



HEALTH SCIENCES

A GUIDE FOR POSTDOCTORAL FELLOWS IN THE FACULTY OF HEALTH SCIENCES

Updated July 2019



Welcome from the Dean and Vice-President, FHS



Paul O'Byrne

I am pleased to welcome you to McMaster University's Faculty of Health Sciences. You are joining a remarkable community of faculty and staff that have put our Faculty at the forefront of innovation in health care, discovery and learning. As a Postdoctoral Fellow you have the great opportunity to work with some of our extraordinary researchers, and take part in asking those fundamental questions that can have a far-reaching impact. I expect you will take on this exciting venture with enthusiasm and a strong ambition for research excellence. We are **Together, advancing health through learning and discovery.**

Welcome from the Vice Dean Faculty of Health Sciences and Associate Dean, Graduate Studies (Health Sciences)



Steven Hanna

Postdoctoral Fellows are at a unique stage in their careers, as they move from student to independent researcher. Fellowships in the Faculty of Health Sciences are a wonderful way to engage in mentored research and advanced training to help you acquire the competencies necessary for taking on your own scholarly pursuits. Enjoy this stage in your career: be passionate, observant and enthusiastic, and remember – discoveries never happen overnight and stem from both well-developed questions and surprising observations.

Welcome from the Vice Dean, Research



Jonathan Bramson

McMaster University ranks among the leading research institutions in Canada, and among the top three for biomedical and health care research funding. Along with our hospital affiliates, our Faculty conducts world-renowned research. Postdoctoral Fellows are an integral component of our research enterprise. We provide a rich learning environment for PDFs to develop and execute health research, interact with interprofessional teams, and work closely with internationally renowned academic leaders. Welcome to the Faculty of Health Sciences!

Welcome from the Co-Chair, FHS Postdoctoral Association

Congratulations on starting your fellowship with the FHS! The FHS Postdoctoral Association is an elected body of current PDFs whose mission is to enhance the postdoctoral experience by connecting people, inspiring minds, and supporting career advancement in the field of Health Sciences. We also host networking events, workshops, career nights and more. We are so happy to have you part of our growing Postdoctoral network here in the Faculty of Health Sciences.



Luseadra McKerracher



David Speicher

Introduction to Guide for Postdoctoral Fellows

This guidebook is intended to provide an overview of the many supports, resources and benefits available to postdoctoral fellows in the Faculty of Health Sciences (FHS) at McMaster University. It should help facilitate your transition to the FHS, and help to ensure that you have a satisfying and rewarding experience here. We hope that this guide will assist in your orientation process, and also serve as a handy reference throughout the course of your employment with us.

If there is any conflict of information between this guide and the official McMaster University 'Policy on Postdoctoral Fellows' (found on the *University Policies, Procedures & Guidelines* website) the Policy text will govern. Additionally, if there is conflict of information between this guide and your signed Offer Letter, which sets out the terms and conditions of your appointment, the Letter will govern.

If you have any questions about the material in this guidebook, please contact FHS Human Resources Services.

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Becoming a Postdoctoral Fellow in the Faculty of Health Sciences

ABOUT THE FACULTY OF HEALTH SCIENCES (FHS)

The Faculty of Health Sciences is on the leading edge of health sciences education, research and care and consistently places McMaster among the top 50 universities in the world for health and medicine. The Faculty's focus on interdisciplinary and collaborative learning is a hallmark of its unique combination of schools of medicine, nursing and rehabilitation science, as well as programs for midwifery, a Bachelor of Health Sciences degree, physician assistant, graduate studies and post graduate residency training. Integral to the Faculty's mission is its extensive research program. McMaster is one of Canada's top research-intensive universities, and is consistently among the top four in the country for biomedical and health care research funding among university faculties of medicine. McMaster's health sciences research spans the spectrum from curiosity-driven basic science in the laboratory to clinical research at the bedside and in the community, to studies analyzing the efficacy and cost-effectiveness of particular therapies and the efficiency of health care delivery. Health sciences research at McMaster saves lives and has a dramatic impact on the quality of life of Canadians.

Source: About FHS | FHS Research

APPOINTMENT PROCESS

What is a Postdoctoral Fellow (PDF)?

Postdoctoral Fellows are individuals who have completed a doctoral degree and who are seeking further training in a particular area of research, working under the general supervision of a faculty member. As valued employees of the FHS community, PDFs make an indispensable contribution to the research environment of the University and to their chosen field. In doing so, they raise the profile of themselves and McMaster. The objective of a PDF appointment is to contribute to the Faculty's research and teaching mission, to strengthen the PDF's skill set, publication record and CV, and to build a reputation that will enhance the PDF's opportunity to secure a more permanent position both within, and outside of, teaching and research.

Postdoctoral Fellowship Criteria at McMaster University

- Must have been awarded a PhD or equivalent normally within the five years immediately preceding his or her initial appointment as a PDF at McMaster;
- Appointment is temporary, normally not to exceed 6 years, including renewals;
- Appointment, normally full-time, involves substantial research or scholarship and may also involve some teaching;
- Appointment is viewed as preparatory for an academic and/or research career;
- Appointee works under supervision of a faculty member in the University or affiliated hospitals;
- Appointment has the freedom to publish the results of his or her research or scholarship during the period of appointment, when appropriate in conjunction with the faculty supervisor

How to Apply for Postdoctoral Fellow Positions

- (i) Check departments of interest to see if there are any PDF positions available
- (ii) Visit the McMaster Careers website and apply as indicated
- (iii) Directly contact a faculty member with related research interests



Appointment and Registration of Postdoctoral Fellows

1. Every PDF receives an appointment letter from the Department Chair that outlines the terms and conditions of employment that make up your contact with the University, acceptance is indicated by signing and returning an original copy to the Chair.
2. If applicable, obtain appropriate Visa/Work Permit for entry into Canada through your nearest Canadian Consulate.
3. Meet with FHS Human Resources for your formal introduction to McMaster and the FHS, as detailed in your Offer.

Source: McMaster Policy on Postdoctoral Fellows, 2008

POLICY ON POSTDOCTORAL FELLOWS

This Policy applies to “*all Postdoctoral Fellows who receive income through McMaster University’s payroll and/or who hold an externally awarded postdoctoral fellowship from which McMaster University is the formally designated institution for tenure of the award*”. Maintained by the Associate Vice-President and Dean of Graduate Studies, this Policy provides details on the role of a postdoctoral fellow, steps to obtain a postdoctoral position, appointment and registration, remuneration and financial support, benefits and services available to postdoctoral fellows and the application of University policies. The Policy is found on the *University Policies, Procedures & Guidelines* website.

Source: McMaster Policy on Postdoctoral Fellows, 2008

FELLOWSHIP RENEWAL

Renewal requires an agreement between a PDF and the supervising faculty member. Start discussions at least 6 months in advance to avoid surprises. With the Chair’s written approval, appointments may be extended to a maximum of 6 years in total.

Supervising faculty members should give reasonable notice (usually 3 months) to a PDF on their intention to renew, or not to renew an appointment. Renewals must be confirmed in writing and if terms and conditions have changed, a new offer letter should be signed.

Source: McMaster Policy on Postdoctoral Fellows, 2008

Your Career with the Faculty of Health Sciences

Congratulations and welcome to your exciting new position as a Postdoctoral Fellow with the Faculty of Health Sciences. Each postdoctoral appointment will be unique, however the following section will provide you with a general idea of what to expect during your time with the Faculty of Health Sciences.

WELCOME AND ORIENTATION

Human Resources

- WELCOME AND SIGN-IN MEETING

Prior to your start date, FHS Human Resources will set up a welcome and sign-in meeting for your first day. The purpose of this meeting is to introduce you to some of the great resources and benefits available as a member of our Faculty, and to enroll you in payroll and benefits (for appointments 12 months or longer). This meeting is a great opportunity to ask any questions you may have about working at the FHS.



- [NEW EMPLOYEE ORIENTATION PROGRAM](#)
All new faculty and staff are invited to participate in McMaster's New Employee Orientation Program. This full-day session provides an opportunity to learn about the University's mission, structure, culture and key services that will help you acclimate to the McMaster community. The session also provides an opportunity to network with colleagues from across the organization and explore the campus environment. Visit [Working at McMaster](#) for more information and to sign-up for the next session date.
- [HEALTH AND SAFETY](#)
All employees of McMaster and the Faculty of Health Sciences must complete health and safety training according to their work environment (e.g., clinical, laboratory, office environment). Be sure to visit the FHS Safety Office online for an overview of your training requirements and instructions on how to sign-up and complete the courses.
- [PHOTO ID CARDS](#)
All McMaster employees and faculty members are required to have a Photo ID card. During your welcome meeting with HR you will be provided the option of obtaining your Photo ID at the conclusion of the meeting. An additional option is to obtain your card during Photo ID drop-in on Tuesdays between 9am-12pm from Health Sciences Human Resources, located in HSC-2J1A. You will be asked to sign a photo release form as part of the Freedom of Information and Protection of Privacy Act. Be sure to bring any information from your department regarding swipe access (if applicable) and your employee ID number. If you would like your 'Dr.' credentials on your ID card, you will need to provide proof of your doctorate degree (a photocopy or photo will be sufficient).
- [MOSAIC](#)
Mosaic is McMaster's administrative information system. This is where you will find pay information, make changes to your personal information, and sign up for health and safety training. Select 'Support and Documentation' to view 'How-to Guides' and tip sheets for using the system. New PDFs may not have access to Mosaic until their actual start date.
- [MAC ID](#)
Your MAC ID is a unique identifier enabling a single sign-on for a number of McMaster systems and applications, including email, Mosaic and more. Human Resources will provide you with all required information to activate your MAC ID and email account, ideally in advance of your start date. Visit McMaster's UTS website for more information.

Office of Postdoctoral Affairs & Research Training

The Office of Postdoctoral Affairs & Research Training regularly holds orientation and information sessions for new postdoctoral fellows. Be sure to visit postdoc.mcmaster.ca/fhs-pda and postdoc.mcmaster.ca to see when the next session will be held. You will have the opportunity to meet the Coordinator of Postdoctoral Affairs and Research Training for McMaster University along with a representative from the FHS Postdoctoral Association Executive. If you have questions about McMaster or Postdoc life, they have the answers!

