



UNIVERSITY OF
TORONTO
SCARBOROUGH



New Employee Orientation Booklet

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Welcome to the University of Toronto Scarborough

About the University of Toronto Scarborough

An anchor institution in the eastern GTA, U of T Scarborough combines the intimacy of a close-knit campus, the breadth of the liberal arts and the depth and rigor of one of the world's best research universities. Fostering a vibrant culture of community engagement, U of T Scarborough students cross academic as well as geographic boundaries in their pursuit of knowledge.

The dynamic campus life features more than 150 student groups. Located next to popular natural landmarks in Toronto's greenest area, U of T Scarborough is situated in one of Toronto's most diverse and multicultural neighbourhoods. New buildings by award-winning architects characterize U of T Scarborough's transformational growth. The Toronto Pan Am Sports Centre—a world-class fitness and training centre—represents Canada's largest investment in amateur sport infrastructure, opened to U of T Scarborough students and the community in September 2014, and hosted events for the 2015 Pan Am Parapan American Games.

About the University of Toronto

Established in 1827, the University of Toronto is Canada's largest university, recognized as a global leader in research and teaching. U of T's distinguished faculty, institutional record of ground-breaking scholarship and wealth of innovative academic opportunities continually attract outstanding students and academics from around the world.

U of T is committed to providing a learning experience that benefits from both a scale almost unparalleled in North America and from the close-knit learning communities made possible through its college system and academic divisions.

Located in and around Toronto, one of the world's most diverse regions, U of T's vibrant academic life is defined by a unique degree of cultural diversity in its learning community. The University is sustained environmentally by three green campuses, where renowned heritage buildings stand beside award-winning innovations in architectural design.

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.



INSPIRING INCLUSIVE EXCELLENCE

VISION

The University of Toronto Scarborough is the embodiment of inclusive excellence, a bold community of conscientious and adaptable global leaders in scholarship, innovation, teaching, and learning, who constructively disrupt the status quo, connect the world, and advance transformative change for the good of all.

MISSION

As outlined in its Statement of Institutional Purpose, the University of Toronto is committed to being an internationally significant research university with undergraduate, graduate and professional programs of excellent quality. It is dedicated to fostering an academic community in which the learning and scholarship of every member may flourish, with vigilant protection for individual human rights, and a resolute commitment to the principles of equal opportunity, equity, and justice.

At the University of Toronto Scarborough, our distinctive contributions to the University's mission are guided by four imperatives:

- 1 To advance a culture of leadership that is bold, empathetic, shared, transparent, inclusive, and transformational, thereby enabling our collective aspirations.**
- 2 To promote and support an inclusive, healthy learning and working environment.**
- 3 To strengthen, grow, and sustain local and global networks and partnerships that advance our mission.**
- 4 To augment U of T's global standing through scholarly prominence and exceptional learning in unique areas of established and emerging strength.**

We will ensure that these four imperatives inform all that we do to sustain a vibrant and international intellectual community, which through intentionally inclusive structures and practices strives every day to inspire limitless ingenuity to address the pressing global issues of our time, to lead transformative change, and to foster thriving communities and ecosystems in Canada and around the world. We do not simply react. We help to shape the future.

INSPIRING INCLUSIVE EXCELLENCE

VALUES

In alignment with the University of Toronto's mission, we commit to living the following values at the University of Toronto Scarborough:

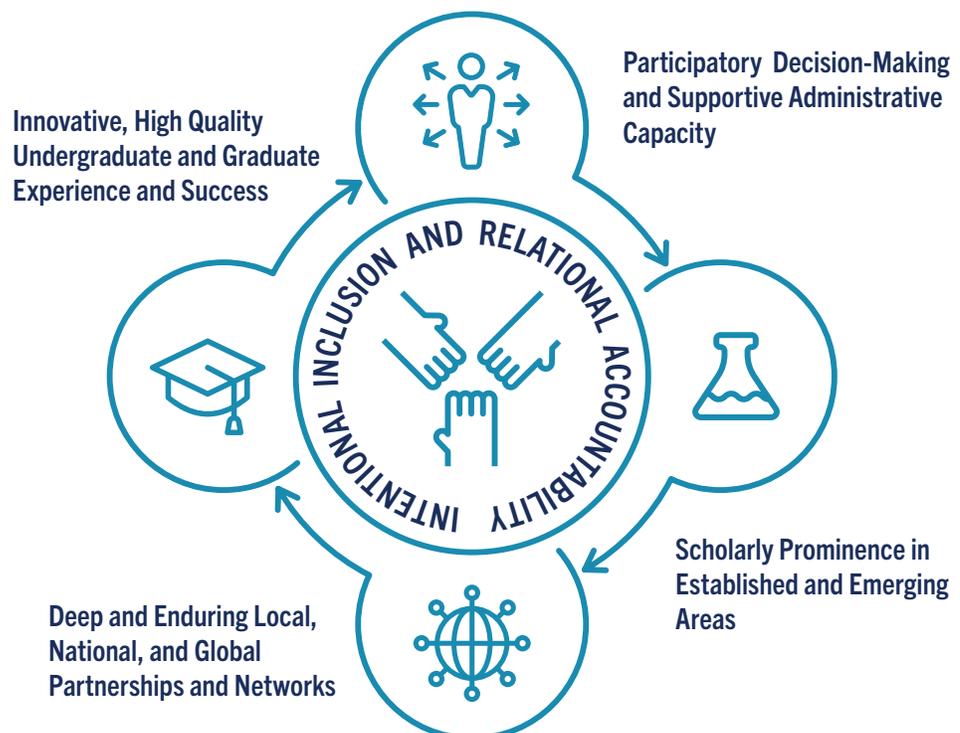
- + INTENTIONAL INCLUSION
- + STUDENTS AS PARTNERS
- + RECIPROCITY
- + ACCOUNTABLE STEWARDSHIP

We continually challenge the status quo in order to be more effective stewards of our resources and to exemplify individual and collective accountability.

We make efficient use of our fiscal resources, promote transparent and participatory decision-making, and facilitate effective administrative processes that ensure continuous improvement in all that we provide to the internal and external communities that we serve.

We commit to respecting Indigenous traditions, lands, and ways of knowing; and to protecting the ecosystems that sustain us and which we hold in trust for future generations.

PRIORITIES



Travelling to/from UTSC

There are numerous ways to reach UTSC.

Public Transit

Learn more about travelling by [TTC subway or bus](#), by [GO Transit](#), or by [Durham Regional Transit](#).

There are also a number of [Wheel Trans](#) stops on campus.

Driving and Parking

[Parking Services](#) at the University of Toronto Scarborough aims to provide students, staff, faculty and visitors with safe and accessible parking facilities. UTSC Parking Services operates and manages the parking lots at UTSC and offers a variety of parking options. Students and staff have the option of several different permit types in addition to daily flat rate parking.



Dining on Campus

The University of Toronto Scarborough have several excellent [food options on campus](#). We pride ourselves with offering programming that reflects our commitment to our students, staff and faculty.



Looking for a quick snack or refreshment? Try one of the [vending machine options](#) located across the campus. Visit [U of T's Map](#) for all food locations for UTSC.

We occasionally have various food trucks that come on campus. Be on the lookout for them when you're on campus!

Getting Connected to Campus Activities

UTORid

The UTORid is a permanent credential that is issued to University of Toronto degree students, alumni, faculty members, and staff members in order to access campus-wide services and resources. You will be sent a UTORid letter shortly after you are hired.

Employee Self-Service

Your pay statement, benefits information, employee record are available through [Employee Self-Service \(ESS\)](#). You access ESS through the HR Service Centre with your UTORid and password.

TCard

A [TCard](#) is your University of Toronto identification card. It includes your photo, personnel number and barcode. Your TCard may be used to access services and facilities such as library resources, athletic facilities, meal plans, vending machines and more.

You may get a TCard by taking your UTORid letter to the TCard Office, Main Floor of the Highland Hall Building. University of Toronto staff and faculty members will receive a 10% discount at any [U of T Bookstore location](#) by using a TCard.

Please note: During COVID-19, please consult the [TCard Office](#) website regarding procedures on how to attain your TCard and current business hours.



New Staff Orientation

As a new employee of UTSC, you will be invited to and are encouraged to attend a [UTSC Staff Orientation](#) session.

In addition, you will also be invited to attend a U of T Staff and Faculty orientation session offered on the St. George campus which will provide information on the University's governance and structure and will provide an opportunity to network with staff across all three campuses.

