

McMASTER UNIVERSITY
COMMITTED TO CREATING A
BRIGHTER WORLD



BRIGHTER
WORLD



Welcome to our innovative, collaborative and inclusive community



“I’m grateful to all our employees for your invaluable contributions. You help to make McMaster a wonderful place to learn, discover and thrive.”

Patrick Deane, President and Vice-Chancellor, McMaster University

“Our people are our greatest asset. Thanks for making McMaster such a great place to work.”

Wanda McKenna, Assistant Vice-President and Chief Human Resources Officer, McMaster University



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We have a number of employee groups at McMaster University. Some features and benefits may vary depending on the constituency and the negotiated terms within the respective collective agreements.

Join us
in helping to create a
Brighter World

workingatmcmaster.ca

**BRIGHTER
WORLD**





We are committed
to creativity,
innovation and
excellence

About our business

A global leader in higher education,
innovation and research

Ranked as one of the world's Top 100 universities, McMaster University is a research-focused student-centred institution of higher learning, dedicated to creating a brighter world through the art and science of discovery.

We serve our community and our society, by inspiring creativity and critical thinking, promoting an enduring love of learning, and exploring innovative research that extends the boundaries of higher knowledge.

Named Canada's most research-intensive medical-doctoral university in October 2017, McMaster differentiates itself by offering a distinctive, personalized and highly ranked student learning experience.

At Mac, we work to advance knowledge, find solutions to global challenges, and make the world a better, brighter place.

OUR MISSION

At McMaster our purpose is the discovery, communication and preservation of knowledge.

In our teaching, research and scholarship, we are committed to creativity, innovation and excellence. We value integrity, quality, inclusiveness and teamwork in everything we do. We inspire critical thinking, personal growth and a passion for lifelong learning. We serve the social, cultural and economic needs of our community and our society.

OUR VISION

To achieve international distinction for creativity, innovation and excellence.



About our workforce

Diverse strengths, unique talents and world-leading expertise

At McMaster University, our people are our most valuable asset. We strive to attract, develop and retain the best staff, researchers and faculty members from around the world.

We are strongly committed to employment equity and cultivating the diversity of our McMaster community. We focus on creating an inclusive work environment in which we value the strengths, perspectives and contributions of each individual.

More than 15,900 employees (including more than 6,000 full-time) bring a versatile combination of skills, knowledge and expertise. Thanks to our continued innovation and growth, McMaster is recognized as a top employer in the Hamilton/Niagara region.

Interdisciplinary learning is a hallmark of McMaster, and we have successfully recruited award-winning, world-class professors, researchers and subject-matter experts from more than 57 countries around the globe.



We foster a diverse, collaborative and multi-generational work culture. Our community includes student employees, professionals in mid-career transitions, and experienced workers with a length of service of up to 54 years. We actively develop partnerships to recruit from our local communities, and we are proud to have expanded our work with community agencies to assist refugees in gaining meaningful employment at McMaster.

We also provide a range of flexible temporary and casual employment opportunities, including sessional-based roles for individuals who return year after year, due to the personal-professional life balance these positions offer.

And as we prepare our students to become global citizens and leaders of the future, we facilitate a variety of year-round work study programs, co-op placements and internship opportunities.



Charanjit Jandher

Physical environment

World-class amenities and a small-town feel

McMaster University is located on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the “Dish with One Spoon” wampum agreement.

Our main campus – a 30-acre pedestrian core within 300 acres of scenic property – is one of the most beautiful in the country, located next to Cootes Paradise, the Royal Botanical Gardens and the Niagara Escarpment, a UNESCO World Biosphere Reserve. McMaster also has a thriving presence across four regional campuses: downtown Hamilton, Burlington, Waterloo and Niagara.

The main campus offers all the amenities of a small village. Restaurants, a fitness centre, libraries, a pharmacy, a dentist’s office, a hospital and child care services are readily available to our employees – along with all the intellectual, social and cultural advantages of a world-class university campus.

Laboratories, classrooms, workshops, student residences, libraries, theatres, a museum of art, a planetarium, a football stadium and even a greenhouse further complement the traditional office settings.





A new Mindfulness Centre and 6 prayer spaces

L.R. Wilson Hall is our new state-of-the-art home for the liberal arts, including the Indigenous Studies program and a 350-seat concert hall >



GO and Hamilton Street Railway (HSR) transit accessibility



More than a dozen employee lounges



McMaster, the City of Hamilton, and Metrolinx are developing plans for a new Light Rail Transit system



The University Club is a focal point for intellectual, cultural and social interaction



Conference Services coordinates custom-tailored events



Our Campus Store provides custom McMaster brand items and supplies



9 gymnasiums, an Olympic-sized pool, 200m indoor track, squash courts, a climbing wall, and one of the largest university fitness centres in Canada

Many affordable meal options, including halal and kosher options, Starbucks, Tim Hortons, MacExpress meal cards, a MacEats app for participating off-site vendors, and even "meals to go" >



An outdoor Indigenous Circle honours Indigenous knowledge and affirms that learning can be enhanced when linked to the natural environment >



The McMaster Nuclear Reactor is one of the world's largest suppliers of the medical isotope iodine-125 used in the treatment of prostate cancer



McMaster is home to more than 70 research centres and institutes



McMaster is the first smoke-free campus in Ontario

McMaster is the first university in Ontario to have signed the Okanagan Charter

Work atmosphere and communications

Workplace health, lifelong learning and family fun

McMaster University is dedicated to infusing health into our everyday operations, business practices and academic mandates. Our aim is to create a campus culture of compassion, well-being, equity and social justice. We work to strengthen the ecological, social and economic sustainability of our communities and wider society.

