Dear PSAC Employee:

We are pleased to have you join Brandon University as a Public Service Alliance of Canada (PSAC) employee! 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 be paid for this hour upon completion of the training. **Be sure to email your supervisor once you have completed the training so that they can reflect this time in EMP Center and you will be paid accordingly.** Periodic audits are conducted to ensure all employees complete the 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