Please note: As a result of the pandemic, these sessions will be offered virtually until further notice.

Listsers

University of Toronto Scarborough staff automatically receive messages from the following listsers:

- **admin-staff**: recipients are limited to current UTSC administrative staff only.
- **utsc**: campus-wide mailing list that includes all UTSC staff, faculty, graduate students, post-doctoral fellows, and research assistants only. Messages about campus events and activities are often sent on this list.

Departments are responsible for informing Information & Instructional Technology Services (IITS) at helpdesk@utsc.utoronto.ca of new staff to be added to the departmental staff list which are then added to the above lists (admin-staff and utsc).

In addition, you may wish to follow to the below newsletters:

- [The Bulletin Brief](#)
- [The UTSC Daily update](#)
- [U of T News](#)

Campus Activities, Events and Resources

Connections and Conversations

[Connections and Conversations](#) is a staff-driven initiative that provides a supportive network for racialized staff. C&C began at UTSC as informal off-campus meetings among a small group of colleagues to discuss their experiences and evolved into a tri-campus affinity group prioritizing equity and applying an anti-oppression framework to build professional development and mentorship opportunities for racialized staff. The executive committee creates campus specific goals and initiatives in collaboration with campus leadership to address the needs of racialized staff and foster a supportive and inclusive environment.

Department of Athletics and Recreation

[Athletics & Recreation](#) offers a wide range of world-class programming, including recreation, organized sports, aquatics, learn to play, and outdoor recreation, in addition to a number of training and certification opportunities.

With your membership, you are eligible to access the following:

- Access to UTSC athletic facilities and all UTSC programming, including a wide range of registered programs, climbing wall and drop-in programs for every interest, skill level and ability.
- All TPASC programming including over fifty group fitness classes and drop-in times

All staff memberships require sign-up for payroll deduction through Human Resource Services. Please contact payroll.utsc@utoronto.ca for more information and membership plan details.

Library

The UTSC Library is proud to be a central physical and virtual space through which all UTSC students, staff, and faculty move. We extend this natural interdisciplinarity through services and spaces that foster collaborations on campus, in the community, and beyond.

Scarborough holds a local collection of about 400,000 print items, journal subscriptions, sound recordings, videos and films, a leisure reading collection, special research and archival collections. Full access to the entire U of T Library system (the third-largest academic library system in North America, behind Harvard and Yale) includes over 12 million print volumes in 128 languages, close to 100,000 serial subscriptions, 660,000 electronic journals and over 1,000,000 electronic books.

The UTSC Library is your physical and virtual portal to a vast array of information, expertise and resources to enhance your professional endeavours. Students, faculty and staff can receive [assistance](#) with research and information needs by telephone, through [email](#) and through the online [Ask a Librarian chat](#) service.

Office of Indigenous Initiatives

The [Office of Indigenous Initiatives](#) was established in response to the [report](#) by U of T's Truth and Reconciliation Commission Steering Committee. The Office's mandate is to support and guide the U of T community as it continues to work towards reconciliation. Efforts are directed towards listening, coordinating, advising, and collaborating with academic and non-academic communities in addressing the Calls to Action. The Office intersects with areas such as teaching and learning, student experience, Faculty and staff recruitment and engagement, and community-based research. The Office also conducts a regular environmental scan, produces a report to establish the impact and progress of Indigenous Initiatives on campus, and manages the activities of the Council of Indigenous Initiatives. For more information, visit the [University of Toronto Indigenous Gateway](#).

Positive Space Campaign and Committee

The [Positive Space Committee](#) for the Scarborough campus meets to discuss emerging issues, respond to needs throughout the campus, and network with others to support the Positive Space Campaign at UTSC. These meetings are a gathering of students, staff and faculty across the campus who are interested in supporting Positive Space and connecting with others committed to addressing homophobia and making our learning and working environments more inclusive. Allies are encouraged to attend these meetings and participate in the campaign. Let's work together to make UTSC more LGBTQ+ positive!

Membership of the committee is open to all staff, students and faculty at the University.

Queer U of T Employees (QUTE)

[Queer University of Toronto Employees \(QUTE\)](#) is an employee resource group for lesbian, gay, bisexual, transgender and queer (LGBTQ) staff and faculty who work at the University of Toronto. Run by a small team of volunteers, the organizing committee plans a variety of social and networking events. New volunteers are always welcome.

