

Summary of Resources for Western Leaders

Western Human Resources Toolbox:

- [Leader Toolbox](#)
- [Administrator Toolbox](#)
- [Researcher Toolbox](#)
- [Faculty Staff Toolbox](#)

Key Legislation, Western Policies and Guidelines:

- [Legislative and Contractual Obligations when Supervising Western Staff Chart](#)
- [Employment Standards Act, 2000 \(ESA\)](#)
- [Guide to the Employment Standards Act](#)
- [Ontario Human Rights Code \(the "Code"\)](#)
- [Western's Safety and Well-being Website](#)
- [Occupational Health and Safety Act \(OHSA\)](#)
- [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005](#)
- [University Secretariat Resources related to FIPPA, PIPEDA, PHIPA](#)
- [FIPPA – Some Basics for Faculty and Staff](#)
- [Western Admin Policies and Procedures \(MAPP\)](#)
- [1.16 Policy on Smoking](#)
- [Scent Awareness & Guideline](#)
- [3.4 Policy Conflict of Interest](#)
- [1.13 Policy Appropriate Use of Computer Resources](#)

Leading People at Western:

- [Recruitment](#)
- [Leadership Development](#)
- [Supervisor's Checklist for Orienting New Employees](#)
- [PMA & UWOSA Performance Feedback](#)
- [Transitional Accommodation Program \(TAP\)](#)
- [Safety and Well-being Forms](#)
- [Accident / Illness / Incident Reporting](#)
- [Developing a High Performing Team](#)
- [Mental Health Resources](#)
- [Required Training](#)

Other:

- [Human Resources Glossary of Terms](#)
- [Employee Well-being](#)
- [Employee and Family Assistance Plan \(EFAP\)](#)

Orientation to Western Employee Groups:

- [Collective Bargaining](#)
- [Western Collective Agreements and Policies](#)
- [Temporary Contract Employees & Student Employees](#)
- [Guidelines for Administration of Contract, Part Time Staff and Summer Student Compensation](#)
- [Non-Employment Types - Person of Interest](#)
- [GTA vs. GSA vs. GRA](#)
- [Postdoctoral Scholar](#)

Western Employee Agreement Highlights:

- [UWOSA Membership \(Reference Article 2 & Appendix Q in the Collective Agreement\)](#)
- [UWOSA Job Evaluation \(JES2013\)](#)
- [UWOSA Job Description for Recruitment](#)
- [UWOSA Position Description Questionnaire \(PDQ\)](#)
- [UWOSA Triennial Review Form](#)
- [UWOSA Job Classifications](#)
- [UWOSA Job Profiles](#)
- [Western Salary Ranges](#)
- [PMA Compensation Policy 6.2 & Procedure](#)
- [PMA Salary Increases](#)
- [PMA Job Description](#)
- [PMA Job Evaluation](#)

Human Rights, Employment Equity and Accessibility:

- [Ontario Human Rights Code](#)
- [Occupational Health and Safety Act \(OHSA\)](#)
- [Accessibility at Western](#)
- [Accessibility Standards \(AODA\)](#)
- [Non-Discrimination and Harassment \[Policy\]\(#\) & \[Procedure\]\(#\)](#)
- [Duty to Accommodate](#)
- [Employment Equity and \[3.2 Employment Equity Policy\]\(#\)](#)
- [Safe Campus](#)
- [1.46 Safe Campus Community Policy](#)
- [1.52 Policy on Sexual Violence](#)
- [Academic Accommodations for Students with Disabilities](#)
- [Academic Accommodation for Religious Holidays](#)

Please consult your Employee Relations Consultant, Talent Acquisition Specialist, Health & Safety Consultant, Rehabilitation Consultant, Equity and Human Rights Consultant or Western Human Resources (hrhelp@uwo.ca or 519-661-2194) if you have questions. For a list of the full Western Human Resources Team please refer to the [Western Human Resources Directory](#).

Mental Health Resources for Western Staff & Faculty:

PREVENTION: Practice wellness daily	CONCERN: When you notice a change	CRISIS: When you feel out of options
<i>Personal wellness practices:</i> Eat. Sleep. Exercise. Connect	Visit your family doctor	ASIST-trained Keep Safe Connection
LivingWell@Western	Seek the advice of a friend or family member	Call 911 if needed
Employee Assistance Program	Stress Management Techniques	Walk in to the Mental Health and Addictions Crisis Centre at 648 Huron Street or call Reach Out at (519) 433-2023
safeTALK & ASIST	Workplace Health Employee Well-being	Anova 24-Hour Helpline: (519) 642-3000
Campus Recreation <ul style="list-style-type: none"> Physical activity has a huge impact on mental health 	Togetherall Anonymous 24/7 online peer support and education with moderation by clinically trained practitioners	First Nations and Inuit Hope for Wellness Help Line : 1(855) 242-3310
Workplace Health	The Support Line (519) 601-8055	Crisis Services Canada suicide prevention and support: 1(833) 456-4566
Employee Well-being	FSTV Quick Access Mental Health Walk-In Clinic Tuesday 1-6pm at 125 Woodward Ave	Trans Lifeline (10am to 4am): 1(877) 330-6366

Mental Health Resources for Western Students:

PREVENTION: Practice wellness daily	CONCERN: When you notice a change	CRISIS: When you feel out of options
<i>Personal wellness practices:</i> Eat. Sleep. Exercise. Connect	Health and Wellness (SHS, Psychological Services), Residence Counselling	ASIST-trained Keep Safe Connection
Wellness Education Centre	Peer Support and Graduate Peer Support	Call 911 if needed
Leadership and Learning	Stress Management Techniques	Walk in to the Mental Health and Addictions Crisis Centre at 648 Huron Street or call Reach Out at (519) 433-2023
safeTALK & ASIST	Wellness Education Centre	Anova 24-Hour Helpline: (519) 642-3000
Campus Recreation <ul style="list-style-type: none"> Physical activity has a huge impact on mental health 	Togetherall Anonymous 24/7 online peer support and education with moderation by clinically trained practitioners	First Nations and Inuit Hope for Wellness Help Line : 1(855) 242-3310
Learning Skills Services	Good2Talk 1(866) 925-5454 or The Support Line (519) 601-8055	Crisis Services Canada suicide prevention and support: 1(833) 456-4566
Writing Support Centre	FSTV Quick Access Mental Health Walk-In Clinic Tuesday 1-6pm at 125 Woodward Ave	Trans Lifeline (10am to 4am): 1(877) 330-6366