Source: FHS PDF Association Website

Department/Supervising Faculty Member

Supervising faculty members and their staff are responsible for orienting Postdoctoral Fellows to the Department or Unit you will be working in. Your supervisor should provide orientation to your worksite, provide information about performance expectations, standards for hours of work, safety procedures and ethical/scholarly integrity issues.



NEW PDF ARRIVAL & ORIENTATION CHECKLIST

Available through our Health Sciences New Employee Welcome Website (link sent to you from your HR Representative), this checklist provides you with essential steps and recommended resources to assist with your orientation as you begin your new role with us. Steps and resources have been divided into four sections: Before Your Arrival, Your First Day, Your First Weeks, and Your First Months.

PROFESSIONAL DEVELOPMENT AND CAREER RESOURCES

As a Postdoctoral Fellow with the Faculty of Health Sciences at McMaster, there are many resources available that can enrich your experience with us and allow you to get the most from your postdoctoral appointment. Please visit each of the following offices/areas for more information on specific offerings relevant to your interests and needs.

- **Health Research Services:** Provides support for research within the Faculty of Health Sciences, including guides to research and the grant-writing process, funding sources and more.
- **FHS Postdoctoral Association:** Regularly offers workshops, networking events and more to improve and enhance your postdoctoral experience with the Faculty of Health Sciences.
- **Skills & Opportunities for Postdoctoral Research Community, Office of Postdoctoral Affairs and Research Training:** Where postdoctoral fellows (along with graduate students and undergraduate researchers) can find programs, in-person and online resources, workshops and more to help achieve academic and professional success.
- **Tuition Assistance:** Entitled to financial assistance for tuition costs incurred by you to take approved courses at McMaster that are relevant to your Fellowship.
- **Program for Faculty Development:** Committed to supporting and enabling our interprofessional faculty to fulfill their academic and professional responsibilities as educators, scholars, academic clinicians, leaders and university citizens.
- **MacPherson Institute for Leadership, Innovation and Excellence in Teaching:** Offers research consultations and support to all members of the McMaster community, and regularly offers courses and workshops.
- **McMaster Career Services:** Supports and empowers employees with strategies to achieve personal and professional potential, and acts as a great resource for career awareness and management, goals, and coaching.
- **McMaster Centre for Continuing Education:** CCE offers more than 200 courses and workshops that blend both theoretical knowledge and practical application to help you build your skills and expand your career.

YOUR SUPPORT NETWORK

McMaster University and the Faculty of Health Sciences have many support units for individuals with a postdoctoral appointment in the University. As a member of the Faculty of Health Sciences, FHS specific supports should be your first “go-to” for assistance, but there are additional avenues of support depending on your needs.



- **FHS Postdoctoral Fellow Association (FHS PDA)**
An elected body of current Postdoctoral Fellows whose mandate is to represent and provide a link between the FHS Administration and the FHS Postdoctoral Fellows. As a current Postdoctoral Fellow with the FHS – they represent you. FHS Postdocs are non-unionized, so the FHS PDA provides the point of intersection between the Faculty, the University and you. If you have any questions about life as an FHS Postdoc, please contact them.
- **FHS Human Resources Services**
The Faculty of Health Sciences Human Resources Office in collaboration with Human Resources Services provides leadership, advice, support and resources to faculty and staff within the FHS to foster the creation of an environment that is inclusive, diverse and engaging. FHS HR handles all matters related to appointments, pay and benefits for all FHS Postdoctoral Fellows.
- **Health Research Services**
Provides advice and administrative support to process operating and personnel grants, manages research resources and administers the ethics review process for medical research involving human and animal subjects.
- **Health Sciences Graduate Studies**
As a Postdoctoral Fellow in the Faculty of Health Sciences, you may have the opportunity to help mentor and oversee graduate students under the management of your faculty supervisor. The Health Sciences Graduate Studies Office provides resources for Postdoctoral Fellows, and may offer assistance in working with graduate students.
- **McMaster Office of Postdoctoral Affairs & Research Training (OPART)**
Part of McMaster's School of Graduate Studies, OPART provides information on becoming a Postdoc, Awards and Funding, News & Events for PDFs at McMaster, various training opportunities, relevant PDF resources and holds events for Postdoc Appreciation Week in September every year.

CONFLICT & DISPUTE RESOLUTION

Open and frequent communication between you and your supervising faculty member is the best way to avoid conflict. To resolve a disagreement between you and your supervising faculty member, it's best to recognize the issue when it first arises and attempt to collaborate on finding a solution.

Official Dispute Resolution Process (as per the Policy on Postdoctoral Fellows)

Disputes between a PDF and his or her supervisor/mentor that are not covered by other University policies with dispute-resolution mechanisms, should first be attempted to be resolved informally by bringing the issue to the attention of the head of the Chair or Associate Dean of your unit, and subsequently through the Dean and Vice-President, FHS. If these avenues are unsuccessful in resolving the issue, at the request of either party to the dispute, the Associate Vice-President and Dean of Graduate Studies will appoint an ad hoc tribunal to hear the dispute. The tribunal shall recommend a resolution to the Provost, who shall either ensure that it is implemented or shall state in writing the reasons for rejecting the recommendation. For more information please consult the *Policy on Postdoctoral Fellows*.

Source: McMaster Policy on Postdoctoral Fellows, 2008



When you should consider use of the dispute resolution process:

- Dispute resolution procedures establish both an informal and a formal mechanisms for Postdoctoral Fellows to request review and resolution of certain disputes arising out of their academic relationships with their mentors, departments, or the University.
- Issues may include academic advancement, interpersonal conflicts, attribution in publications, harassment, and policy clarification.

Additional Matters You May Encounter

ALLEGED RESEARCH MISCONDUCT

Allegations of research misconduct (e.g., fabrication or falsification of research data or plagiarism) are governed by the *Research Integrity Policy* under the Office of Academic Integrity and the Vice-President (Research and International Affairs).

DISCRIMINATION, HARASSMENT, OR SEXUAL MISCONDUCT

Allegations of discrimination, harassment, or sexual misconduct are handled through the *FHS Professionalism Office*, available to all members of the Faculty of Health Sciences; and the *Equity and Inclusion Office*, available to all members of the McMaster Community. Visit McMaster's Discrimination, Harassment & Sexual Harassment: Prevention & Response webpage for detailed information on how to raise a concern or complaint, and view relevant policies and resources.

Conflict Resolution and Support Resources

At any time Postdoctoral Fellows may also seek assistance, information or referrals from the following offices:

- FHS OFFICE OF PROFESSIONALISM: Address issues including but not limited to: harassment, intimidation, conflict and discrimination, providing consultation and support with options for resolution.
- EQUITY AND INCLUSION OFFICE: Works with campus and community partners to ensure that McMaster University is a place where all students, staff and faculty are treated equitably and respectfully in all areas of campus life.
- SEXUAL VIOLENCE SUPPORT: Where you can get or give support for survivors of all backgrounds and social identities can find support and information about sexual, intimate partnership or family violence.
- OMBUDS OFFICE: Provides independent, impartial and confidential dispute-resolution advice and assistance on University-related issues to all members of the McMaster community on issues such as, terms of employment, working conditions, disciplinary issues, etc.
- EMPLOYEE & FAMILY ASSISTANCE PROGRAM: All McMaster employees have access to confidential counselling through Homewood Health. Services are available 24 hours a day, 7 days a week.
- MCMASTER UNIVERSITY CHAPLAINCY CENTRE: Offers pastoral support to the campus community, and offer help with academic, relational, faith/spiritual and crisis situations. They serve all students, faculty and staff regardless of faith or ideological beliefs.
- SEXUAL ASSAULT DOMESTIC VIOLENCE CARE CENTRE: Through Hamilton Health Sciences, and located at the McMaster Children's Hospital, provides comprehensive care for individuals who have experienced sexual assault and/or domestic violence.



RESIGNATION

PDFs who wish to leave their position prior to their appointment end date should provide at least 60 days' written notice to your faculty supervisor. The University may end your appointment at any time prior to the stated end date, without notice, for cause. 'Cause' includes such things as: dishonesty, theft, conviction for a criminal offence, a material breach of academic, business or research ethics, habitual neglect of material duties, a material breach of the University's policies and procedures, and a material breach of the duties and responsibilities of your Fellowship. In the absence of cause, the University may end your appointment prior to the stated end date by providing you with 60 days' written notice.

Source: McMaster Policy on Postdoctoral Fellows, 2008

MCMASTER POLICIES & PROCEDURES

All policies passed by the Board of Governors and currently in effect appear on the University Policies, Procedures & Guidelines website. The following is a partial list of those policies that are particularly important to PDFs and their research at McMaster.

- Policy on Postdoctoral Fellows
- Research Ethics at McMaster
- Research Integrity Policy
- Conflict of Interest in Research
- Procedure for Inquiries & Hearings Regarding Allegations of Misconduct in Research for Faculty, Staff and Postdoctoral Fellows at McMaster University
- Joint Intellectual Property Policy
- Research Involving Human Participants
- Policy on the Care and Use of Animals in Research and Teaching
- Safety During Academic or Research Field Work
- Policy on Discrimination, Harassment & Sexual Harassment: Prevention & Response
- Violence in the Workplace
- Information Security Policy

Getting Paid

PAYROLL INFORMATION

Upon hire as a McMaster employee, you will complete a Direct Deposit Form. Earnings will be deposited directly into the account specified by your Employee Contact & Deposit form. For direct deposit you will require an account at a Canadian bank, credit union or trust company. Each financial institution offer several types of accounts and services; interest rates and service charges vary.ⁱ

Several financial institutions are located near the main McMaster University campus, including the Royal Bank, Bank of Montreal, Scotiabank, and TD Canada Trust. Automated Teller Machines (ATMs) can be found in the Student Centre, the McMaster Children's Hospital and various other campus locations.

Paycheques will be deposited biweekly on Fridays. To view or print pay stubs, login to Mosaic using your MAC ID and select 'Pay' on your homepage. If you have questions about your paycheque please contact FHS Human Resources.

