

Dear PSAC member:

We are pleased to have you join Brandon University as a Public Service Alliance of Canada (PSAC) member! We value all our employees and want to ensure everyone starts their job on the right foot. As such we need you to be familiar with University policies and requirements.

To assist with your training and orientation, we have created a Moodle page for you to learn about:

- Your PSAC Collective Agreement
- Brandon University Accessibility Policy
- Brandon University Discrimination & Harassment Prevention Policy
- Brandon University Sexualized Violence Policy

As well, there are some training modules on the Moodle page all employees are required to complete.

To access the Moodle page, go to:

- Moodle Log In (on the BU homepage)
- Log in with your student username and password
- Choose **00 Communication websites** and select **PSAC – New Employee Orientation and Welcome**
- Enrollment Key: **PSAC&BU2018**

The information contained on the Moodle page is to help you succeed as an employee as well as to let you know what you can expect from Brandon University as your employer.

The orientation training takes no more than one hour to complete and you will receive a **Certificate of Completion** at the end of the training. **Once you have your certificate, download it or print it. In order to be paid for the one hour of required training, you must present this certificate to your supervisor and then record it in EMP Center.** You may not be able to be assigned work or shifts until you have completed the training. Employees who have multiple PSAC assignments are only required to complete the training once, therefore it is important that you retain your certificate.

For WHMIS training, the link is found in Moodle, under *Additional Resources & Links*.

The Enrollment Key is: **Safety2022**

If you hold multiple positions within PSAC and need WHMIS for more than one job, you do not need to repeat the training in the same academic year. Show your certificate of completion to any additional supervisors who require you to take WHMIS training.

If you have any questions about the online training, you are welcome to speak to your supervisor or to Human Resources (Clark Hall Room 337).

All the best to you in your new job!

Supervisor/Hiring Manager