Sustainability at UTSC

Established in 2007, the [Sustainability Office](#) located at University of Toronto Scarborough focuses on providing students, staff and faculty members with resources, initiatives and overall information regarding sustainability. The Office combats numerous concerns, from micro-sustainable methods, such as saving energy, to larger sustainability initiatives, such as joining conferences to discuss about the United Nations Sustainable Development Goals.

The Sustainability Office welcomes students of various disciplines to join us to further influence the University of Toronto Scarborough Campus and the Scarborough community.

Resources and Supports Available to Staff

There are several resources and supports in place for U of T Staff, some of which are listed below.

University of Toronto Scarborough (UTSC) Human Resource Services

The [Human Resource Services](#) office's mission is to enhance the University's mission and foster a healthy, collaborative and equitable work environment that will attract, develop and retain the best qualified talent to support the campus's strategic vision of inspiring inclusive excellence.

Human Resource Services are strategic partners and trusted advisors to the campus leadership, staff and faculty and are committed to provide excellent quality service in a diverse, safe and welcoming environment at the University of Toronto Scarborough.

Joint Provostial and Human Resources Guideline on Vaccination

Please be advised that the University has a [guideline](#) requiring mandatory COVID vaccinations.

This requirement has been paused effective May 1, 2022, until further notice. On the basis of COVID developments and public health guidance, this requirement may be re-introduced, requiring updated vaccinations, with little to no notice. Should this occur, you will be required to have updated vaccinations to continue working at the University, unless you apply for and are granted a University-approved exemption. Information about the exemption process can be found at [UofT Exemption](#). Should you not have updated vaccinations, you may not be permitted to work or be paid and may be placed on a leave of absence in the University's discretion.

HR Service Centre (HRSC)

The [HR Service Centre platform](#) is a web-based system that consolidates all HR services, support and information under one digital umbrella. In the HRSC, employees can:

- Submit HR requests & forms online via a **service catalog**;
- Search a **customized knowledge base** that contains HR and employment information specific to their employee group; and,
- Submit HR inquiries and receive regular updates via an **inquiry ticketing system**

It also serves as a digital entry point to other HR platforms, such as SuccessFactors and Employee Self-Service (ESS) / Manager Self-Service (MSS).

Employee and Family Assistance Program

The [Employee and Family Assistance Program \(EFAP\)](#) is available to employees of the University of Toronto who are eligible to participate in the University's group benefit programs, and their dependants: spouses, partners (including same-sex partners) and dependent children. This program is provided at no cost to you.

The EFAP is operated by an external provider, [Telus Health \(formerly known as LifeWorks\)](#). It is available 24 hours, seven days a week, 365 days a year at many locations both near your home or work. For more information, call 1-800-597-2110, or visit the [EFAP website](#).



University of Toronto Equity Offices

Equity offices provide resources and conduct education and awareness initiatives on how to best realize the University's commitment to equity, diversity and human rights and provide guidance on specific issues as they arise. The University has several Equity Offices to provide support to staff, faculty, and students. Some are located at UTSC; many are primarily located on the St. George campus, and serve UTSC as well as UTM. Below is a list of the Equity Offices, their web site and contact information.

University of Toronto Scarborough (UTSC) Equity Offices

- [Equity & Diversity Office](#)
- [Sexual Violence Prevention and Support Centre](#)

Tri-Campus Equity Offices

- [Accessibility for Ontarians with Disabilities Act \(AODA\) Office](#)
- [Anti-Racism & Cultural Diversity Office](#)
- [Community Safety Office](#)
- [Family Care Office](#)
- [Health & Well-being Programs & Services](#)
- [Sexual & Gender Diversity Office](#)
- [Sexual Violence Prevention and Support Centre](#)

The Healthy Campus Initiative

The [Healthy Campus Initiative strives](#) to ensure that everything we do at the University of Toronto Scarborough, from teaching, research, extracurricular and co-curricular activities to the facilities and the grounds we design, build, and use, are health-enhancing. We've defined 'health' holistically to include mental, physical, and spiritual elements as we see accessibility, equity, safety, and sustainability as essential components of a healthy campus. We are confident that together, we can create health-enhancing initiatives, and improve well-being, to create a healthy campus.