Income tax

Any earnings paid by Canadian sources are subject to the regulations set out by the Canada Revenue Agency (CRA). By law, deductions are taken from the salary for Canada Income Tax, Canada Pension Plan (CPP) and Employment Insurance (EI) and you must file a yearly tax return before April 30th. An income tax slip (T4 or T4A) is issued to you prior to the end of February each year, and is generally accessible from our administrative system, Mosaic. You will need this to file your tax return. Check the CRA website for a self-directed online course on Learning About Taxes, this online course will explain the fundamentals of the Canadian tax system and how to file a tax return.ⁱⁱ

UNDERSTANDING YOUR PAY STATEMENT

Your pay statement (*accessible online through Mosaic*) provides you with details of your earnings, benefits, and taxes. The statement is designed to facilitate easy reading of your pay details; however, the following guide will help you better understand some of the more common various terms and abbreviations you may find on your statement.

TOTALS

Current:	Shows your total earnings and deductions for the current two-week pay period.
YTD (Year to Date):	Shows your total earnings and deductions for the year as of the most recent pay period.

EARNINGS

Regular:	Normal salary/rate of pay and corresponding hours worked.
StatHoliday/StatHolSal:	Statutory holiday hours during the pay period, not worked, but compensated at your regular or prorated rate of pay, according to your employment agreement.
UniHolSch:	Days off not worked but paid for by the University, e.g., floater days during the December break.

TAXES (mandatory deductions required by the Government)

CIT:	Canadian Income Tax
CPP:	Canada Pension Plan
EI:	Employment Insurance

DEDUCTIONS

Employee Dental	Employee paid premiums toward Sunlife dental insurance plan.
Park \$ Mth:	Parking fee.



Benefits & Leaves

ELIGIBILITY & COVERAGE

Eligibility

Postdoctoral Fellows are encouraged to participate in the 'Working at McMaster' program and other health promotion activities available to all McMaster employees. *PDFs may be eligible for additional health benefits if they have an appointment of 12 months or longer, and this eligibility will be noted in your Offer Letter from Human Resources.* If you have any questions about your benefit eligibility or your enrolment, please contact your Human Resources representative. The benefit information provided in this document is intended to summarize in plain language, the McMaster University Benefit Plan applicable to FHS Postdoctoral Fellows. In cases where the information provided in this guidebook differs from that contained in the Plan text, the Plan text will govern.

To ensure your coverage is kept up to date it is important you advise FHS Human Resources of any changes, such as change of dependents, name, beneficiary, address, or overage students.

Dependents

If you are eligible to receive additional health benefits through the University's insurance provider, Sun Life (as indicated in your letter of offer), your qualified dependents will also be eligible to receive these benefits. According to Sun Life, your dependent must be your spouse or your child and a resident of Canada or the United States and maintaining provincial health coverage (or University Health Insurance Plan coverage).

- A spouse includes someone who is legally married to you, or your partner of the same sex or opposite sex who has been publically represented as your spouse for at last the last 12 months. You can only cover one spouse at a time.
- A child includes unmarried children, legally adopted children, and children for whom you are the legal guardian. This would also include your spouse's children if your spouse has sole responsibility by decree of divorce for support and maintenance of this child. Children will be considered dependents up to age 21, or up to age 25 in the case of a full time student wholly dependent on you for support.

To add a dependent to your Sun Life benefits, you must complete the 'Extended Health and Dental Positive Enrolment Form' and submit it to your HR Area Office. Be sure to include all eligible dependents as only the most recent form submitted is kept on file.

Source: Working at McMaster, Benefits – Frequently Asked Questions

MAKING CLAIMS & COORDINATION OF BENEFITS

The benefit year runs from July 1st to June 30th. In order to have your claims processed, Sun Life must receive your claim prior to the September 30th following the end of the benefit year in which the claims were incurred.

My Sun Life

My Sun Life provides you with easy online access to your benefits information and the ability to submit claims online. To sign up you will need to enter your contract number and member ID (which you should receive during your Welcome Meeting from your HR Representative). Depending on your plan, My Sun Life provides a convenient location to:

- Submit your claims online for instant processing



- Sign up for direct deposit to receive your claim payments faster
- View your claim statements as well as your claims history
- Check when your plan will cover your next purchase of glasses or lenses
- See when you, or your family members, are eligible for your next dental check-up
- View details of what's covered under your plan
- Print an "all-in-one" coverage card to keep in your wallet

Additionally, My Sun Life offers a mobile app available through Google Play, the App Store, or BlackBerry World. Through the app you can access all the same features as the My Sun Life website.

Source: Working at McMaster, My Sun Life brochure

Benefits Claims Procedures

- **MAKING E-CLAIMS:** Most benefit claims can be submitted online directly to Sun Life for instant processing through My Sun Life. Most claims are processed instantly and you can access your claim statement right away. You will receive an email letting you know when your claim payment has been deposited to your bank account, usually within 24 to 48 hours.
 - Sign up for direct deposit through My Sun Life
 - Using the claims menu, select the type of claim (e.g., dental, paramedical) and you will be guided through in a few easy steps.
 - Keep all original receipts in case Sun Life needs additional proof of service.
- **PAPER-BASED CLAIM SUBMISSIONS:** If you need to mail a claim, you can download a paper claim form from My Sun Life with your personal information already filled in, or get a copy of the 'Extended Health Care Claim Form' from Human Resources.. Just complete the remaining information then print, sign, attach your receipts and send it to Sun Life at the address shown on the form. Be sure to keep a copy of all receipts and claims submitted. Reimbursements will be mailed directly to your home address if you are not enrolled in the direct deposit program.
- **DENTAL CLAIMS:** Many dental offices will submit claims to Sun Life on your behalf if they have the ability to process claims electronically. You still must pay for the dental services in full and Sun Life will reimburse you according to your plan. If your dentist office is unable to submit claims on your behalf, you will need to complete the Sun Life Dental Claim Form along with your dentist.

Source: Working at McMaster, My Sun Life brochure

Coordination of Benefits

If you or your dependents are covered for Extended Health or Dental Care through Sun Life and another plan, your Sun Life benefits will be coordinated with the other plan following insurance standards. These standards determine which plan you should claim from first. If you have any questions about where to submit your claims, your HR Representative can help you. Some guidelines for claim submission include:

- If you are claiming expenses for your spouse and your spouse is covered for those expenses under another plan, you must send the claim to your spouse's plan first.
- If you are claiming expenses for your children, and both you and your spouse have coverage under different plans, you must claim under the plan of the parent with the earlier birthday (month and day) in the calendar year.
- The maximum amount that you can receive from all plans is 100% of actual expense.

Source: FHS Postdoctoral Fellows Employed for Twelve Months or More

OHIP/UHIP

You are responsible for enrolling in a health insurance plan in Ontario. If you are, for any reason, ineligible for the Ontario Health Insurance Plan (OHIP), then you must enroll in the University Health Insurance Plan (UHIP).

Ontario Health Insurance Plan (OHIP)

OHIP is the Provincial Government's medical insurance plan. It pays for medically required services of physicians and surgeons, as well as dental and oral surgery when it is medically required to be performed in a hospital. If you need to apply for OHIP you should do so upon arrival in Canada. Once you are approved you will receive your Ontario Health Card that you will need to show every time you see a doctor. Please refer to the OHIP website for more information on eligibility and how to apply for coverage.

Source: OHIP: Apply for OHIP and Get a Health Card

University Health Insurance Plan (UHIP)

UHIP provides coverage comparable to that of OHIP for Ontario residents. UHIP is mandatory for all McMaster University students, employees, and dependents of students and employees who do not have OHIP coverage. The cost for UHIP will be covered by the University for up to 3 months – by which time you should have OHIP coverage. To obtain UHIP you will need to go to the OHIP office in person to apply for OHIP coverage, and then set up a meeting with FHS Human Resources to complete your application. You will need to bring the following documents to your appointment with FHS HR:

- Application form (will be completed in HR office)
- OHIP proof of eligibility
- Employment authorization form (work permit)
- Passports for yourself and all eligible dependents
- Letter of employment
- Cheque for payment of UHIP

You will receive your UHIP coverage card via email from FHS Human Resources within one week of completion of your application. For more information, visit: www.uhip.ca.

Source: Guide to Obtaining UHIP, Faculty of Health Sciences

EXTENDED HEALTH

If your appointment is for 12 months or longer, McMaster's Extended Health Care Plan provides coverage for some medical services and supplies that are not covered under your provincial medical plan (OHIP). In general, the Extended Health Care plan covers you for physician-recommended medically necessary services and supplies (such as vision care and prescription drugs), and will pay reasonable and customary charges for these services.ⁱⁱⁱ You will enroll in these services during your Welcome Meeting with FHS Human Resources. You are only eligible to participate in this plan during your Fellowship Appointment. The University will pay the premium costs related to your participation in this plan. For more information on exact coverage, please refer to your Sun Life Benefit Booklet.



DENTAL CARE

If your appointment is for 12 months or longer, you are eligible to enroll in dental insurance. The McMaster Dental Care Plan provides coverage for a wide range of dental services, from your regular check-ups to major procedures such as root canals and crowns. These procedures must be provided by a licensed Dentist, Denturist, Dental Hygienist and/or Anaesthetist. Should you choose to participate in this plan, you will be responsible for a portion of the cost of this coverage with deductions made through the University payroll system. However, if your appointment is funded through another source or granting agency, you will be required to provide McMaster with post-dated cheques to cover the cost of the dental insurance premium for the duration of your Fellowship appointment. You will have the opportunity to enroll in this plan during your Welcome Meeting with FHS Human Resources. For more information, please refer to your Sun Life benefit booklet.

Source: FHS Postdoctoral Fellows Employed for Twelve Months or More

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

If you hold an appointment for 12 months or longer, you have access to McMaster's Employee and Family Assistance Program (EFAP). McMaster's EFAP, Homewood Health, is a professional service that offers counselling, coaching, information and support for all issues relating to: mental health, career, organizational wellness, life balance, recovery management, health management, return to work, family support services and achieving greater personal well-being. Individuals can contact Homewood Health (no referral necessary) through their website or by phone toll-free, 24 hours a day, 7 days a week to book appointments or access EFAP services. Additionally, you have access to Homeweb.ca, which provides you with a variety of online resources from mental health to finances, and more (simply register to begin exploring content). All services offered by Homewood Health are strictly confidential and your information will not be shared with McMaster University.