Through the work of our Human Resources team and its committees, we provide many opportunities for our employees and their families to come together, have fun and learn from each other. We offer many resources and programs across the team, department and university levels to encourage our employees to stay informed and connected, and to ensure they feel recognized for their accomplishments.

- McMaster is the first university in Ontario to have signed the Okanagan Charter, an international agreement among health-promoting universities and colleges to foster the well-being of people, places and the planet.
- In January 2018, McMaster became the first smoke-free campus in Ontario
- Our Walk Home Attendant Team Concierge Service provides a safe journey to destinations across campus
- Numerous informal and formal employee sports teams

GETTING SOCIAL

Social committees such as ConnectME, and department and team-level groups offer a number of free celebrations and events throughout the year, such as:

- McMaster children's party
- Ice cream social
- CIS volleyball, basketball and football events
- Specialty theme nights (trivia, murder mystery)
- Unifor picnic
- Department events, team retreats, BBQs
- Holiday open house

STAYING CONNECTED

- The Daily News site and McMaster's social media accounts
- "This month with the President" videos on the Daily News
- The weekly McMaster Update email to employees
- *MAC Magazine* for alumni and friends
- Newsletters such as Career I.Q., Workplace Wellbeing, the Faculty of Health Sciences Dean's Newsletter, MUFA News, TMG Updates, Unifor 5555 e-news flyer, and Confluence
- That's a Great Idea (TGI), a university-wide suggestion program



Health Benefits

Comprehensive benefits for employees, retirees and their families

McMaster University provides a competitive and comprehensive benefits program for our employees, their families, and our retirees, including a wide array of supportive and preventative programming through our Employee and Family Assistance Program (EFAP) and Healthy Workplace initiatives. McMaster became Ontario's first smoke-free campus in January 2018; many smoking cessation programs and supports are available to employees.



BENEFITS THROUGH SUN LIFE

McMaster health and dental benefits include access to the Sun Life Financial website My Sun Life, which allows employees to view information and submit claims online.

Full details of the following items are available in employee group benefits booklets:

- Health Benefits
- Dental Plan
- Worldwide Travel Assistance Benefit for employees enrolled in the Extended Health Care plan
- Emergency Out-of-Country Travel which provides significant protection in the event of a medical emergency while travelling outside of Ontario
- Employees can access information about travel benefits, including a printable travel card, a downloadable card for your Apple Wallet, and a My Sun Life mobile app at mysunlife.ca



EMPLOYEE HEALTH SERVICES

Employee Health Services administers WSIB claims and benefits for McMaster employees. We are committed to increasing healthy and safe workplace attitudes and practices:

- Return to Work Program to ensure a fair and consistent approach to early and safe return to the workplace following illness or injury
- Employment Accommodation for both employees and job applicants in a manner which respects their dignity, is equitable, and which enhances their ability to compete for jobs, perform their work, and fully participate in their employment

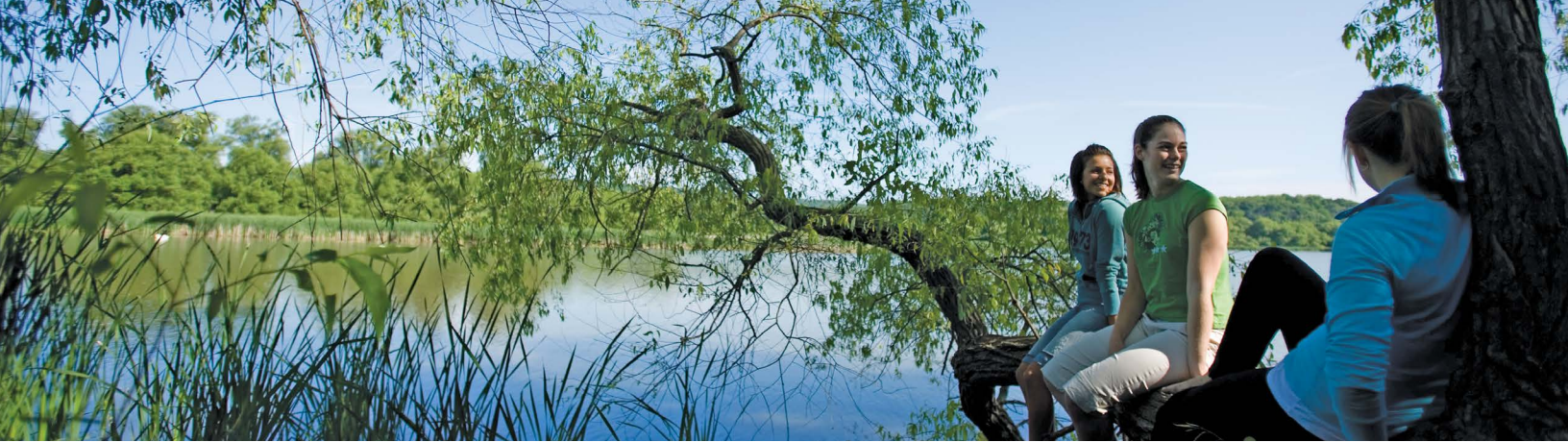
Employees are also entitled to receive:

- Bereavement Leave: up to 7 days
- Post-Retirement Benefits



SICK LEAVES

- Short Term Disability (Salary Continuance) provides eligible employees with continuation of salary for periods in which they are unable to work due to illness or disability, with the provision of satisfactory medical evidence
- Long Term Disability: Participation is mandatory for employees in permanent appointments or in contractual appointments of one year's duration or more, effective upon completion of probationary period



EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)

McMaster is proud to offer this extended benefit with our partner Homewood Health.

