

CFMWS HUMAN RESOURCES

Staff of Non-Public Funds, Canadian Forces

Employee Orientation

In anticipation of your arrival, we have provided you with your upcoming orientation session presentation. To help you prepare for your session, this presentation highlights the topics covered in addition to providing informative details.

We invite you to have a read through and make note of any areas you may wish to ask questions in your orientation session.

Wishing you a great first day and looking forward to connecting in with you.



ABOUT US

➤ **Social Enterprise**

Provide morale and welfares services on behalf of the Chief of the Defence Staff

➤ **Staff of NPF, Canadian Forces (SNPF,CF)**

Is our legal name. Known as Canadian Forces Morale and Welfare Services (CFMWS)

➤ **“Separate Agency” under the Financial Administration Act since 1978**

➤ **Part of Defence Team**

More Info: [CORE - About Us](#)

More Info: [CFMWS.CA](#)



ABOUT US

➤ **Our Vision**

Improving lives at home and around the world

➤ **Our Mission**

"We make our members stronger."
Healthier People, Stronger Communities, Better Canada

➤ **Our Values**

We Care, Integrity, One Team, Creative



ABOUT US



- 4000+ employees across Canada, the United States and overseas
More Info: [CFMWS.CA](https://www.cfmws.ca)
- Four operating divisions: CANEX, SISIP Financial, PSP, MFS
- Support divisions: Finance, Human Resources, Information Services, Corporate Services, Marketing and Communications.

More Info: [CFMWS.CA](https://www.cfmws.ca)



OUR SHARED COMPETENCIES



Client Focus



Communication



Innovation



Leadership



Organizational Knowledge



Teamwork



More Info: [CORE- Shared Competencies](#)



EMPLOYMENT EQUITY, DIVERSITY & INCLUSION AND ACCOMMODATION

① **Employment Equity**

Healthy, safe and respectful workplace free from discrimination

② **Diversity and Inclusion: Champions**

Committed to creating an environment where everyone can grow and share their experiences

More Info: [CORE](#)

③ **Accommodation**

Accessible workplace and employment accommodation



OFFICIAL LANGUAGES

➤ **CAF community**

Provide programs and services to the CAF community wherever they are located in their language of choice.

➤ **Work environment**

Foster a work environment conducive to the effective use of both official languages and promote bilingual equality.

➤ **Training and development opportunities**

Provide free second language training opportunities and official languages resources.



CONFLICT RESOLUTION AND ETHICS

➤ **Centre for Conflict Resolution and Ethics**

Provides programs and services related to:

- Values, Ethics and Conflict of Interest
- Harassment Prevention and Resolution
- Conflict Management

➤ **Conflict of Interest Declaration**

Employees must declare any real, potential or apparent conflict of interest



OCCUPATIONAL HEALTH AND SAFETY

➤ **Our commitment**

To provide a healthy and safe work environment for all employees and for any person present at a CFMWS workplace

➤ **Your obligation**

- Report any work related incident/accident
- Complete mandatory training
- Follow all safe work practices, policies and guidelines



Employee and Family Assistance Program

Employee and Family Assistance Program (EFAP):

Reimagined for an optimal experience

Stay happy and healthy! Speak to one of specialists today for:



Mental health support including:

insomnia, anxiety, feelings of isolation, depression, grief, etc.



Legal & financial advice for:

family law, divorce, child support, wills, investment planning, real estate, taxes, etc.



Work & career counselling including:

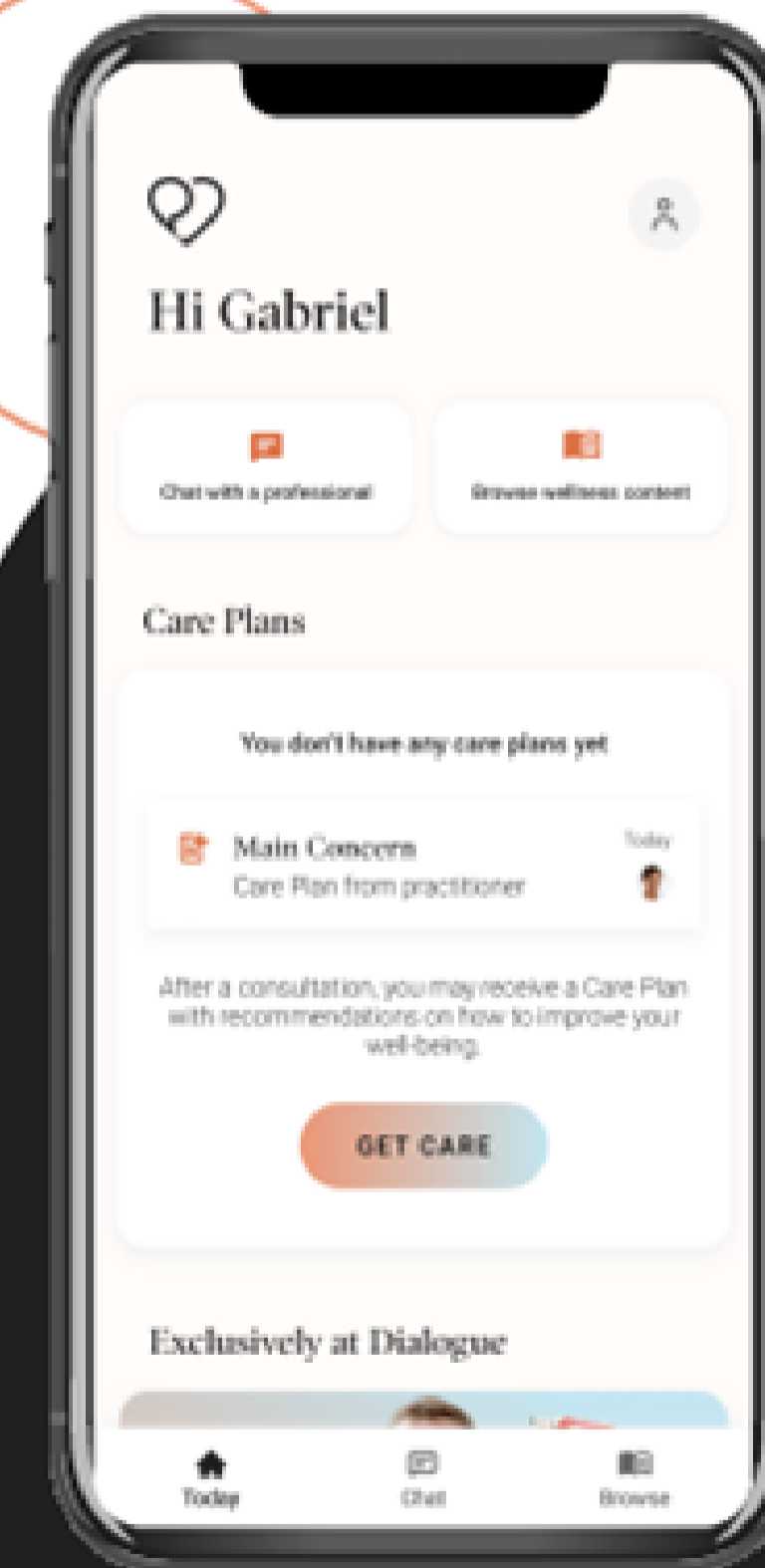
professional development, workplace conflict, career goals, etc.



Family & relationship support for:

conflict resolution, relationship and intimacy, parenting, child & elder care, etc.

Dialogue



Get started today:
app.dialogue.co



Or call the EFAP call line: 1-833-352-9799



LEARNING AND DEVELOPMENT

Learning Resources

Access to MYTALENT, a one-stop digital platform that will fully support your learning and development journey at CFMWS through the LEARNING module.



AWARDS AND RECOGNITION

➤ **Informal Recognition**

Leaders recognizing employees for specific behaviors or activities

➤ **Everyday Recognition**

Daily Appreciation and Peer-to-Peer Recognition



HOURS OF WORK

➤ **Standard Hours of Work**

Work week runs from Monday to Sunday

➤ **Non-Standard Hours of Work**

- *Call Back*
- *Call In*
- *Non-Standard Work Schedule*
- *Split Shift*
- *Temporary Increase in Hours*

➤ **Meal Breaks and Rest Periods**

Meal Breaks : an unpaid break (generally 30 minutes)

Rest Periods : paid break (15 minutes)



HOURS OF WORK

➤ **Multiple Employment**

An employee who works in more than one position at any given time

➤ **Flexible Work Options**

Non-traditional work arrangements

Non-Unionized employees: refer to Hours of Work Policy

Access here:

[Flexible Work Options](#)

More Info: [CORE](#)



MYPERFORMANCE

➤ Successful Performance Management is all about...