Source: Working at McMaster, Homewood Health

VOLUNTARY ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE (optional)

All Postdoctoral Fellows are eligible to purchase this optional insurance coverage. This plan covers members for 24 hours a day, each day of the year against death or dismemberment as a result of an accident anywhere in the world, whether on or off the job. The plan also pays for rehabilitation, occupational training, repatriation, and special education. The member pays the full premium for the coverage selected. Please refer to the AD&D booklet (available through Working at McMaster) for more information on coverage options and premium amounts. You will have the opportunity to enroll in this insurance during your Welcome Meeting with FHS Human Resources.

Source: FHS Postdoctoral Fellows Employed for Twelve Months or More

GROUP LIFE INSURANCE

Basic Group Life Insurance

If your appointment is for 12 months or more you are eligible to participate in the University's basic group life insurance plan. The premium costs for this plan will be paid by the University. The purpose of this benefit is to assist your beneficiary in the event of your death while employed at McMaster University. You will enroll in group life insurance during your Welcome Meeting with FHS Human Resources.



Optional Group Life Insurance

If your appointment is for 12 months or more you are also eligible to purchase additional life insurance through the Optional Life Insurance Plan. You will be responsible for premiums associated with the optional group life insurance. The cost of coverage is based on your completed Health Statement form, which will be assessed by Sun Life. You will have the opportunity to enroll in this plan during your Welcome Meeting with FHS Human Resources.

<u>PLAN</u>	<u>BENEFIT</u>
Basic Group Life Insurance	175% of your annual salary.
Optional Group Life Insurance	25% to 500% (maximum option is 500%) of your annual salary.

Source: Sun Life Financial Group Benefits Booklet, Active Unranked Faculty, February 2014

TRAVEL BENEFITS

If you hold an appointment of 12 months or more, you are enrolled in emergency medical travel coverage under your Extended Health Care plan through Sun Life. This plan covers you and your eligible family members for all the services and supplies eligible under your group benefits plan, while travelling outside the province where you live – whether it is a business or personal trip. While travelling, if you require medical assistance you will need to contact Allianz Global Assistance for 24/7 assistance. This information is on your ‘Travel Card’ which you should receive during your Welcome Meeting with FHS Human Resources and is also available online through your My Sun Life account.

Source: Working at McMaster, Travel Benefit and Medi-Passport

LEAVES, VACATION ENTITLEMENTS & HOLIDAY SCHEDULE

Leaves

Postdoctoral Fellows meeting requirements are eligible for the following types of leaves:

- Sick leave
- Maternity, parental, and adoption leave
- General leave (without salary)
- Bereavement leave
- Compassionate care leave

All leaves must be approved by your supervisor. For more information, please speak with your FHS Human Resources representative.

Vacation Entitlements

Your vacation entitlements will be detailed within your letter of offer from Human Resources. All vacation arrangements must be arranged with your supervisor and taken prior to the end of your appointment.

Holiday Schedule

Please refer to the posted ‘Holiday Schedule’ available on Working at McMaster. ‘Holidays’ are considered paid days away from work. Typically, employees of McMaster University receive time off for all statutory holidays and for the days between Christmas Day (December 25) and New Year’s Day (January 1) inclusive. All time off must be approved by your supervisor.



Research @ FHS

“McMaster’s health sciences research spans the spectrum from curiosity-driven basic science in the laboratory to clinical research at the bedside and in the community, to studies analyzing the efficacy and cost-effectiveness of particular therapies and the efficiency of health care delivery.”

- FHS Research

RESEARCH INFRASTRUCTURE

Health Research Services

Health Research Services (HRS) provides advice to Faculty of Health Sciences researchers on the development of grant applications and administrative services for awards through to account activation. HRS assists with selected application and budget development and ensures that researchers and the University are protected through funding agreements and compliance with agency and institutional policy.

PRE-AWARD SERVICES

- Identification of funding opportunities
- Provision of information sessions
- Assistance with budget development
- Review of grant submissions
- Review for compliance with agency and institutional guidelines
- Obtaining of institutional signatures

POST-AWARD SERVICES

- Budget revisions and amendments
- Ensures that researchers and the University are protected through funding agreements and compliance with agency and institutional policy
- Processes account requests

CONTACT INFORMATION:

- Location: Health Sciences Centre 3H9
- ✉ hsresadm@mcmaster.ca | ☎ Ext. 21027

Source: Health Research Services

McMaster Experts

“McMaster Experts is McMaster University’s researcher and expertise discovery gateway that aims to facilitate collaboration among academic researchers and spark increased engagement with other communities in academia, industry, and the media, locally, nationally, and internationally.” Search for experts by name or research area, for quick and easy access to the University’s vast research expertise.

Source: McMaster Experts

McMaster Industry Liaison Office (MILO)

MILO supports the research endeavours of McMaster University and its affiliated hospitals, Hamilton Health Sciences and St. Joseph’s Hamilton Healthcare by facilitating collaborative research with industry partners and disseminating research results through commercialization. MILO assists both researchers and industry by: advancing collaborative research, helping researchers obtain funding, evaluating and protecting intellectual property, licensing technologies, establishing and supporting spin-offs, and educating the research community.

Source: McMaster Industry Liaison Office

**Research Office for Administration Development and Support (ROADS)**

ROADS helps researchers access funding from external granting agencies and supports McMaster's research community through the funding application process and helps bring awarded projects into operation. ROADS is responsible for research grant related activity in all faculties other than Health Sciences and institutional initiatives in all faculties.

Source: Research Office for Administration Development and Support

RESEARCH ETHICS

All research involving human or animal subjects, biohazardous materials, radioactive substances, or controlled goods and/or technology must receive appropriate clearance before the research may begin through one or more Research Ethics Boards or Committees:

- **Hamilton Integrated Research Ethics Board (HiREB)**

All research projects involving McMaster University, St. Joseph's Healthcare Hamilton and Hamilton Health Sciences physicians, staff, students, volunteers, visitors, or patients must receive ethical approval from the HiREB before research can begin. The HiREB is responsible, on behalf of the institutions, for ensuring that all research involving human subjects under the auspices of its institutions meet current ethical standards.

- **McMaster's Animal Research Ethics Board (AREB)**

McMaster's AREB reviews all research, teaching and testing activities involving the use of living animals (for all faculty and affiliates with McMaster University).

- **McMaster University Presidential Biosafety Advisory Committee (PBAC)**

PBAC is constituted to meet the requirements of granting agencies and the Human Pathogens and Toxins Act. Through the review of biological research, the Biosafety Committee oversees appropriate containment levels and safe handling practices. Individual biohazard projects are evaluated using the Biohazard Approval form.

- **McMaster Research Ethics Board (MREB)**

Ensures research involving human participants carried out under the auspices of McMaster University is of the highest quality, is conducted to protect the interests of human participants and of society and is in compliance with the Tri Council Policy Statement for Research Involving Human Subjects. MREB does NOT review FHS research.

- **Controlled Goods Program**

Individuals undertaking research in which you possess, transfer or examine controlled goods and/or controlled technology must conform to the Federal Controlled Goods Regulations by registering with the Controlled Goods Directorate. Registration is through the Designated Official of the University in Environmental and Occupational Health Support Services.

- **Health Physics Department**

Ensures the safety, continuous monitoring and training for all those who deal with radiation in the McMaster community. The department works with the radioactive material handlers, and monitors every location on campus which uses radioactivity whether hospital, reactor, or lab.

Source: FHS Health Research Services

For more information, please visit 'Ethics in Research' through the Faculty's Health Research Services.



AWARDS AND FUNDING OPPORTUNITIES

During the term of your appointment, you may apply for any external funding for which you are eligible.

- **Health Research Services** www.fhs.mcmaster.ca/healthresearch
Visit the Faculty's Health Research Services website to learn about funding sources and available postdoctoral awards. You can also sign up to receive email bulletins and funding opportunity notices by emailing hsresadm@mcmaster.ca.
- **Community of Science PIVOT Database** <http://pivot.cos.com>
An up-to-date database of funding opportunity announcements for grants, fellowships and awards from around the world. COS provides timely, relevant and easy to find funding in all disciplines.
- **McMaster Postdoctoral Affairs & Research Training** <https://postdoc.mcmaster.ca/>
Under 'Awards and Funding' learn more about fellowships and awards available to PDFs at McMaster including the Michael G. DeGroot Post-Doctoral Fellowship Award, the Banting Postdoctoral Fellowship Award and more.

Campus Resources

EXPLORE THE MCMASTER CAMPUS

McMaster's main campus, located in the Westdale neighbourhood of Hamilton, Ontario is comprised of 300 acres of scenic property, bordered by residential neighbourhoods, and Cootes Paradise with trails that connect to the Royal Botanical Gardens. McMaster also has four regional campuses: downtown Hamilton, Burlington, Kitchener-Waterloo, and Niagara.

The Faculty of Health Sciences has a number of facilities on the McMaster main campus, downtown Hamilton and Burlington, and is affiliated with two major academic hospital systems, Hamilton Health Sciences and St. Joseph's Healthcare Hamilton. The Faculty also operates two regional medical school campuses in St. Catharines, Ontario and Kitchener-Waterloo, Ontario.

Campus Tours

A campus tour of McMaster is the best way to learn more about the university and get a feel for the campus. Sign up for a guided campus tour, or explore the campus online through a virtual tour.

Restaurants & Dining

ON CAMPUS

- The Phoenix Bar & Grill, owned and operated by the Graduate Students Association and located in The Refectory, features a large menu and an extensive selection of beverages and craft beers.
- TwelvEighty Bar & Grill, owned and operated by students and located on the lower level of the Student Centre, provides high quality food and drinks at competitive prices.
- McMaster's Hospitality Services offers more than 20 dining locations across the campus, providing the McMaster community with an evolving variety of world cuisine options to accommodate diverse dietary needs.

HAMILTON HEALTH SCIENCES & ST JOSEPHS HEALTHCARE HAMILTON

HHS and St. Joe's locations offer a variety of dining options in all of its locations across Hamilton.



