laboratory, and relevant buildings are obtained from the Keys Office located in Room 133 of the Services Building. You will need to provide a signed key requisition form which can be obtained from departmental administrator. A faculty ID card MUST be shown to obtain keys.

d. Parking

<http://www.uwo.ca/parking/>

Parking on Campus is limited and permits must be purchased by all academic staff, staff and students wishing to park motorized vehicles on campus.

Parking permits are transponders that activate electronic gates. This transponder can be obtained from Parking Services online or from Rm. 15 of the Services building (see map). To obtain your permit, you will need to provide Parking Services with the make/type of vehicle and License plate number as well as your faculty ID number.

Rates for all parking permits can be found at:

<http://www.uwo.ca/parking/rates.html>

Payment can be made by cash, Visa or monthly payroll deduction (with your Faculty ID number).

*A transponder deposit of \$30.00 is required when first purchasing your parking permit. This deposit will be returned to you when the transponder has been returned to parking services.

e. Human Resources

With your Western ID card, any changes to your profile (address changes, pension and benefit changes, etc) can be done through MyHumanResources. Your Western email account must be activated to use this service.

<http://www.uwo.ca/humanresources/>

3.3 Administrative Resources

The following contacts provide services to full-time and part-time academic staff in conjunction to academic roles and responsibilities.

a. Faculty Relations

www.uwo.ca/facultyrelations

The Office of Faculty Relations has responsibility for negotiation and administration of the Collective Agreements between the University and the Faculty, Librarians and Archivists represented by *The University of Western Ontario Faculty Association* (UWOFA) and *The University of Western Ontario Faculty Association Librarian and Archivists* (UWOFA-LA) as well as the agreements on conditions of appointment of physicians, the Senate document providing conditions for basic scientists in affiliated institutions and the Senate document providing arrangements for Casual Academic Appointments in affiliated institutions.

Full-time tenured and probationary faculty members at Western are covered by a Collective Agreement; please see the following link for terms and conditions of this agreement:

<http://www.uwo.ca/pvp/facultyrelations/relations/Collective%20Agreement/collective-agreement/tableofcontents.html>

b. University of Western Ontario Faculty Association (UWOFA)

Main website: <http://www.uwo.ca/>

c. UWO Clinical Teachers Association (CTA)

Main website: <http://www.fmd.uwo.ca/Faculty/CTA/index.shtml>

3.4 Teaching and Class Resources

a. Teaching Support Centre

Works with Faculty, students and staff to advance teaching and learning in the classroom. Workshops and learning opportunities are presented throughout the year to assist in continual academic growth. More information can be found at:

<http://www.uwo.ca/tsc/index.html>

b. Information Technology Services (ITS)

Provides a wide range of technology related services and support for the Western community. The main website is located at: <http://www.uwo.ca/its/instruct/>.

Some services include:

Personal Websites

Your computer account includes space on the UWO Publish server for personal web sites. For instructions consult the ITS How do I... file at

<http://www.uwo.ca/its/doc/hdi/web/personalpage.html>

For your course work:

Marks Management System - <http://ssnds.uwo.ca/softwaredownloads.html>

Respondus - <http://www.uwo.ca/its/sitelicense/respondus/>

Turn it In - <http://turnitin.uwo.ca/>

Web CT - <https://webct.uwo.ca/>

Instruction to set up a website for your course: <http://instruct.uwo.ca/>

c. Ordering Books

Textbooks are ordered online <http://www.bookstore.uwo.ca/adoptions.html>. Course packs are a great option if you have readings from many sources; this saves students from buying several books. You can order them through

<http://www.usc.uwo.ca/inprint/contact.html>

3.5 University Resources

a. Purchasing

The University has preferred suppliers for many common items. Information can be obtained at <http://www.uwo.ca/finance/purchase>. You can also purchase materials from the Campus Book Store, the Computer Store, and Canadian Tire (Masonville) using a speed code.

b. Occupational Health and Safety

The Safety, Health and Wellness website contains extensive information on Occupational Health and Safety resources at Western.

The site contains links to orientation seminars, university policies, manuals, training programs, first aid, personal protective equipment, etc. Please review the training requirements specific to your role.

All faculty members are required to attend The Faculty/Supervisor Responsibilities Seminar. This seminar covers the critical aspects of Workplace Safety and Safety Legislation. The Health and Safety offices can be found in room 295, Stevenson-Lawson Building.

http://www.uwo.ca/humanresources/facultystaff/h_and_s/h_and_s_index.htm

3.6 Campus Life

a. Campus Recreation

There are many excellent recreational facilities and programs available at Western. Faculty must pay for these services, but the rates are reasonable and family plans are available. To enquire or register visit the main office in Rm.67, lower level UCC (661-3090) <http://campusrec.uwo.ca/>

b. Campus Meal Plan

Your UWO identification card can be used as a “debit” card at any of the food concessions on Campus, and several off-campus uses. You “charge up” your card with cash at the Campus Meal Plan office (Room 2329, Somerville House), then just swipe the card when you purchase food. As well as being convenient, it saves you 5% on every purchase. <http://www.has.uwo.ca/hospitality/mealplan/>

c. Western News

Western’s newspaper online and in print! Distributed every Thursday during the academic year.

http://communications.uwo.ca/western_news/