With more than 130 years of experience, Homewood Health achieves outstanding outcomes every day through its national network of more than 4,500 employees and clinical experts, and through the Homewood Health Centre, one of Canada's largest and leading facilities for medical treatment of mental health and addiction disorders.

The complete suite of services includes organizational wellness, employee and family assistance programs, assessments, outpatient and inpatient treatment, recovery management, return to work and family support services customized to meet the needs of individuals and organizations.

Contact Homewood Health through their website or by phone toll-free, 24 hours a day, 7 days a week to book appointments or access any EFAP service:

Toll Free English: 1.800.663.1142 | Toll Free French: 1.866.398.9505

TTY: 1.888.384.1152 | International (call collect): 604.689.1717

Homewood Health Online: Go to homeweb.ca and create an individual login profile. Services are available in multiple languages. All services offered by Homewood Health are strictly confidential.



WORKPLACE WELLNESS PROGRAM

McMaster is committed to providing and maintaining healthy working environments. Our leadership is dedicated to putting people first, by offering initiatives designed to empower, educate and improve employee health at work and at home.

A number of campus and community supports are available to help employees flourish personally and professionally, including our employee wellness website and Workplace Wellness & Health Promotion monthly newsletter.

Our Healthy Workplace Committee recommends and promotes initiatives that are aligned with the university's health and wellness priorities through education, awareness and participation. Our goal is to increase awareness of a comprehensive approach to workplace health at McMaster, which involves three elements of a healthy workplace: health and lifestyle practices, workplace culture, and a supportive environment.

Financial benefits and compensation

Competitive and equitable total rewards packages

At McMaster University, we use a total rewards approach to ensure competitive compensation, retirement income provisions, and recognition practices and offerings for all employee groups.

Our Human Resources team collaborates with colleagues across the sector, with external consultants, and through ongoing internal reviews with employee committees and groups. Our priority is to ensure we understand what matters most to our employees, so we can create holistic compensation frameworks in alignment with government guidelines and regulatory requirements.



PENSION PLANS / GROUP RRSP

McMaster offers retirement income provisions for eligible employee groups. Plans are of two types: a Defined Benefit Pension Plan and a Group RRSP.

- The McMaster Contributory Pension Plans are defined benefit plans, and can be estimated ahead of time based on criteria such as Pensionable Services and Best Average Earnings. The Salaried and Hourly Pension Plans are both provincially regulated
- McMaster has partnered with Desjardins Financial to provide a competitive fee structure and flexible Group RRSP product, with matching employer contributions on required employee contributions



FINANCIAL PLANNING

McMaster also has a strong, continued commitment to the lifelong financial wellness of our employees, by offering supportive programming for many needs:

- Financial Consultation and Pre-Retirement Planning through the Employee and Family Assistance Program (EFAP)
- Employee Financial Education through the Employee Financial Well-being Program
- Financial Wellness Program is a financial literacy program, which provides resources, support and education on topics such as retirement planning, savings strategies, teaching your kids about money, effective tax strategies, and healthy habits of financial management
- Employee Career Services assists employees who are planning for their retirement with individual transition coaching



EMPLOYEE DISCOUNTS

We have expanded McMaster's current employee discount program to provide more options and tools to employees (and their families) and retirees to support their financial wellness. Our new partnership is with Venngo WorkPerks, which provides discounts from more than 1,700 vendors across Canada including:

- Restaurants
- Health & Wellness
- Tickets to sports and entertainment
- Travel



McMaster has active rewards and recognition practices.



AWARDS AND RECOGNITION

McMaster has active rewards and recognition practices, ranging from informal recognition activities in departments to a number of formal initiatives coordinated by our Human Resources team such as:

- McMaster University Faculty Association (MUFA) Awards for Outstanding Service provide annual recognition for faculty members and professional librarians
- Staff Recognition events where employees are presented with a gift of choice
 - 10 Years of Service BBQ
 - Years of Service Luncheons recognize employees who have reached 15, 20, 30, 35, 40 and 45 years of service at McMaster
 - Quarter Century Club Celebration recognizes those who have achieved 25 years of service
- President's Awards for Outstanding Service provide annual recognition for employees or groups of employees who have made an outstanding contribution to McMaster's mission, as nominated by their peers
- Medical Career Awards promote the work of young scientists and educators who are in the first five years of their appointment and who intend to pursue a career in teaching or research related to clinical care
- Health & Safety Award, administered annually by our Health, Safety and Risk Management team recognizes those who have demonstrated significant achievement in the promotion and delivery of health and safety
- Volunteer Recognition annual event during National Volunteer Week honours the more than 150 active employee volunteers from across campus who support our many initiatives, committees and projects

Family friendly policies

Compassionate, flexible options for you and your family

McMaster University offers a variety of programs to assist our employees in balancing their personal and work priorities, including generous leave benefits and flexible work options.



BENEFITS WHILE ON PREGNANCY/ PARENTAL LEAVE

Employees who take a pregnancy and/or parental leave will be entitled to pension, health, disability and other benefits, provided the employee is eligible for (and is participating in) these benefits and continues to contribute his/her normal share of the cost of these benefits, including:

- Employer-Paid Benefits: Extended Health, Dental and Basic Group Life
- Employee-Paid Benefits: Long-Term Disability (LTD), Optional Life insurance, and Accidental Death & Dismemberment (AD&D) insurance
- Pension While On Leave: The option to continue his/her pension contributions
- Vacation: Vacation will continue to accrue in accordance with the Employment Standards Act



COMPASSIONATE CARE AND FAMILY MEDICAL LEAVE

In addition to compassionate care and family medical leaves available through government-sponsored benefits, employees may submit a request for leave. If granted an unpaid leave by the university, the employee will still be responsible for fulfilling the requirements set out by Human Resources & Skills Development Canada in order to receive these benefits.