N'sheemaehn Child Care Centre

The [N'sheemaehn Child Care Centre](#) is a not-for-profit childcare centre established in 1990, located at the northeastern corner of the U of T Scarborough campus. Provides care for infants and children up to the age of 5.

U of T Family Care Office

The [Family Care Office](#) offers information, referrals, educational programming, and counselling. Also advocates family issues such as child and elder care, maternity/parental leave, flexible work arrangements, schools, and children's programs.

U of T Wellness Hub

The [Wellness Hub](#) is brought to you by [Integrated Wellness](#), single source of all wellness services, supports, and resources available to employees across all three campuses. Employees can access the [Wellness/EDI initiatives events calendar](#) for more details.

Safety and Support

- [Resources at UTSC](#)
- [Resources at St. George and in the Toronto area](#)

Sexual Violence Prevention & Support Centre

The Sexual Violence Prevention and Support Centre is working towards a campus where all members of the University community can study, work and live free from sexual violence. Education is an important part of our mandate.

The University of Toronto has made available online [sexual violence education and prevention \(SVEP\) training](#) to all students, staff, and faculty members. Completion is strongly encouraged and constitutes an important step toward creating a campus environment in which all members of the University community can study, work, and live free from sexual violence.



Training and Development

Mandatory Training

As outlined in your offer letter, you are required to complete mandatory training within the first sixty (60) days of your employment. Employees at the University of Toronto are to complete the following training:

[Basic Occupational Health & Safety Awareness Training Program](#) provided by the *Office of Environmental Health & Safety*. Log in with your UTORid and password. When logging in for the first time, you will be prompted to set up your training profile. Note: Access to My EHS Training only works from U of T networked computers.

[University of Toronto AODA Online Training](#) provided by the *Accessibility of Ontarians with Disabilities Act (AODA) Office*. Once you are onboarded by your Business Officer, you will receive an automated notification to your utoronto.ca email indicating when this AODA training has been assigned to you for completion. Until you receive this notification, you will not see the AODA training assigned to you to complete.

Equity, Diversity, and Inclusion (EDI) Modules

The Equity, Diversity and Inclusion modules include references and resources to support you as you think about how to apply your learning. These modules are consistent with the [UTSC Strategic Plan, Inspiring Inclusive Excellence](#) initiatives and provide an important first step in foundational education and understanding of EDI principles and practices to cultivate a sense of belonging for all on campus. The modules also offer opportunities to identify and explore personal and collective actions required to create a more equitable and inclusive learning and working environment.

Accessing the EDI Modules

The eLearning modules take approximately 30 minutes to complete. We **strongly encourage** all new staff and managers to take some time to explore these respective modules.

EDI Module for Staff: [Register here](#)

EDI Module for Managers: [Register here](#)

You can also access these two modules by logging on to the Employee [SuccessFactors: Learning](#) platform and browsing the learning catalogue.

Unconscious Bias Training Modules

The three Unconscious Bias Education Modules introduce and provide examples of how Unconscious Biases can arise from stereotypes and result in discrimination. These modules provide an important first step in foundational education and will be followed by modules exploring personal actions and systemic changes that are required to create more equitable and inclusive learning and working environments.

Accessing the Unconscious Bias Training

These modules are designed for use by faculty, librarians and staff at our three campuses, ideally as an integrated part of a program of education.

- **Module 1. What is Unconscious Bias?**
 - Definition and description of Unconscious Bias
 - [Register here](#)
- **Module 2. Effects of Unconscious Bias on Assessment**
 - Examples of how Unconscious Bias can lead to unfair assessment in contexts relevant to our work at the University
 - [Register here](#)
- **Module 3. Interrupting Bias**
 - Personal practices that can interrupt bias in decision making
 - [Register here](#)

Alternatively, these three modules can be accessed by logging onto [SuccessFactors: Learning](#) platform and browsing the learning catalogue.

Upon completion of all three modules, you will receive a certificate of completion. Please do not consider that an endpoint! These Modules are a first step towards initiating conversations about bias, and acting on promising practices to increase inclusion in your unit. Resources for additional learning are provided in each Module, and talks and workshops that share practical tips for action are available via [TIDE](#).