Nature and Trails

COOTES PARADISE & TRAILS

Featuring over 320 hectares of marshland, 16 creeks and 25km of shoreline, Cootes Paradise sanctuary is home to a wide variety of flora and fauna. Several trails on the south shore of Cootes Paradise can be accessed from McMaster property: Chewgin Trail, Ravine Rd Trail and Princess Point.

NATURE WALKS

Hamilton is blessed with a treasure of waterfalls, valleys, meadows, wetlands and forests to explore and discover. Nature at McMaster regularly offers nature walks that allow you to discover McMaster's backyard. Hikes are open and free of charge to all McMaster students, staff and faculty. Participants meet on campus and are then led by a designated hiker to enjoy and explore the natural landscapes within the McMaster community.

Unique Campus Features

MCMASTER BIOLOGY DEPARTMENT GREENHOUSE

The Biology Greenhouse at McMaster University is centrally located on the main campus between Hamilton Hall and The Refectory. The Greenhouse houses a richly diverse collection of live plants encompassing in excess of 217 species in 150 genera from over 77 plant families. The collection and plants on display are always changing and increasing, so drop in for a visit to see what's new on display.

MAC FARMSTAND

The Farmstand is a student-run campus farmers market that runs from June to October and provides students, faculty, and staff access to fresh and local fruit and vegetables.

W.K. MCCALLION PLANETARIUM

McMaster's planetarium offers shows to the public for a nominal fee. These live and interactive shows typically begin with a general introduction to the night sky, including famous constellations and apparent motions of celestial objects, followed by an in-depth presentation on the particular theme of the show.

MCMASTER NUCLEAR REACTOR

The McMaster Nuclear Reactor (MNR) first became operational in 1958 and was the first university-based research reactor in the British Commonwealth. Today, the MNR is one of the world's largest suppliers of the medical isotope iodine-125, used in the treatment of prostate cancer. The MNR offers complimentary tours of the nuclear reactor facility to interested parties.

MCMASTER MUSEUM OF ART

The McMaster Museum of Art officially opened to the public in June 1994 and houses McMaster University's permanent collection of more than 6,000 works representing the history of art in a diversity of media from ancient times to the present. The Museum offers year-round exhibitions, as well as visiting artist talks, seminars, tours, workshops and concerts.

HEALTH & SAFETY AND SECURITY SERVICES

FHS Safety Office: Supports the Faculty of Health Sciences community in safety training, ergonomics, reporting incidents, code awareness, WHMIS and more. The FHS Safety Office Website provides a variety of supports and resources related to health and safety for laboratory, office and clinical environments in both hospital and non-hospital settings.



- **SAFETY TRAINING:** All employees must participate in safety education as required by McMaster University. They also must complete Fire Safety education as it relates to the building they work in. Additional safety education will relate to the type of tasks employees perform. Visit the FHS Safety Office online to learn more about your specific training requirements and how to sign-up through Mosaic.
- **INCIDENT REPORTING:** You should report any event that involves an injury, incident or hazardous situation using the McMaster Injury/Incident Report, available from the FHS Safety Office. Complete the form online, print and sign, then submit to their office by mail or fax.
- **SAFETY INSPECTIONS:** Legally mandated safety inspections occur regularly and are conducted through the Joint Health and Safety Committee. Your supervisor will also be responsible for completing inspections to ensure regular checks are completed, documented, and followed up on. If you are aware of any safety issues in your location of work, please bring to the attention of your supervising faculty member or a member of the FHS Safety Office.
- **CODE AWARENESS:** All FHS staff working in a hospital-hosted building are required to review the Emergency Code Awareness information. Review the hospital codes online through the FHS Safety Office. Not all codes will require a response from FHS staff; always refer to your local protocols for the appropriate response during a code call.

Environmental and Occupational Health Support Services (EOHSS): Supports the McMaster community in the areas of environmental and occupational health, safety, safety training, loss prevention and mitigation.

Security: Developing a safe and secure environment is the responsibility of the entire McMaster community. The primary responsibility for protection of persons and property within the McMaster community is assigned to the Security Services Department.

EMERGENCY NUMBERS: McMaster offers a comprehensive set of campus services in case of emergency. In case of emergency, the number you dial depends on your location. You may also push the button on any Red Assistance phone located outdoors across main campus for security assistance.

MAIN CAMPUS (including MDCL):	Dial '88' from any university phone
HEALTH SCIENCES CENTRE/ HHS LOCATIONS:	Dial '5555' from any university or hospital phone (Life-Fire-Spill) Dial '74444' from any university or hospital phone (Security)
ST. JOSEPH'S LOCATIONS:	Dial '7777' from any hospital phone
DAVID BRALEY HEALTH SCIENCES CENTRE:	Dial '88' from any university phone
OTHER LOCATIONS:	Dial '911'

EMERGENCY NOTIFICATION SYSTEMS: If the campus is in an emergency lockdown situation, the siren alert system will be activated. As the sirens are only audible outdoors, Security Services offers the 'Alertus App' (available through Google Play and the Apple App Store) to deliver campus notifications to your cell phone or mobile device during significant emergencies on campus. There is also a desktop app, which can be installed on your computer. Additional ways of notification include: video information screens in all campus buildings, campus telephone operator greeting message, McMaster main webpage, parking digital signage, and the radio station CFMU.



EQUITY AND INCLUSION AT MCMASTER

Equity and Inclusion Office (EIO): The EIO works with campus and community partners to ensure that McMaster University is a place where all students, staff and faculty are treated equitably and respectfully in all areas of campus life.

FHS Office of Professionalism: Addresses issues including but not limited to: harassment, intimidation, conflict and discrimination, providing consultation and support with options for resolution.

McMaster Policy on Discrimination, Harassment & Sexual Harassment: Prevention and Response:

McMaster University is committed to fostering a respectful and inclusive organizational culture in which all members of the University community work, study and live free of discrimination and harassment.

Accessibility at McMaster: McMaster's Accessibility Hub is a collaborative endeavour amongst a number of departments and groups taking shared responsibility to advance the University's strategic goal of "building an inclusive community". The Hub aims to be a one-stop-shop for all things related to accessibility at McMaster University. Whether you are a student, staff member, faculty member, or member of the wider community, this website is intended to be the primary portal where you can find information and links to accessibility-related information at McMaster.

- AODA and Human Rights Code training is mandatory for all McMaster faculty, staff and students, and is available. Login to Mosaic to register.

McMaster University's Statement on Building an Inclusive Community: At McMaster University, an inclusive community is one in which there is real, visible and meaningful representation of the diversity evident in the wider community at all levels and in all constituencies on campus (faculty, staff, students, administration). McMaster strives to embody the values of respect, collaboration and diversity in order to build an inclusive community.

President's Advisory Committee on Building an Inclusive Community: Mandate to: identify and anticipate issues affecting equity-seeking communities; provide a forum for discussion, reflection and learning on issues of inclusion, equity and community-building; and provide reports and make recommendations for action to the President.

HEALTHY WORKPLACE

Wellness for McMaster Faculty and Staff: Workplace Wellness is integral to the personal and professional growth of McMaster faculty and staff. Many campus and community supports are available to faculty and staff to support their emotional, financial, intellectual, physical, social and spiritual wellness. Explore the Working at McMaster 'Wellness for McMaster Faculty and Staff' website for everything from mental health supports to smoking cessation resources.

Healthy Workplace Committee: The Committee recommends and promotes workplace wellness initiatives that are aligned with University Health and Wellness priorities for McMaster employees through education, awareness and participation and offers a variety of programs and events to enhance and nurture the well-being of all McMaster employees. Watch for regular email communications from this group for wellness news and events.

Employee Health Services (EHS): Employee Health Services (EHS) is committed to supporting employees in a healthy and safe return to work following an injury or illness, facilitating workplace accommodations and fostering healthier work environments.



ATHLETICS & RECREATION

McMaster's athletic facilities include the Ronald Joyce Stadium, the Ivor Wynne Centre, the David Braley Athletic Centre, nine gymnasiums, an Olympic-sized pool, 200m indoor track, squash courts, a climbing wall, the David Braley Sport Medicine and Rehabilitation Centre, and one of the largest university fitness centres in Canada.

David Braley Athletic Centre Memberships: Base Membership includes use of indoor/outdoor track, pool, squash courts, saunas, open gym time and member rates for instructional/intramural programmes.

The Pulse Fitness Centre: A Pulse Membership includes access to all equipment, drop-in fitness and cycling classes as well as the Climbing Wall.

David Braley Sport Medicine & Rehabilitation Centre: Available services include access to Sport Medicine Physicians, Sport Psychiatrists, Orthopedic Surgeons, Musculoskeletal Ultrasounds, Physiotherapy, Massage Therapy, Chiropractic and Active Release Therapy, Osteopathy, Registered Dietitians, Custom Orthotics & Bracing, Sport Medicine Internships and a Performance Training Centre (Athlete's Edge).

CAMPUS SERVICES

Library Services: McMaster is home to four libraries: Mills, Innis, Thode and Health Sciences. Postdoctoral Fellows are entitled to the same access and borrowing privileges at all University libraries on the same basis as University faculty members. You may access a wealth of online journals and information from any computer on campus, or off-campus if you sign-in to 'Library e-Resources' with your MAC ID. To borrow materials from the Library:

- Your 'Working at McMaster' ID card (not your FHS ID) is your library card. The 14-digit barcode number on the back of this card is what you need to borrow books and other materials.
- To obtain a 'Working at McMaster' card: bring photo ID and your employee number to the Campus Store in Gilmour Hall (Tuesday, Thursday and Friday 9am-12pm & 1pm-4pm) and ask for a 'Working at McMaster' card. Your barcode will be printed on the back.

Computer Services:

- [FHS COMPUTER SERVICES UNIT \(CSU\)](#): Provides computer and electronic communications services and support to the Faculty of Health Sciences, at campuses across the city and province.
- [UNIVERSITY TECHNOLOGY SERVICES \(UTS\)](#): Core services provided to the University community include: campus software, desktop computing, MAC ID and account management, and voice and data communication.

McMaster Directory: The McMaster directory, accessible through University Technology Services, provides searchable listings of contact information for all McMaster faculty and staff. With your supervisor, you can add yourself to the directory by choosing 'update listing' and completing your information.