FLEXIBLE WORK OPTIONS

Given the diverse nature of employee roles, McMaster offers a number of flexible arrangements which complement and balance team and individual needs. These arrangements include flexible workplace, flex time, compressed work week, and customized work arrangements.

Many roles we offer are sessional in nature to coincide with peak educational windows throughout the year. These provide compressed annual work schedules to a large contingent of our workforce (faculty members and support staff), who are off for summer and school break periods. This option has been very appealing to many individuals.

Most of our student-facing offices close down early for the weekends or reduce their hours during the summer months.



CAMPS FOR CHILDREN AND TEENS



Mini-University Summer Camp through McMaster Athletics and Recreation welcomes more than 5,000 campers each year.

The Junior Leadership Program incorporates 25 hours of community service.



Venture Youth and Junior Counsellor Leadership Programs are available for those passionate about engineering, science and technology.



CHILD CARE

The McMaster Children's Centre offers an on-campus service as a licensed, non-profit child care centre for children aged 18 months to five years.



Our Employee & Family Assistance Program (EFAP) assists our employees in locating community contacts to support their elder care and child care needs.

TUITION BURSARIES FOR SPOUSES AND DEPENDENT CHILDREN



McMaster offers bursary benefits for its degree credit courses to the spouse and/or dependent children of eligible employees. The value of the bursary is \$4,950, based on a course load of 30 units or more.





Programs for experienced employees

Supporting you through your entire career

McMaster University is tremendously proud of our ongoing success in employing and retaining experienced workers throughout their careers to retirement. Researchers, faculty members, senior leadership, and experienced professionals bring sought-after subject-matter expertise in key administrative areas.

As well, many of our part-time and contract employees are in second-career mode and looking for a change, or want to keep active post-retirement.

Each new retiree automatically becomes a life member of the McMaster University Retirees Association (MURA) on her/his first day of retirement. MURA offers ongoing information and policy updates, social and speaker series events, trips, volunteer opportunities and more – to ensure our retirees stay connected to our community.

- **The Management Group (TMG) Committee** liaises with the President and Vice Presidents' team, participating in discussions, providing feedback, and formulating strategies to enhance the TMG experience at McMaster.
- **Communities of Practice (CoPs)** create a body of shared expertise and promote best practices.
- **Mentoring:** McMaster's culture actively supports mentoring, and our employees engage in a variety of partnerships with students, peers and local community agencies. Alumni, retirees and leaders at McMaster are also actively involved in student mentoring activities.
- **Job Shadowing Programs**, have been highly successful across our Administrative Division. These rotations often result in new collaborations and continuous improvement opportunities.
- **Job Exchange Program:** McMaster University Library hosts an exchange with Hamilton Public Library to co-investigate a research question, develop skills, share knowledge, and build a better understanding of each organization's mission.
- **Speed Careering** events are hosted by Employee Career Services, providing an opportunity for the McMaster community to come together and learn about the various phases of career development.
- **Specialty Forums** are held throughout the year to enhance professional development, networking, information-sharing and idea-gathering.



PREPARING FOR RETIREMENT

- **Pre-Retirement Planning:** The Employee and Family Assistance Program (EFAP) helps employees by arranging conversations with a retirement counsellor who can walk them through the types of support they can benefit from – written materials, internet resources, financial software, and more.
- **Financial Education** – Empowering Financial Success: These are workshops for employees to assess their overall financial health and understand what they need to consider in their life and retirement planning.
- **Pre-Retirement Reduced Workload** – Salaried Staff: This program allows salaried support staff nearing retirement age to reduce their workload by as much as 50 per cent and still receive full pension credits and benefit coverage until retirement. All salaried support staff with 10 or more years of continuous full-time service or the equivalent, and who are aged 60 or older, are eligible.
- **Transition Coaching** is offered through our Employee Career Services team to assist employees in assessing their readiness and to identify personal needs and support networks to ensure a successful transition to retirement.



BENEFITS FOR RETIREES

McMaster retirees play an important role in maintaining McMaster's enduring sense of community. They are encouraged to continue enjoying everything that McMaster has to offer, from attending a sports event to dining at the University Club.

Benefits include:

- Tuition Assistance & Bursary Program for McMaster courses
- Special Parking Rates
- Library Privileges
- McMaster Email Address
- McMaster's University Club
- Athletics and Recreation Facilities



McMASTER UNIVERSITY RETIREES ASSOCIATION (MURA)

With more than 2,200 members, MURA represents faculty and staff who have retired from McMaster. There are no fees to belong to MURA.

Membership activities include the annual general meeting, the Christmas lunch, day trips, and events. Volunteers design and maintain the MURA website, produce a quarterly newsletter, and inform members of public lectures and events at McMaster and elsewhere.

MURA's Volunteering Committee connects members with volunteer positions on campus and elsewhere.

Employee engagement

Creating a positive, healthy and empowering workplace

At McMaster University, we understand that engaged employees take pride in and gain personal satisfaction from their work. They look for opportunities to innovate, to be productive, and to exceed expectations. We also recognize that employee engagement can be positively influenced by leadership behaviour, organizational processes, work team practices, and a supportive organizational culture.