Online Sexual Violence Education and Prevention Training Module

The University of Toronto has made available online [Sexual Violence Education and Prevention \(SVEP\)](#) training to all students, staff, and faculty members. Completion is strongly encouraged and constitutes an important step toward creating a campus environment in which all members of the University community can study, work, and live free from sexual violence.

Accessing the Online Sexual Violence Education and Prevention Training Module

Please use **Firefox** desktop browser to complete the module. If you do not have Firefox installed on your computer, you could [download the latest Firefox version \(Links to an external site\)](#) and install it on your computer.

- SVEP Module for **Faculty**: <https://q.utoronto.ca/enroll/MFMGHN>
- SVEP Module for **Staff**: <https://q.utoronto.ca/enroll/94K4WL>

Note: If the link does not work or the option to “Enroll in Course” is not available, after you log into Quercus, copy the direct website address, listed above, into a different browser.

If you wish to return to the training later, you can always access the training course by logging into Quercus and selecting the Sexual Violence Prevention and Education course card on your Dashboard.

To access these instructions online, please visit: <https://www.svpscentre.utoronto.ca/instructions-on-how-to-access-the-online-sexual-violence-education-and-prevention-training-module/>

Introduction to Microsoft 365 @ U of T

This course is provided by the [Office of Enterprise Applications and Solutions Integration \(EASI\)](#). It provides U of T employees with a beginner’s overview of using key Microsoft applications in an administrative context at the University. Tools covered include Outlook, Teams and OneDrive. Note: Delivery of this course is either via instructor-led sessions or virtual self-paced sessions on Centre for Learning, Leadership and Culture (LLC) platform.

Centre for Learning, Leadership and Culture

The [Centre for Learning, Leadership and Culture](#) (LLC) provides a wide variety of online and in-class training, as well as webinars. Many of these sessions are also [offered at UTSC](#). Notices of these sessions are sent out to the admin-staff listserv. Please see page 7 for instructions on subscribing to the listserv. If you are interested in a course that does not appear to be offered at UTSC, please contact hrtraining.utsc@utoronto.ca. If we receive enough interest, we may be able to offer the session at UTSC.

LinkedIn Learning

University of Toronto (U of T) staff and faculty can access LinkedIn Learning, an online learning resource with high-quality instructional videos taught by recognized experts.

Using your UTORid to log in, you can choose from thousands of courses and tutorial videos that cover a wide range of topics, including business, leadership, professional skills, information technology, software and design. Completed courses can be added to your learning history in the [SuccessFactors learning management system](#).

There are more than 16,000 courses available through LinkedIn Learning. Examples of topics to explore:

- Office365 essential training
- WordPress essential training
- Time management fundamentals
- Structuring an effective presentation
- Leadership
- Equity, diversity and inclusion
- Project management
- Enhancing team innovation

If you need assistance using this resource, please visit the [LinkedIn Learning help site](#) or contact lms.help@utoronto.ca.

Educational Assistance

In order to provide staff with opportunities for personal and career development, the University offers financial assistance to employees who want to further their formal education. The policy is located in the policy manual or collective agreement for your employee group. If you have any questions about what may be covered, please contact Human Resource Services at humanresources.utscc@utoronto.ca.

The forms to apply for educational assistance can be found on:

- [HR Service Centre](#)
- [UTSC HR Website](#)

Leadership, Education and Development (LEAD) Program

UTSC is committed to staff and leadership development. The [LEAD Program](#) includes workshops, case studies and networking opportunities and will provide mentees with personalized coaching and a mentorship experience.



Holiday Calendar and Key Dates

Holiday Calendar

The University is generally closed for 10 to 14 days around Christmas/New Year's Day. In addition, there may be days designated throughout the year as Presidential Days or Days of Closure. The calendars are sent out as they are finalized. Holidays are also noted in the Outlook calendar.

Beginning June 30, 2023 and ending June 29, 2024, the holidays are as follows:

Presidential Day:	Friday, June 30, 2023
Canada Day:	Monday, July 3, 2023
Civic Holiday:	Monday, August 7, 2023
Labour Day:	Monday, September 4, 2023
Thanksgiving Day:	Monday, October 9, 2023
December Holiday Break:	Thursday, December 21, 2023 to Monday, January 1, 2024 inclusive
Presidential Day:	Tuesday, January 2, 2024
Family Day:	Monday, February 19, 2024
Good Friday:	Friday, March 29, 2024
Victoria Day:	Monday, May 20, 2024

Note: Summer hours begin on July 1 and end at Labour Day annually.