Campus Store: McMaster's Campus Store supplies textbooks, stationary supplies, computers and software, general books and a plethora of McMaster crested clothing, gifts and souvenirs. Health Sciences has its own Campus Store, located on Level 1 of the Health Sciences Centre (across from the cafeteria).



Media Production Services: MPS is an in-house support service established to assist the McMaster community with their professional printing and design needs. Their staff offer expert, timely, and cost effective assistance to McMaster University faculties and departments.

Employee Discount Program: Through 'WorkPerks', all McMaster employees and their families are eligible for discounts from over 1700 vendors across Canada. Simply sign-up online and start saving.

VOLUNTEERING AT MAC

McMaster offers several options for getting involved in the McMaster community. Watch for regular email communications making the call to be part of a volunteer committee.

- **ConnectME:** Unites McMaster Faculty and Staff with campus events, entertainment, and employee perks, showcasing everything that makes the university an exciting place to work, while building a strong community spirit within the organization.
- **Healthy Workplace Committee:** Enhances and nurtures the well-being of all employees at McMaster through the development of innovative wellness programs.
- **McMaster Children's Party:** Plans and organizes a children's party in December for staff and their families. The event always promises a fun filled day featuring things such as inflatables, games, crafts, face painting, entertainers, refreshments, gifts and much more!
- **Inspiring From Within:** McMaster's Inspiring from Within Conference strengthens and encourages the career and personal growth of McMaster employees by exploring ideas, suggestions and strategies based on a theme of "Inspiring from Within".
- **Take Our Kids to Work Day:** Plans and organizes 'Take Our Kids to Work Day', which is an annual program that illustrates the importance of education, skills development and training while giving students the opportunity to experience the world of work and the variety of career opportunities that await them.
- **United Way:** Supports McMaster's United Way Campaign by planning various fundraising events for the McMaster Community (such as the annual Bus Pull).

Parking & Transportation

PARKING AT MCMASTER

McMaster Campus/McMaster University Medical Centre (MUMC)

To obtain parking for main campus you will need to visit McMaster Parking & Security Services located in the ET Clarke Centre in the red brick building adjacent to the smoke stack. There are several parking lot options available, however many Faculty of Health Sciences employees choose to park at Ward Avenue, with shuttle service provided to the front doors of MUMC.

Underground/South Garage Parking

FHS employees located on main campus may also apply for hospital parking underground, however transponders are assigned as space becomes available. To be placed on a waitlist you will need to complete a transponder request form and return it to Corporate Services in HSC 2E20.

**Other Hamilton Health Sciences (HHS) Sites**

If you are located at another HHS site, please contact the HHS Volunteer Parking Office by calling 905-521-2100 ext. 76156 or email parkingoffice@hhsc.ca.

St Joseph's Healthcare Hamilton

If you are located at St. Joseph's Hospital Charlton Campus, please call Standard Parking at 905-522-1155, ext. 32750.

If you are located at St. Joseph's Centre for Mountain Health Services, please call Standard Parking at 905-522-1155, ext. 36304.

PUBLIC TRANSPORTATION**Hamilton Street Railway**

The HSR is Hamilton's municipal transit system and offers service from McMaster to Ancaster, Dundas and Stoney Creek, as well as from the lower and "mountain" areas of Hamilton. You can find HSR bus schedules, routes and fare information online.

GO Transit

GO Transit provides service throughout the Greater Toronto Area and into Hamilton. McMaster has a GO Bus Terminal on campus between Mary E. Keyes Residence and H.G. Thode Library, to the west of E.T. Clarke Centre. McMaster's GO Bus Terminal provides direct services for two routes: Lakeshore West and Hwy 407 West. Additional route options are available through the downtown Hamilton GO Centre. On campus, transit tickets may be purchased from the MSU Compass Information Centre.

Additional Public Transportation Options**ON CAMPUS:**

- Coach Canada
- Greyhound

IN HAMILTON:

- Burlington Transit (serves downtown Hamilton where you can transfer to an HSR bus)
- VIA Rail (closest station is the Aldershot VIA/GO Station 15 minutes from McMaster)

CYCLING**Bike Racks**

All bikes stored outdoors on campus must be locked to a bike rack. Please do not secure bikes to trees, fences, benches or railings. There are more than 1800 bike rack parking spaces on McMaster's main campus.

Bike rack locations closest to the Health Sciences Centre and MDCL include:

- 3 racks at the University Avenue entrance to HSC
- 14 racks on the side of the McMaster University Medical Centre in between the MUMC and the Life Sciences Building
- 3 racks at the MDCL at the King's Walk entrance

**CycleSafe Bike Lockers**

McMaster maintains 18 CycleSafe bike lockers which are available to rent by members of the McMaster community. There are currently three sets of lockers on campus. Those interested can apply through McMaster's Parking Services.

Bike Storage Facilities

Hamilton Health Sciences and Faculty of Health Sciences staff, faculty and students have access to the secure bike storage facility located on the East side of the hospital. There is no charge, but passes are provided on a first come, first served basis. The facility houses space for 40 bikes, has video surveillance and swipe card access. Applicants will need to make arrangements for their Photo ID to be programmed for access. Applications can be made through HHS Security Services.

SoBi (Social Bicycles)

Bike sharing is an innovative year-round transportation system that allows users to take one-way trips via publicly accessible bikes. The SoBi Hamilton fleet is made up of specially designed, heavy-duty bikes that are located at over 130 hubs across the city. Bikes can be returned to any hub anywhere in the system. To use the bike share system you must purchase a membership online, through the SoBi app, or at one of their kiosks. McMaster students, faculty and staff are eligible for a discounted annual membership, but you may also purchase a monthly membership or pay as you go.

McMaster SoBi locations:

- Northwest corner of Health Sciences Centre
- Southwest of A.N. Bourns Science Building
- East of Mary E. Keyes Residence
- East of McKay Hall on Stearn Drive
- Southeast of McMaster University Student Centre
- Southeast of Engineering Technology Building

Information for International Postdoctoral Fellows

The Faculty of Health Sciences is proud of its diverse and international body of PDFs. For PDFs arriving from outside of Canada, you are responsible for obtaining the necessary documentation for admission to Canada, and the right to work at McMaster University. It is your responsibility to ensure these requirements are met prior to starting your postdoctoral appointment and are maintained throughout your time as a PDF at McMaster.

IMMIGRATION PROCESS**Before Arrival****OBTAINING YOUR WORK VISA/WORK PERMIT**

Foreign Postdoctoral Fellows are required to obtain a temporary work permit in order to be employed or hold a trainee position at McMaster. Citizenship and Immigration Canada (CIC) will normally issue a work permit to PDFs who are employed by and performing work at McMaster. Once you receive your letter of offer from Human Resources, you are encouraged to contact the Canadian Embassy in your home country for further details on obtaining a work permit. You will not need a Labour Market Impact Assessment (LMIA) as



Postdoctoral positions are LIMA exempt. For more details on how to apply and the application form please visit the 'Citizenship and Immigration Canada' website.

In addition to a temporary work permit, citizens of some countries and territories will also require a Temporary Resident Visa (TRV). If a TRV is required, it is not necessary to make a separate application; the immigration officer will issue the TRV at the same time as the approval for a work permit. More information can be found on the CIC website.

Once the temporary work permit is approved, the Canadian Immigration Office will issue a letter approving the issuance of a work permit (the temporary work permit is actually issued at the Canadian port of entry). At this point you may now finalize your travel and moving arrangements.

Upon entry into Canada, you should have the following documents ready to assist the immigration officer in issuing a temporary work permit:

- Letter of approval from the Canadian Immigration Office
- Offer letter from McMaster University
- Proof of PhD
- Passport(s)
- Temporary Resident Visa (if applicable)
- Travel documents (e.g., airline tickets)
- Marriage certificate or Statutory Declaration of Common Law Union (if requesting a spousal work permit)
- Children's birth certificates (if applicable)

A temporary work permit will normally be issued for the dates outlined in the offer letter. However, there are other factors, such as passport expiry date, which the immigration officer will take into consideration when issuing a work permit. If applicable, a spousal work permit and visitor records for accompanying dependent children will be issued at the same time.

Source: Office of the Provost, Immigration Procedures for New Foreign Postdoctoral Fellows

After Arrival

SOCIAL INSURANCE NUMBER

After your arrival, new foreign employees must apply in person for a Social Insurance Number (SIN) at their local Service Canada office. The SIN is a nine-digit number that is needed to work in Canada or to have access to government programs and benefits. Canada Revenue Agency (CRA) regulations do not permit any employer to pay an employee who does not have a SIN. All employees are required by Service Canada to present their SIN card to their employer within 3 days of starting work. For more information please visit the Service Canada website.

Source: Office of the Provost, New Faculty Resources

ONTARIO HEALTH INSURANCE (OHIP)

OHIP is a government-sponsored program which provides a wide scope of benefits for medical and hospital services for all eligible persons who will maintain a minimum residency of at least three months in Ontario. Coverage begins after three months of residency and does not depend on employment. Application for coverage should be made within 30 days of arrival in Ontario by visiting a Service Ontario location.



For all individuals entering Ontario for the first time and for those who are returning and whose OHIP coverage has lapsed, a University Health Insurance Plan (UHIP) has been set up to provide for basic health care coverage during the first three months. It is a mandatory program.

For those on work permits, their family members may not be covered under OHIP unless their appointments are for longer than three years. Those travelling to McMaster with dependents are required to enroll them in UHIP until/unless they are covered by OHIP. UHIP is funded by monthly premiums deducted through the payroll process or you may pay by cheque if you prefer. Please see the Benefits section above, OHIP/UHIP for more information on how to apply for UHIP, or contact your FHS Human Resources representative for more information.

Source: Office of the Provost, New Faculty Resources

BANKING

You will need to setup a bank account shortly after your arrival as your earnings will be deposited directly in the Canadian bank account of your choice. The major banks in Canada offer a full range of banking, investment and financial services. Additionally, many large international banks have a presence here through a subsidiary, representative office or branch of the parent bank. For more information on banking in Canada, please visit the Canadian Bankers Association website.