ENGAGEMENT SURVEYS

We regularly use engagement surveys to understand and identify employee interests and concerns. The anonymous format makes it easy for employees to provide their candid insights on how we can best develop a healthy and engaged work environment.

Engagement Ambassadors play a key role in the success of the program as they are actively involved in the planning, promotion and launch of the survey, they assist with questions, and they help facilitate reporting and action planning in partnership with their leadership team and HR.

Best Practices events, which include leaders and ambassadors, provide an opportunity for information-sharing and joint learning on initiatives that enhance engagement levels.

PERFORMANCE REVIEW/ACHIEVEMENT PROCESS

At McMaster, we enable a collaborative process between employees and their supervisors which encourages ongoing conversations throughout the year:

- **McMaster University Faculty Association (MUFA):** All faculty members undergo an annual career review process, during which there is discussion on how they have achieved their goals related to research, service, education teaching, professional development activities, and department initiatives.
- **The Management Group (TMG) and Unifor:** All TMG members participate in formal annual reviews using the new TMG Achievement Model. Across campus, goal-setting and development discussions take place for all employee affiliations.
- The **ePerformance module** in our HR system automates the documentation of goals, with examples and progress updates throughout the year. In-person workshops, online webcasts as well as toolkits, samples and resources are available.
- **Leadership Coaching and Assessments** are available to assist leaders in identifying core strengths and areas of growth.
- **Employee Career Services** provides tools and resources for career management, self-assessment, resume writing, interview tips, coaching toolkits, as well as an online library to help employees through each stage of their career at McMaster.
- **Exit Interviews** are conducted based on individual circumstances. Any employee leaving McMaster is provided with the opportunity to meet with HR to provide feedback on their workplace experiences.



McMaster employees learned about urban farming during the TMG Day of Service at McQuesten Farm in September 2017.

Training and development

Advancing the potential of our employees

At McMaster University, we believe in and actively promote the cultivation of human potential. We offer significant educational and professional development opportunities for our employees to grow their skills at all levels in our organization.

McMaster has gained an international reputation for the innovative educational programming offered by our six faculties. We provide many free or university-subsidized programs, as well as generous tuition assistance benefits (up to a maximum of \$3,882.96 annually) and professional development allowances to benefit from activities such as conferences, workshops and membership fees.

We collaborate with internal and external partners to provide a wide range of programs for faculty development, management and leadership development, technical skills training, life skills, and executive education.

We also leverage the expertise of our learning partners across McMaster to design a myriad of in-house custom programming.



FACULTY OF HEALTH SCIENCES TRAINING AND DEVELOPMENT

- Continuing Academic and Scholarly Career Development (CASCaDe)
- Academic Leadership Program
- Program for Faculty Development
- Continuing Health Sciences Education Program

RESEARCH OFFICE FOR ADMINISTRATION, DEVELOPMENT AND SUPPORT

Helps members of McMaster's research community maximize their career success through a range of learning opportunities including information sessions, workshops and webinars.

EXECUTIVE EDUCATION

The DeGroote School of Business provides a series of public programs throughout the year for McMaster employees, external organizations and community partners, as well as custom programs for unique needs:

- Executive Management Program
- Digital Innovation and Leadership Program
- Disney Institute Program
- Healthcare Leadership Development Program



CENTRE FOR CONTINUING EDUCATION

Offers more than 300 courses and workshops. Small classes and flexible learning options, such as distance education, accommodate the needs of adult learners. All the following programs are free of charge:

- New Employee Orientation Session
- McMaster Online Resource Essentials (MORE) website
- Personal Leaders Program
- Knowledge (Emerging) Leaders Program
- Strategic Leaders Program
- Essentials Programs

ORGANIZATIONAL DEVELOPMENT/ EMPLOYEE CAREER SERVICES

We foster a culture of collaborative leadership and learning, and we have a wide array of offerings to create a meaningful, healthy and engaging employee experience.

- “Inspiring From Within” annual conference
- Career mentorship / co-op programs
- Workplace wellness programs
- TMG Committee annual professional development retreat
- Resume writing and interviewing skills workshops
- Various assessments and workshops (Personality Dimensions, MBTI, EQi, etc.)
- Custom workshops, team building sessions and department retreats

HEALTH AND SAFETY INITIATIVES

- Health and Safety Training
- Environmental and Occupational Health Support Services Training
- Ministry of Labour approved provider of the Joint Health & Safety Committee Part 2 Certification
- North American Occupational Safety and Health Week
- Mental Health First Aid Training
- Accessibility for Ontarians with Disabilities Act (AODA) Training

FIRST AID

- Basic First Aid Training and Recertification
- First Aid Training is offered to employees through Athletics and Recreation



Vacation policy and paid days off

Generous and flexible options
for your life outside of work

McMaster University offers competitive vacation policies, as well as flexible paid and unpaid time away from work. Each year, we also provide additional “floater” days off to employees during the winter holiday window in order to provide a full week’s break, which usually takes place between December 25 and January 1.

VACATION DAYS

Employee group annual entitlements are listed within respective agreements or time and leave provision guidelines.

MANAGEMENT COMPENSATION DAYS

The Management Group (TMG) members are also entitled to receive five management compensation days each year. These are intended to recognize the nature of their work. The expectation is that TMG employees’ work will be completed according to work schedules, which require an element of flexibility.

PERSONAL EMERGENCY LEAVE DAYS

All employees will receive an entitlement of the first two days paid in any given calendar year for purposes of a personal emergency leave in accordance with Employment Standards Act provisions.