Academic Calendar and Key Dates

There are several [important dates for current students](#), of which many staff should be aware. Some of these dates include the start and end of classes, the exam period, and reading week.

Reading Week

UTSC has a reading week during the fall session (typically the week beginning with Thanksgiving), during which there are generally no classes.

UTSC has a reading week during the winter session, (typically the week beginning with Family Day), during which there are generally no classes.

Accommodation for Religious Observances / Dates of Religious Observances

UTSC is committed to equity, diversity and inclusion. Find out more about [accommodation for religious observances](#) and dates of religious observances.

Many of the dates are also recorded in your Outlook calendar.



Safety on Campus

Campus Safety

The [Campus Safety](#) office is staffed 24 hours a day, 7 days a week. They are located in the **Science Wing Building, Room SW304**. They may be reached at **(416) 287-7398** or safety@utsc.utoronto.ca for general enquiries.

In case of an emergency, if you are concerned about an immediate threat to your safety, property, or that of others, call **911** or Campus Safety at **(416) 978-2222**, or use one of the emergency Code Blue telephones located on campus.

Campus Safety offers a [Travel Safer](#) program whereby if you are on campus after hours you can be escorted by a member of Building Patrol or Campus Safety to another location on campus, to your vehicle, residence or bus stop. You can contact Campus Safety for this service at **(416) 287-7022**, or use an **Emergency Code Blue Phone** and ask for Travel Safer assistance.

Campus Safety also offers the [Lone Worker](#) program; if you are working alone, you can advise Campus Safety, and they will check on you periodically and they will provide you with a personal safety radio for direct contact to our Special Constable Service, should a personal safety emergency arise. You may register for this by calling **(416) 287-7398**.

[Emergency Code Blue Phones stations](#) are in the parking lots, footpaths, and within the Campus Library and lecture halls/classrooms. When the call button is activated, you are put in direct contact with Campus Safety which is dispatched to this area. Other emergency services will be contacted by Campus Safety as required.

In addition, if your keys are locked in a room/misplaced, you need a car battery boost, or lost and found, please contact **(416) 287-7398** and Campus Safety will assist you.

Visit the [campus status page](#) for any updates on changes to campus openings or closings.

A Campus Safety App is also available for free [download](#) at Google Play and the Apple Store. This new app integrates with U of T's safety and security systems to help students, faculty, and staff move more safely on and off-campus. It also provides campus safety alerts and access to academic and mental health supports — all tailored to your campus of choice.

Community Safety Office

The [Community Safety Office](#) covers all three campuses and works with all members of the community to address concerns regarding safety. They can be reached at **(416) 978-1485** or community.safety@utoronto.ca.

Both Campus Safety and the Community Safety Office can assist with creating a **safety plan** if you have any concerns for your safety while on campus.

Information & Instructional Technology Services (IITS)

In an institution as large as the University of Toronto, everyone has a part to play in protecting our data. Beware of urgent messages asking for personal or financial information and avoid clicking on unexpected attachments. You will never be asked for your username and password via email by IT staff at U of T.

Should you suspect that you are the target of a phishing attempt or one of your devices has been compromised, UTSC [Information & Instructional Technology Services \(IITS\)](#) can help. Visit them in AC204, or e-mail the Staff and Faculty Help Desk at helpdesk@utsc.utoronto.ca, or call **(416) 287-4357 (HELP)**.

Facilities Management (Building and Grounds)

Our [Facilities Management](#) Department maintains the interior and exterior of the buildings, and grounds to ensure our physical environment is safe, clean, and healthy. They rely on us to advise them of anything we see. If you notice any potential hazards (e.g., potholes, trip hazards, broken glass, spills and slippery areas in winter). The office is located in the **Science Wing Building in Room 303**.

For **emergency maintenance** and general enquiries during office hours: call **(416) 287-7579**

For all **after hours emergency**: call **(416) 287-7333**.

