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.

CF Morale & Welfare SERVICES
SERVICES Bien-être et moral FC

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

More Info: CFMWS.CA

More Info: CORE

ABOUT US

- **4000+** employees across Canada, the United States and overseas
  More Info: CFMWS.CA

- **Four operating divisions:** CANEX, SISIP Financial, PSP, MFS

- **Support divisions:** Finance, Human Resources, Information Services, Corporate Services, Marketing and Communications and Deployed Services

More Info: CFMWS.CA

OUR SHARED COMPETENCIES

- Client Focus
- Communication
- Innovation
- Leadership
- Organizational Knowledge
- Teamwork

More Info: CORE- Shared Competencies

EMPLOYMENT EQUITY, DIVERSITY & INCLUSION AND ACCOMMODATION

Employment Equity

Healthy, safe and respectful workplace free from discrimination

Diversity and Inclusion: Champions

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

More Info: CORE

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.

More Info: CFMWS.CA

More Info: CORE

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

More Info: CFMWS.CA

More Info: CORE

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

More Info: CORE

LEARNING AND DEVELOPMENT

Learning Resources

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

LEARNING

All employees have access to a **LinkedIn Learning** subscription through our MYTALENT system. Explore our extensive library of courses designed to support both your professional and personal growth.

More Info: CORE

AWARDS AND RECOGNITION

Informal Recognition

Leaders recognizing employees for specific behaviors or activities

Everyday Recognition

Daily Appreciation and Peer-to-Peer Recognition

More Info: CORE

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)

More Info: CORE

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

MY**PERFORMANCE**

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

MY PERFORMANCE

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

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 <u>without</u> 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 <u>without</u> work email address)

Email example:

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

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

Microsoft

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.

Dialogue

Employee and Family Assistance Program

Essential wellness services to help you stay happy and healthy.

Dialogue's team of professionals is here to provide proactive education and counselling on issues that matter to you.

- Mental Health
- Legal
- Financial
- Work & Career
- Family & Relationships

Speak to a counsellor or advisor today.
Register at app.dialogue.co

1-833-352-9799

Mental Health

Get the support you need to manage daily stress and anxiety.

Legal

Our legal experts can help you with a variety of issues, such as family, civil, property, or criminal law

Financial

Speak with a financial professional who can provide information on a range of concerns, including mortgages, retirement planning, taxes, and budgeting.

Work & Career

Whether you're looking to develop new skills, master time management, or learn how to cope with work-related stress, our career counsellors can help you achieve your professional goals

Family & Relationships

Our counsellors are here to help families and couples maintain healthy relationships, foster open communication, reduce conflict, adapt to change, and more.

GROUP SAVING PLAN

- Registered Retirement Savings Plan (RRSP)
- Tax Free Savings Account (TFSA)
- 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