RESEARCH LEAVES

McMaster’s research leaves are designed to contribute to the professional resources and effectiveness of our faculty members, and to the value of their subsequent service to the university community. These leaves provide time for permanent teaching faculty to pursue pedagogical research and scholarship, as well as professional development that will result in more effective teaching.



Joseph LaRose, a lecturer in Religious Studies, volunteered in Nepal after the earthquake and helped raise funds to rebuild a school. In summer he teaches Sanskrit to international students at Kathmandu.

Community involvement

Collaborating with our local, national and global partners

McMaster University offers a variety of programs to assist our employees in balancing their personal and work priorities, including generous leave benefits and flexible work options.

In 2016, McMaster signed Principles of Cooperation with the City of Hamilton, Mohawk College and Redeemer University College. In doing so, we formally recognized the importance of postsecondary education to the well-being of our communities.

Employees can volunteer in a number of community-based and university-wide committees and events.

Supported by McMaster's Office of Community Engagement, the Network for Community-Campus Partnerships provides a shared framework for McMaster to support our community engagement goals.

MacConnector is a web tool that provides information about projects, initiatives and resources of interest to members of the community.

Research,
teaching
and service

Ongoing
collaborations

Expert
knowledge
and passion

COMMUNITY ENGAGEMENT AT McMASTER UNIVERSITY IS DEFINED AS:

- Valuing the expert knowledge and passion of our community members (locally, nationally and globally)
- Fostering ongoing collaborations between McMaster and our community partners
- Performing research, teaching and service with community members and partners for the public good



RIDE TO
CONQUER
CANCER



NORTH
AMERICAN
INDIGENOUS GAMES

TMG DAY OF
SERVICE



OTHER STAFF
DAYS OF SERVICE



MACSERVE



UNITED WAY
CAMPAIGN



BIKE
THE
HAMMER



VOLUNTEER
COMMITTEES





Diversity initiatives

Empowering a diverse, accessible and inclusive community

McMaster University is committed to fostering a respectful organizational culture in which all students, staff and faculty can learn, work and live in an inclusive and barrier-free environment that fosters equality, respect and accessibility.

We have a number of initiatives and programs that have been designed in collaboration with many community partners, who support our vision and the needs of our workplace culture.

EDUCATION

Building on 25 years of Indigenous programming, McMaster now offers an Honours degree program in Indigenous Studies.

Social Studies of Mental Health and Addiction and an Interdisciplinary Minor in Muslim Studies were designed in response to strong student demand.

EMPLOYMENT EQUITY

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga nations, within the lands protected by the “Dish with One Spoon” wampum agreement.

McMaster University is committed to Integrity, Quality, Inclusiveness and Teamwork. We strive for a culture which promotes the rich diversity of our community, we value the unique knowledge of underrepresented groups, and we acknowledge the inequitable representation of marginalized groups.

McMaster has dedicated itself to breaking down systemic forms of exclusion; we welcome qualified candidates with the skills and abilities that contribute to equity and diversity in research, teaching and the workplace.

All qualified candidates are welcome to apply, and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including women, persons with disabilities, First Nations, Métis and Inuit peoples, members of racialized communities and LGBTQ-identified persons.



ACCESSIBILITY

McMaster offers a variety of workplace accommodations and transition support throughout an employee's career journey – from recruitment to retirement – to support each individual's success:

- **Consultation:** McMaster has a rich history of successfully integrating employees into the planning process of various buildings
- **Comfort:** Employees who complete an Ergonomic Assessment Request Form will have a member of our EOHSS team complete a full assessment
- **Accessibility for Ontarians with Disabilities Act (AODA)** compliance for accommodations
- **AccessMAC** provides consultation and advice on the identification, removal and prevention of barriers within McMaster's systems, structures and policies



SUPPORTING RESOURCES & ACTIVITIES

- Our Equity and Inclusion Office has been expanded to include a new Vice-Provost, Equity and Inclusion, a Director of Human Rights and Dispute Resolution, and a Sexual Violence Response Coordinator
- Our Employment Equity Specialist provides leadership and expertise, as McMaster implements the outcomes from our recent Employment Equity Census
- Human Rights and Dispute Resolution Program
- A Sexual Violence Policy and resources
- Programming including Anti-Racism, Positive Space, H.E.A.R.T. Certificate Program: "Human Rights, Equity, Accessibility, Respect Toolkit"
- Mental Health First Aid Training
- Anti-Violence Network
- Expanded partnership with Hamilton's Immigration and Settlement Office
- Diversity recruitment resources for HR and hiring managers



PRESIDENT'S ADVISORY COMMITTEE ON BUILDING AN INCLUSIVE COMMUNITY

The committee continues to provide insights and recommendations to advance equity and diversity on campus. Working groups include:

- Accessibility, Disability & Ableism
- Employment Equity
- First Nations, Métis & Inuit Priorities
- Interfaith Issues
- LGBTQ+
- Madness/Distress, Eugenics, Discrimination & Saneism
- Priorities & Planning
- Race, Racialization & Racism
- Violence Against Women/Gender-Based Violence