Environmental Health and Safety Office

[Environmental Health and Safety \(EHS\)](#) at the University of Toronto Scarborough is dedicated to ensuring that an environmentally responsible, safe and healthy work, research and study environment exists for the community. Faculty, staff and students all share the responsibility to maintain a safe environment and ensure the University meets its health and safety obligations. The University of Toronto Scarborough has an EHS office that serves as a local point of contact for addressing EHS issues and implementing health and safety programs and activities at the Scarborough campus.

The Office of Environmental Health and Safety is located on the **3rd Floor of the Science Wing, Room 300**. They can be contacted via email at ehs.utsc@utoronto.ca or call **(416) 208-4834**.

To report hazards, you can complete [an on-line form](#) to notify the Environmental Health and Safety Office. **For emergencies please call (416) 208-5141**.

The UTSC Joint Health and Safety Committee (JHSC) is an advisory group with representation from management and workers. The committee meets regularly to discuss workplace health and safety concerns. The membership list can be found at [the JHSC website](#) and the latest meeting minutes are posted on the health and safety bulletin boards located across the campus.

If you have any health and safety concerns, you should first discuss them with your supervisor. You can also contact the UTSC EHS Office at ehs.utsc@utoronto.ca or call **(416) 208-4834** or contact JHSC for assistance.

My EHS Training

EHS offers training courses in a broad range of EHS topics at no charge to departments. In order to access the training, log into [My EHS Training](#) using your UTORid and password. If you are accessing My EHS Training for the first time, you will be prompted to set up your training profile. **NOTE:** Access to My EHS Training only works from UofT campus or through VPN access to the server.

After logging in, you will be able to search and register for all available [EHS courses](#) (in-class and online), view or print your training history and check or change the status of your enrolled courses.

Mandatory Basic Health and Safety Awareness Training

Under the Occupational Health and Safety Act, **ALL** employees (e.g. paid staff, faculty, teaching assistants, graduate students receiving stipend, paid interns, etc.) must complete ***EHS 002 Basic Health and Safety Awareness Training*** and ***EHS 528 Slips, Trips and Falls***.

Training Matrices

In order to determine what health and safety and/or hazard-specific training is required, employees and supervisors should review the training matrices that are available for [Administrative and Facilities Staff](#) and [Laboratory Personnel](#).

Information for Supervisors

If you have a supervisory role, we encourage you to complete the online [EHS 583 Supervisor Due Diligence](#) training course. EHS has also created a tool kit and checklist for new leaders so they are aware of their duties and know where to go for important information.

Key UTSC Contact Information

Note: When dialing an external number to UTSC, you must dial “9” before entering the 10-digit phone number.

The UTSC online [People Directory](#) and the [A-Z Index](#) can be accessed from the [UTSC home page](#).

To search for academic and administrative units across the three campuses, the U of T online [A-Z Directory](#) can be found on the [University of Toronto’s home page](#).

Use the [U of T Directory](#) to find staff, faculty and department contacts from all three campuses.

Department	Phone number	Email address
Campus Safety	(416) 287-7398 (416) 978-2222 (Emergency)	safety@utsc.utoronto.ca
Conference Services	(416) 287-7356	conferences@utsc.utoronto.ca
Environmental Health and Safety	(416) 208-5141	ehs.utsc@utoronto.ca
Food Partnerships	(416) 287-7614	food@utsc.utoronto.ca
Beverage Services	(416) 208-5193	beverages@utsc.utoronto.ca
Academic Printing and Custom Publishing	(416) 287-7384	printing.utsc@utoronto.ca
Miller Lash House	(416) 287-7000	info@millerlashhouse.ca
Human Resource Services	(416) 287-7073	humanresources.utsc@utoronto.ca
UTSC Payroll Services	(416) 287-7073	payroll.utsc@utoronto.ca
Parking and Transportation	(416) 287-7576	parking.utsc@utoronto.ca
IITS Help Desk	(416) 287-4357	helpdesk@utsc.utoronto.ca

Questions/Comments?

Thank you for taking the time to read this booklet. Once you have settled into your position, we'd like to receive feedback from you about this guide.

We would appreciate hearing what you thought was missing, what was unnecessary, and whether the information provided was generally helpful in orienting you to the campus and the University.

If you have any feedback with respect to the information provided in this booklet, please contact humanresources.utsc@utoronto.ca.

Thank you!