- Leadership – coaching, guiding, engaging people in a goal of optimal performance
- Continuous dialogue, conversations and feedback throughout the year
- The many factors contributing to performance outcomes, job responsibilities, goals and behaviors
- Creating an environment in which the desired outcome/performance is highly probable
- Performance and development planning, feedback and recognition



More Info: [CORE](#)



PAY

➤ Compensation

CFMWS strives to pay employees equitably and fairly based on internal equity. Pay grids and pay bands outline salary ranges and increases.

More Info: [CORE](#)

➤ Pay Days

CFMWS follows a bi-weekly pay period cycle, Monday to Sunday, with pay day occurring on every second Thursday. Your pay is directly deposited into your bank account.

More Info: [CORE](#)

➤ HR Self Service

View paystubs and pay information, update personal information & view benefit enrollment

More Info: [CORE](#)



LEAVE

➤ **Designated Holidays**

12 designated days

➤ **Annual / Vacation Leave**

➤ **Other Types of Leave**

➤ **Requesting Leave**

WorkForce EmpCenter

Access: [WorkForce EmpCenter](#)

Requires employee login

Will Return



More Info: [CORE](#)



INFORMATION TECHNOLOGY SUPPORT SERVICE (ITSS)

➤ **Report an incident**

I.e. software problem

➤ **Inquire**

I.e. current outages, global tickets

Submit ticket online at: [ITSS Portal](#) or call 1-866-615-9284



MFA enrolling and Using

(employees without work email address)

Depending on circumstances, an employee may not be issued a work email address however does require access to the CFMWS network (any of the Office 365 application; Outlook, MS Teams, etc.) will have to use multi-factor authentication (MFA).

Authenticate your email Steps:

Step 1: You should have received a “Microsoft Invitation” on behalf of CFMWS email in your inbox.

Step 2: Select Accept Invitation

Step 3: Enter your email address and password (use the email associated password that this communication is addressed to)

Step 4: You can now access MYTALENT and CORE

Need assistance

If you could not access MYTALENT or CORE, or if you did not receive the “Microsoft Invitation” email, open an [ITSS ticket](#).



MFA enrolling and Using

(employees without work email address)

Email example:

CFMWS / SBMFC invited you to access applications within their organization Inbox x

Microsoft Invitations on behalf of CFMWS / SBMFC <invites@microsoft.com>
to me ▾

ⓘ Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: CFMWS / SBMFC
Domain: cfmws.com

This message was provided by the sender and is not from Microsoft Corporation.

Message from CFMWS / SBMFC:

You have been granted access to various Canadian Forces Morale and Welfare Services applications and tools. Please click on the invitation below to complete your account setup.

Vous avez obtenu l'accès à diverses applications et outils des Services de bien-être et moral des Forces Canadiennes. Veuillez cliquer sur l'invitation ci-dessous pour compléter la configuration de votre compte.

If you accept this invitation, you'll be sent to https://myapps.microsoft.com/?tenantid=9dcbf6dc-676c-45e7-84a1-05b6996f3a53&login_hint=chris.paine@gmail.com

[Accept invitation](#)

[Block future invitations](#) from this organization.

This invitation email is from CFMWS / SBMFC (cfmws.com) and may include advertising content. CFMWS / SBMFC has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



Authenticating your email helps your onboarding experience

Authenticating your email grants you access to:

1. CORE: This is our internal, employee website. Here You will find useful information on topics like pay and benefits, important organization updates that help keep you informed and so much more.

2. MYTALENT: As a CFMWS employee, you are required to complete corporate mandatory training to help you conduct activities safely and in compliance with legislative requirements, as well as with the organization's policies and guidelines.

i.MYTALENT is where you will find a wide selection of training content that supports you in your current role and your professional development.



GROUP SAVING PLAN

- ① **Registered Retirement Savings Plan (RRSP)**
- ② **Tax Free Savings Account (TFSA)**
- ③ **Non Registered Savings Plan (NRSP)**

Enrollment Advantages:

- ✓ payroll deductions
- ✓ immediate tax relief
- ✓ lower investment management fees

For more information call: 1-800-724-3402



THINGS TO REMEMBER

- **Refer to the CORE website**
Our intranet site will keep you informed and provides tools/resources
- **Ask your direct supervisor**
Your first contact for any questions
- **Contact your local HR Office**
There to support you through your journey at CFMWS