McMaster is
located on 300
acres of scenic
property

Green initiatives

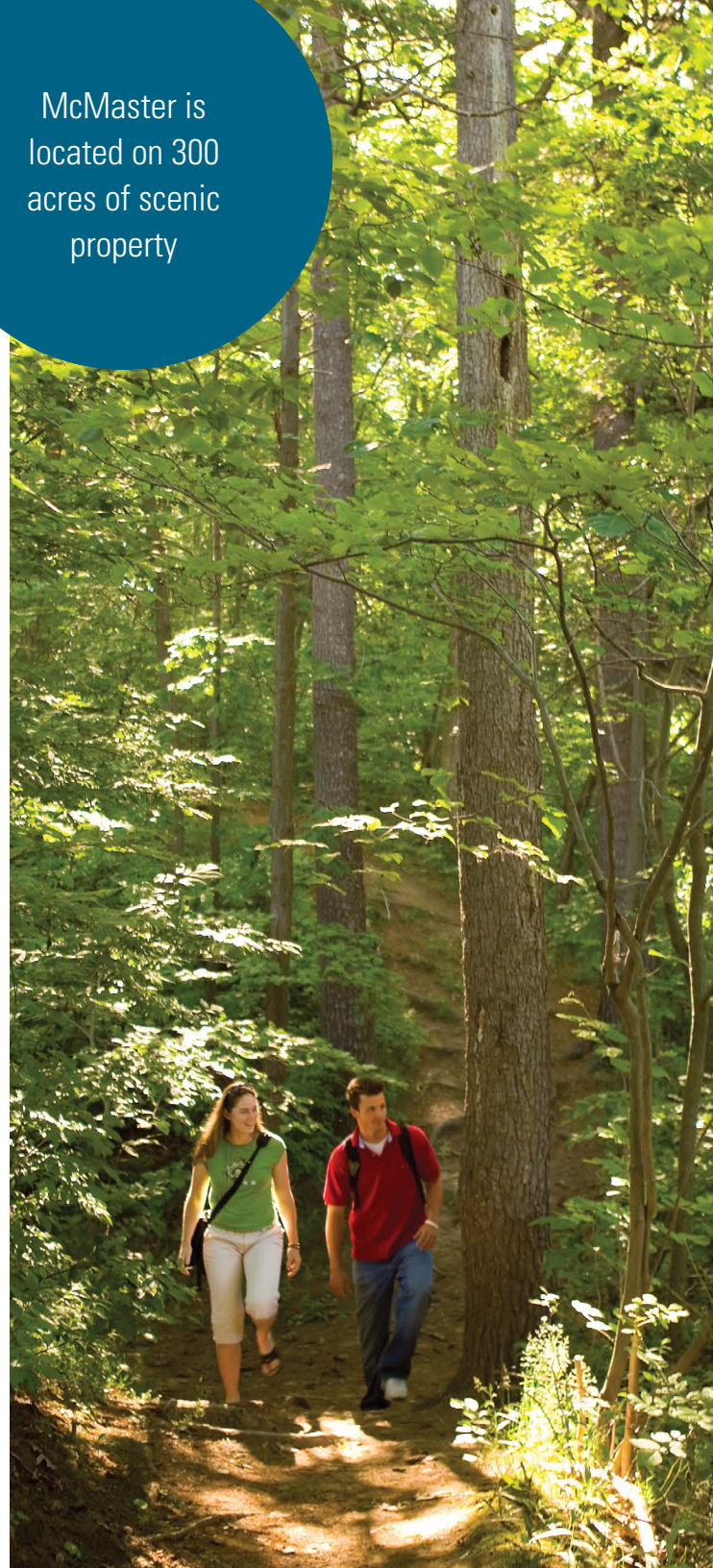
Creating a sustainable, efficient and healthy workplace

McMaster University uses our creative and innovative campus community to advance sustainable operations and growth. We integrate an environmentally, socially and economically sustainable consciousness into all aspects of the university lifecycle through scholarship, research, education, communication, community engagement and implementation.

COMMUNITY INVOLVEMENT IN SUSTAINABILITY

With the ongoing support of McMaster students, staff, faculty and community members, we have undertaken numerous sustainability initiatives to reduce campus greenhouse gas emissions, lower costs and conserve significant amounts of energy and water.

We continue to participate in programs such as “Chasing the Peak,” we have completed LED lighting retrofits in many buildings and we have implemented energy efficiency measures in two of our three highest energy cost and consumption facilities, among many other energy efficiency measures.



EDUCATION

Interdisciplinary Minor in Sustainability

Designed in collaboration with staff members, this unique to McMaster program is based on the premise that addressing sustainability in our society poses interdisciplinary challenges which require interdisciplinary solutions.



ENVIRONMENTAL MANAGEMENT PROGRAMS

- Waste Diversion
- Waste Reduction Plan
- E-Waste Recycling

PARTNERSHIPS WITH COMMUNITY ORGANIZATIONS

- Bike Share with the City of Hamilton

ONGOING MONITORING OF ENVIRONMENTAL MANAGEMENT SYSTEMS

Energy and water consumption is benchmarked with other higher education institutions annually. McMaster also reports our annual energy, waste consumption, environmental emissions and conservation plants to the Ontario government.