Source: Office of the Provost, New Faculty Resources

DRIVING

Your existing driver's licence from another province or country will remain valid for 60 days after your relocation to Ontario. You must apply for an Ontario driver's licence within your first 60 days if you want to continue driving in Ontario. For information on how to obtain an Ontario driver's licence, including important information on required identification and supporting documentation, please visit the Ontario Ministry of Transportation website. Please note that if your licence is in a language other than English or French, you will be required to provide a written English translation from a qualified translator.

Source: Office of the Provost, New Faculty Resources

EMPLOYMENT FOR INTERNATIONAL PDF SPOUSES/PARTNERS

If you are accompanied by your spouse (including common-law partners), and provided your work permit is valid for at least six months, s/he will be eligible to apply for a spousal work permit, which allows the spouse to search for and take up employment in Canada. Application for a spousal work permit requires proof of your relationship (i.e., a marriage certificate or a statutory declaration of common law relationship) and a copy of your work permit. If your spouse has no job offer at the time of application, s/he can request an open work permit which will allow him/her to accept any job (provided a medical exam has been taken if required for the field of work). More information and forms are available from Citizenship & Immigration Canada.^{iv}

INTERNATIONAL PDFS WITH SCHOOL-AGED CHILDREN

International PDFs with a valid work permit may enrol their child in a public (Elementary or High School) free of charge as all Public schools in Ontario are free. We suggest you contact the Hamilton-Wentworth District School Board prior to your arrival to ensure your children will be eligible to attend elementary or secondary school and to confirm what documents will be required upon registration.^v Please see the following section 'Living in Hamilton – Child Care and Schools' for more information on schooling in Hamilton.



Living in Hamilton

ABOUT HAMILTON

Home to more than 100 waterfalls and cascades, Hamilton is a port city situated in the geographic centre of the Golden Horseshoe and is roughly the midway point between Toronto and Niagara Falls, Ontario. With a population of nearly 550,000, Hamilton is a thriving, vibrant place for arts, culture, and heritage, where diversity and inclusivity are embraced and celebrated. The growing arts and culture community boasts award-winning restaurants, incredible art collections, and a variety of performing arts and local festivals. Bounded by the Hamilton Harbour and the Niagara Escarpment (known as “the mountain”), Hamilton offers incredible access to conservation and recreation lands, waterfalls, and trails. Surrounding the central part of Hamilton are the communities of Dundas, Ancaster, Stoney Creek, Binbrook, Flamborough and Glanbrook.

Source: Adapted from Tourism Hamilton

HOUSING/MOVING TO HAMILTON RESOURCES

City of Hamilton: If you are relocating to Hamilton, the City of Hamilton’s website is a great resource to assist with housing, healthcare, child care options and more.

FHS Faculty Relations: Provides comprehensive information on everything you need for relocating to the Hamilton area (Look under ‘Future Faculty’ on the Faculty Relations website for more information).

McMaster Off-Campus Resources: Offers a classified section that may assist you in your search for short-term or long-term housing rentals.

Hamilton Housing Help Centre: A non-profit social service agency that can help you find housing in Hamilton. Their website provides information for newcomers to Hamilton, a comprehensive listing of available rental properties, and can also connect you with financial assistance programs if necessary.

Canadian Realtor: To look at the properties available for sale or rent in the Hamilton area you can visit The Canadian Realtor website. This site has a search tool to narrow your search using many different variables, including price, number of bedrooms, and number of bathrooms. There is also tool to help you in your search for a local Realtor.

Canadian Mortgage and Housing Corporation (CMHC): Canada's national housing agency, provides mortgage loan insurance, mortgage-backed securities, housing policy and programs, and housing research. The CMHC website is an excellent tool for those interested in buying or renting a home, including brochures for those new to Canada. These downloadable brochures are available in eight languages and are free of charge.

Source: Office of the Provost, New Faculty Resources

EDUCATION AND CHILD CARE

Public Schools: Hamilton's public school system is overseen by the Hamilton-Wentworth District School Board (HWDSB). In addition to the traditional programs offered in the neighbourhood schools, the Hamilton-Wentworth District School Board offers alternative programs such as French Immersion and Programs of Choice. For more information, or to find the public school nearest to you, please visit the Hamilton-Wentworth District School Board website.



Catholic Schools: The Hamilton-Wentworth Catholic District School Board (HWCD SB) oversees the separate school system in Hamilton, and offers a variety of programs including full-day kindergarten, French Immersion, Adult Education, and The Ontario Youth Apprenticeship Program (OYAP). Further information can be found by visiting the Hamilton-Wentworth Catholic District School Board website.

Child Care and Early Childhood Education:

- [MCMASTER CHILDREN'S CENTRE](#): The Children's Centre is a licensed non-profit child care centre offering high quality care and learning for children ages 18 months – 5 years. McMaster Children's Centre is an exceptional early learning environment where children can meet their full potential through play-based exploration and the development of meaningful relationships with children and adults
- [HAMILTON CHILD CARE REGISTRY](#): Hamilton is a community rich in quality child care and early learning programs. Hamilton One HSN's online child care registry enables you to browse child care options by location, hours, program and type of care.
- [HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD](#): Offers accessible child care and early childhood education at schools throughout Hamilton with a number of community partners. More information on these programs can be found in the Early Learning and Childcare section of the HWDSB website.
- [ONTARIO EARLY YEARS CENTRES \(OEYCs\)](#): Provides a range of free parenting, health and educational resources and supports for children from prenatal to six years. OEYCs offer programs where children can participate in play-based learning activities in a fun, safe and family friendly environment; where parents and caregivers can obtain information on pregnancy, parenting and child development, become informed about services in the community and connect with other parents and caregivers in the community.

Source: Office of the Provost, New Faculty Resources

RESTAURANTS, EVENTS & ATTRACTIONS

Hamilton offers a variety of exciting events and attractions for both visitors and locals to the area. The following is a small selection of attractions within the Hamilton region. Unless noted otherwise, the information contained here is from Tourism Hamilton.

Arts & Culture

[JAMES STREET ART CRAWL](#): Monthly art crawls along James Street North bring thousands of art-lovers downtown on the second Friday of every month to enjoy the arts district's studios, galleries, restaurants and stores, all open late for this well-known event.

[SUPERCRAWL](#): This event attracts upwards of 200,000 music and art lovers and boasts a lineup of musical talent that rivals many of the big city festivals. Started in 2009, Supercrawl has grown to become the city's marquee event, closing down James Street North in September for three days of music, culture, art, food and fashion.

[ART GALLERY OF HAMILTON \(AGH\)](#): Located in the heart of downtown Hamilton, the AGH is the oldest and largest public art gallery in southwestern Ontario. The AGH offers free admission on the First Friday of every month from 4 to 8pm.



[ROYAL BOTANICAL GARDENS \(RBG\)](#): The RBG is the largest botanical garden in Canada, and a National Historic Site. RBG's natural lands consist of 2,400 acres accessed by 27km of walking trails, and features year-round events.

[HAMILTON FRINGE FESTIVAL](#): The annual Fringe Festival features an impressive selection of must-see productions from a broad range of new and emerging theatre companies, both locally and further afield. This theatre event runs every year in July and features everything from dramas and musicals, to satires and children's shows.

Food & Drink

Hamilton is home to a remarkable selection of places to eat and drink. From restaurants ranked among the best in Canada to a vibrant food-truck scene, international eateries, unique culinary events, and a growing craft beer scene.

[FOOD BLOGS](#): Blogs dedicated to the culinary art in Hamilton provide unabashed reviews and suggestions for where to eat in Hamilton. Tourism Hamilton provides a listing of some of their favourites, including: The Hamilton Dish, Hungry in the Hammer, and Hamilton Food Tours.

[HAMILTON FARMERS MARKET](#): Established in 1837, the Hamilton Farmers Market is open year round with over 60 vendors in the heart of downtown Hamilton beside Jackson Square and the Hamilton Public Library. Choose from local, national and international foods including produce, meat, fish, poultry, eggs, deli, baked goods, flowers, specialty foods and artisans.

History & Heritage

Hamilton is home to 15 National Historic Sites that offer a glimpse into the city's past and heritage.

[DUNDURN CASTLE](#): A 40-room Italianate-style villa build in the 1830s on the former site of a British military encampment. Once home to Sir Allan MacNab and his family, today Dundurn Castle tells the story of the family who lived there and the servants who worked to support the family's affluent lifestyle.

[HCMS HAIDA](#): A prime example of the tribal class destroyers built for the Royal Canadian Navy, the Royal Navy and the Royal Australian Navy in the World War II period. Commissioned in 1943, the HCMS Haida served in many theatres of operation through World War II, through the Korean War and Cold war until she was decommissioned in 1963. Visitors are invited to explore all 377 feet of this ship on a self-guided tour.

[CANADIAN WARPLANE MUSEUM](#): The country's largest flying air museum featuring the aircraft used by Canadians or Canada's Military from the beginning of World War II to present, and features one of only two air-worthy Lancaster bombers left in the world.

[WESTFIELD HERITAGE VILLAGE](#): Located in the Rockton countryside, this collection of over 35 restored historical buildings is staffed with costumed interpreters who recreate the real work and authentic family life of early Canadians (1790 to 1912).

Outdoor Adventure

Hamilton offers easy access to conservation and recreation lands, and is a natural playground for cyclists, hikers, boaters and other outdoor adventurers.



HAMILTON CONSERVATION AUTHORITY: The HCA has two dozen conservation areas that offer local city dwellers and tourists hiking, cross-country skiing, camping, fishing, boating, swimming along with natural trails and historical sites.

BRUCE TRAIL: Canada's oldest and longest marked trail, the Bruce Trail provides an impressive wilderness experience for hikers of all levels. The Bruce Trail has a continuous footpath of more than 885km from Niagara to Tobermory and is an attraction for hikers from across the globe.

WATERFALLS: Hamilton is home to more than 100 waterfalls, and with one of the highest number of waterfalls of any urban area of its size, has been called the Waterfall Capital of the World. Many of the waterfalls are found along the Niagara Escarpment and Bruce Trail, and can be easily accessed from groomed trails and viewing areas.

Source: cityofwaterfalls.ca

WEST HARBOUR: The Waterfront at Pier 8 is a hub of activity year-round with roller skating, bicycle rentals and ice skating during the winter. There are also running, walking and cycling trails with plenty of scenery and nature to enjoy.

THE BEACHFRONT: Van Wagner's Beach Road, the Lake Ontario area to the east of Hamilton features Confederation Park with trails alongside wide stretches of beach.

Athletics

FOOTBALL: Playing out of Tim Hortons field, Hamilton is home to the Hamilton Tiger-Cats of the Canadian Football League (CFL). The CFL season runs from June through to November, culminating in the Grey Cup.

RUNNING: In addition the many running trails around the city, Hamilton features the Around the Bay Road Race, the oldest in North America, and attracts close to 10,000 runners of all levels to run the 30km route.

GOLF: The City of Hamilton owns and manages three top-quality municipal golf greens, including: Chedoke Golf Club: The Beddoe Course and Martin Golf Course, and King's Forest Golf Course.

HOCKEY: Playing out of the FirstOntario Centre, Hamilton is home to the Hamilton Bulldogs of the Ontario Hockey League (OHL). The OHL season comprises 68 games and runs from September until May, culminating in the Mastercard Memorial Cup.

Festivals & Fairs

LOCKE STREET FESTIVAL: An annual event in early Fall with stalls, live entertainment, food and everything you need for a fun-filled family day out.

Source: lockefestival.ca

WINONA PEACH FESTIVAL: A three-day festival in August, the Winona Peach Festival offers a midway, games, arts, crafts, free entertainment and lots of food including peaches, peaches and peaches.

Source: theheartofontario.com/calendar

DUNDAS CACTUS FESTIVAL: Occurring every 3rd weekend in August, 'Cactus' attracts visitors from across the nation and is the unofficial 'homecoming' event for any and all who have lived in the community. Continuing to evolve and expand, the free family fun Festival runs for 3 days and includes 4 entertainment stages, event zones and over 100 street vendors.

Source: dundascactusfestival.ca

BINBROOK FAIR: Annual Fall Fair with many things to see and do including a demolition derby, farm animals, birds of prey, commercial exhibits, midway rides, and live entertainment for all ages.

Source: binbrookfair.org



Fun Attractions

WILD WATERWORKS: Wild Waterworks is an outdoor water park located on the shore of Lake Ontario. It is home to the largest outdoor wave pool in Southern Ontario as well as six slides, an ‘eazy’ river, and a wading pool for children.

AFRICAN LION SAFARI: More than 1000 exotic animals and birds, including lions, cheetahs, monkeys and flamingos call the African Lion Safari home. You can tour the reserves in your own car or the Safari’s tour bus as wild animals roam freely.

ADVENTURE VILLAGE: An outdoor entertainment centre with batting cages, rock climbing, bumper cars, bungee trampoline, laser tag, mini golf and more.

Useful Resources

ADDITIONAL MCMASTER/FHS COMMUNITY PDF RESOURCES

News, Events & Announcements for Postdoctoral Fellows:

- **FHS POSTDOCTORAL ASSOCIATION:** The FHS PDA hosts career events, breakfasts, travel award competitions, networking events, and more, all listed on their website, postdoc.mcmaster.ca/fhs-pda. The site is updated regularly so be sure to check it often to keep current with the life of FHS PDFs.
- **OFFICE OF POSTDOCTORAL AFFAIRS & RESEARCH TRAINING (OPART):** Visit the OPART website and select ‘News and Events’ to keep current on various events, announcements and news articles relevant for Postdoctoral Fellows at McMaster.

Postdoctoral Fellow Study Rooms: The Study Room in Mill’s library (located on the fourth floor) is a small area designated for grad and postdoctoral writing and quiet study. It contains large tables and office chairs, a standing work area, comfortable plush seating, internet access, and day-lockers. Any current graduate student or postdoctoral fellow can use the space for quiet study during regular Mills library hours. The room has secured entry (swipe card). You must request authorization to have your security card activated (which can be added to your existing Working at McMaster card or existing white security card). You must complete and submit the ‘Grad Study Room Access Form’ – available from the School of Graduate Studies. You will then receive an email to let you know when your card is active.

Postdoctoral Fellow Support Fund: McMaster University has established a Postdoctoral Fellow (PDF) Support Fund to assist PDFs who are experiencing financial hardship due to substantial, unanticipated and/or emergency expenses. All PDFs currently employed by McMaster University are eligible to apply. Assessments are made on a needs basis at the discretion of the Assessment Committee. Any funds provided from the PDF Support Fund are considered bursaries, and are not required to be repaid. The policy and application form can be found on the OPART website.

ASSOCIATIONS

Canadian Association of Postdoctoral Scholars (CAPS)

<http://www.caps-acsp.ca/en/>

CAPS aims to act as the broad national voice of Canadian postdocs. The Association exists to represent Canadian postdocs by acting as a collective voice, advocating on behalf of postdocs, and providing resources for professional development.

National Postdoctoral Association (NPA)

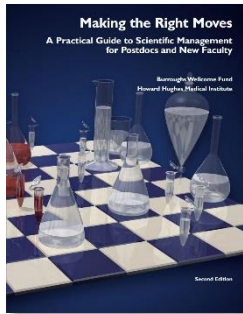
<http://www.nationalpostdoc.org/>

The NPA is a non-profit organization based in Maryland, USA that provides a national voice for postdoctoral scholars. The mission of the NPA is to improve the postdoctoral experience by supporting enhanced research training, and a culture of enhanced professional growth to benefit scholarship and innovation.

RESOURCE GUIDES

Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty

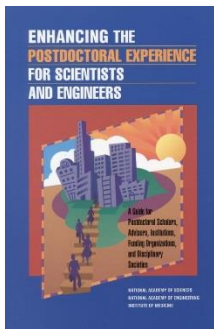
<http://www.hhmi.org/developing-scientists/making-right-moves>



From the Howard Hughes Medical Institute and Burroughs Welcome Fund, this book is a collection of practical advice, experiences and opinions from seasoned biomedical investigators and other professionals. It is a valuable resource on scientific management for any laboratory researcher at a university or medical centre, as well as for scientists pursuing other career tracks. The book is available as a free downloadable PDF document from the Howard Hughes Medical Institute.

Enhancing the Postdoctoral Experience for Scientists and Engineers

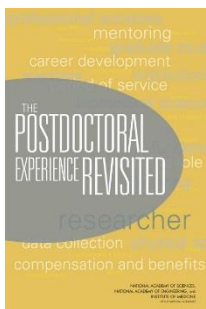
<https://www.nap.edu/catalog/9831/enhancing-the-postdoctoral-experience-for-scientists-and-engineers-a-guide>



From the National Academies of Science and Engineering and the Institute of Medicine this consensus report offers an assessment of the postdoctoral experience and provides principles, action points, and recommendations to enhance the experience. You can download a free PDF from the National Academies Press by signing up for a free account.

The Postdoctoral Experience Revisited

<https://www.nap.edu/catalog/18982/the-postdoctoral-experience-revisited>



From the National Academies of Science and Engineering and the Institute of Medicine, this report re-examines postdoctoral programs in the United States, and takes a fresh look at current postdoctoral fellows and makes recommendations to improve aspects of the PDF program. This study is not only to propose ways to make the postdoctoral system better for the postdoctoral researchers themselves but also to better understand the role that postdoctoral training plays in the research enterprise. The discussion and recommendations aim to stimulate action toward clarifying the role of postdoctoral researchers and improving their status and experience.

Guidebook for New Principal Investigators



<http://www.cihr-irsc.gc.ca/e/27491.html>

This guidebook, from senior scientists with CIHR, is intended for all researchers (new and experienced) who write grant applications in any area of health research, including basic biomedical research, clinical research, the social sciences and the humanities. The guidebook provides tips on: applying for a grant as a Principal Investigator (PI), writing papers, building and managing your research team and laboratory, and managing your time. You can download a free PDF from the CIHR website.

FHS Health Research Services Quick Guide to Research

https://fhs.mcmaster.ca/healthresearch/research_guide.html

Quick Guide to Research

- [General Application Process for Grants](#)
- [General Post-Award Process](#)
- [Guide to Research Administration](#)
- [Art of Grantsmanship](#)
- [Elements of a Successful Proposal](#)
- [MSc Health Sciences Education Grant Writing Workshop Presentation](#)

From the Faculty of Health Sciences Health Research Services, this Quick Guide to Research provides a general overview of what you need to conduct research in the Faculty, including:

- General Application Process for Grants
- General Post-Award Process
- Guide to Research Administration
- Art of Grantsmanship
- Elements of a Successful Proposal
- Grant Writing Workshop Presentation

QUICK LINKS

City of Hamilton	http://www.hamilton.ca/
Daily News (McMaster’s daily news page)	http://dailynews.mcmaster.ca/
Employee and Family Assistance Program	http://www.workingatmcmaster.ca/efap/
FHS Human Resources	https://fhs.mcmaster.ca/hr/
FHS Office of Professionalism	https://fhs.mcmaster.ca/pcbe/
FHS Postdoctoral Association	https://postdoc.mcmaster.ca/fhs-pda
FHS Safety Office	https://fhs.mcmaster.ca/safetyoffice/
Health Sciences Graduate Studies	https://fhs.mcmaster.ca/grad/
Health Sciences Library	http://hsl.mcmaster.ca/
Health Research Services	https://fhs.mcmaster.ca/healthresearch/
Homewood Health ‘Homeweb’	https://www.homeweb.ca/
McMaster Policies	http://www.mcmaster.ca/policy/
Mosaic (McMaster’s Administration System)	http://mosaic.mcmaster.ca
Office of Postdoctoral Affairs and Research Training (OPART)	https://postdoc.mcmaster.ca/



Acknowledgement:

In the process of developing this Guide, UBC's 'A Guide for Postdoctoral Fellows' was reviewed and used as a source of inspiration.

^{i, ii, iii, iv, v}University of British Columbia. (2017). A Guide for Postdoctoral Fellows. *Graduate and Postdoctoral Studies: Postdoctoral Fellows Office*. Retrieved from:
https://www.postdocs.ubc.ca/sites/default/files/pandoc/postdoc_resource_guide_2017.pdf