GREEN INITIATIVES ACROSS CAMPUS

- “Chasing the Peak”
- LED Retrofits
- “Shut the Sash” in laboratory environments
- Demand Controlled Ventilation
- Retrofitted Control Systems
- Water Fountain Retrofits
- McMaster Community and Teaching Garden
- Annual Campus Sustainability Day
- Electronics Collection Day
- Electric Vehicle Charging Stations
- Real-Time Energy Displays
- Social engagement:
 - Twitter: @MacEMSD
 - Facebook: EMSD
 - Youtube: Sustainability McMaster
- Experiential Learning



BUILDING FOOTPRINTS

Our main campus and other locations have received the following LEED certifications:

Main Campus

- Burke Science Building: LEED Silver Certified ('05)
- Les Prince Hall Building: LEED Certified ('06)
- David Braley Athletic Centre: LEED Certified ('07)
- Engineering Technology Building: LEED Gold Certified ('09)
- Nuclear Research Building Addition: LEED Gold Certified ('11)
- Ivor Wynne Centre – Spinal Cord Research Addition: LEED Silver ('12)
- L.R. Wilson Hall: LEED Silver Certification ('17)

Other Buildings

- The CANMET building at McMaster Innovation Park: LEED Platinum Certification ('10)
- Ron Joyce Centre: LEED Gold Certified ('10)
- Halton McMaster Family Health Centre: LEED Gold Certified ('17)

Initiatives for young people

Supporting the next generation of citizens, innovators and leaders

McMaster University provides many employment opportunities for our students while they complete their undergraduate or graduate studies. These opportunities include part-time work, full-time summer opportunities, work-study programs, and internships.

Students are considered internal applicants when they apply for available opportunities, and many former students continue at McMaster for their entire careers.

TRAINING

McMaster's onboarding, training and development programs are made available to all new hires, and we regularly enhance offerings to ensure we are meeting the evolving needs of a multi-generational workforce. Improvements to mentoring programs, new networking events, social media updates, and online modules and resources – these have all come about from feedback from our employees.





STUDENT SUCCESS CENTRE

engages students

and alumni in learning opportunities to enhance students' academic, personal and professional growth.

RESIDENCE LIFE OFFICE

recruits community advisors, residence orientation planners, administrative roles, and volunteer orientation student leaders.



RESIDENCE ADMISSIONS

employs students in Admissions and IT portfolios.



ATHLETICS AND RECREATION

is the largest employer of students on campus, offering paid employment and volunteer positions in a number of areas.



RESIDENCE FACILITIES

employs

student staff members to support custodial and facilities operations and database administration.



INTERNATIONAL STUDENT SERVICES

provides support for international students and Canadian students at McMaster, including a mentorship program, student exchange programs and international work experiences.

THE MACWORK PROGRAM

provides part-time (fall/winter) and full-time (summer) on-campus employment for currently enrolled students who demonstrate financial need.



HOUSING AND CONFERENCE SERVICES

supports a community of 3,700 undergraduates in residence, hiring more than 250 student staff positions each year (not including volunteer student leaders).



employs students across campus who work as casual/temporary food services assistants, as well as student managers.



CONFERENCE AND EVENT SERVICES

employs students to provide guest services and administrative support for our conference and summer accommodations service, and our full-year service desks.



SCIENCE CAREER AND COOPERATIVE

EDUCATION is an integrated approach that enables highly motivated students to alternate academic terms with paid, relevant work experience in their chosen field.



CO-OP MBA PROGRAM

offers a strong employer network and employer partners who hire interns and co-op students.

FACULTY OF HUMANITIES INTERNSHIPS

were created to help Humanities students enhance their education by gaining experiential learning outside the classroom.

UNIVERSITY ADVANCEMENT

INTERNSHIP provides recent university graduates with work experience in the university advancement field. The internships are paid 11-month positions.

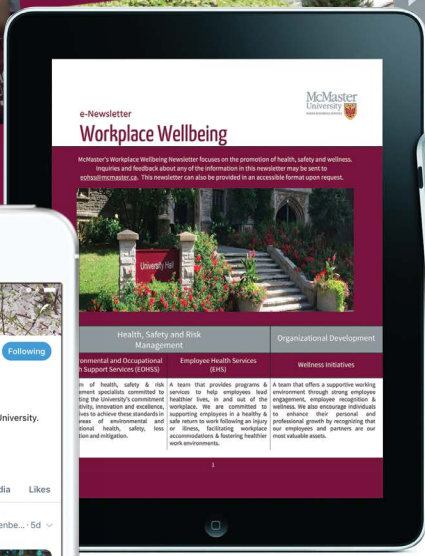
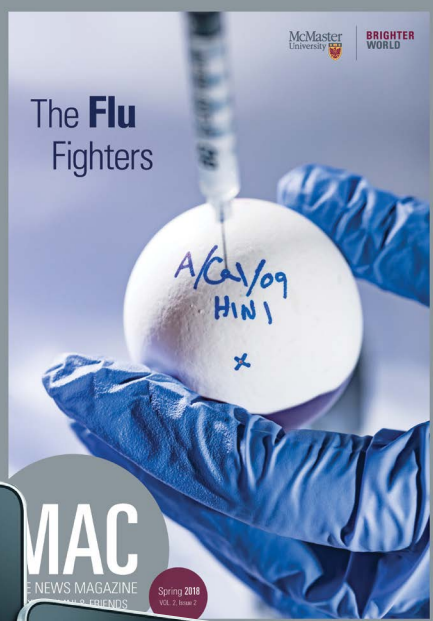


McMASTER ALUMNI

ASSOCIATION offers numerous programs, services, events, and networking opportunities.



Some samples of our communications which keep our employees informed





McMaster
University

Virna
Faculty

McMaster
University

[Name tag]

McMaster
University

Melanie
Faculty

McMaster
University

Kyle
Faculty

McMaster
University

Allyson
Faculty

Bringing together the best and brightest
minds is the spark that makes a
Brighter World possible.

**BRIGHTER
WORLD**



McMaster University workingatmcmaster.ca
1280 Main Street West
Hamilton, Ontario L8S 4L8

McMaster University is located on the traditional territories of the
Haudenosaunee and Mississauga nations and within the lands
protected by the "Dish With One Spoon" wampum agreement.