



BBS POSTDOCTORAL FELLOW TOOLKIT



Updated June 2023

ABOUT THIS GUIDE

Congratulations and welcome to the Department of Biochemistry & Biomedical Sciences (BBS) in the Faculty of Health Sciences, McMaster University. We are pleased to have you on our team!

This Postdoctoral Fellow Toolkit will provide you with information on the resources and benefits available to Postdoctoral fellows in the Faculty of Health Sciences at McMaster University, which is ranked as one of the world's top 70 Universities.

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 prevail.



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YOUR FIRST DAYS

Your first days at McMaster will be filled with excitement, new faces, new names to learn and a wealth of information. To help guide you through your first few days with BBS, review the following essential steps and information.

All new postdoctoral fellows 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 [Human Resources](#) for more information and to sign-up for the next session date.



Click on the icons for more information

ESSENTIAL STEPS



ACTIVATE YOUR
MAC ID



OBTAIN YOUR
MCMASTER PHOTO ID



ACTIVATE YOUR
MCMASTER EMAIL



MEET YOUR SUPERVISOR
AND TEAM MEMBERS



COMPLETE YOUR
HEALTH & SAFETY
TRAINING



TAKE A TOUR OF
YOUR NEW
ENVIRONMENT



ATTEND WELCOME AND
ORIENTATION MEETING
WITH FHS HR



SET UP YOUR PHONE
AND VOICEMAIL

FINDING YOUR WAY

McMaster's Land Acknowledgement Statement

McMaster University recognizes and acknowledges that it is located on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the "Dish with One Spoon" wampum agreement.

McMaster is located in the Westdale area of Hamilton, on a 300-acre property that is sheltered by the Niagara Escarpment and bordered by conservation land and the Royal Botanical Gardens. Situated at the head of Lake Ontario, Hamilton is the third largest city in the province, and the region is one of the fastest growing in Canada.



The City of Hamilton offers access to world class athletic facilities, hiking and cycling trails, restaurants, and local theater making Hamilton one of the fastest growing cities in the Canada. Hamilton is also within an hour's drive of Toronto and a short drive to the U.S.

LOCAL COMMUNITIES

Below are links to the cities websites which will provide information on city services (Property Taxes, Public Transportation, etc.) and to tourism sites which provide information on local attractions.

Hamilton

(Ancaster, Dundas, and Stoney Creek)

www.hamilton.ca

www.tourismhamilton.com

Westdale Village (Hamilton)

www.westdalevillage.ca

Burlington

www.burlington.ca

tourismburlington.com

PARKING

MCMASTER CAMPUS/MCMASTER UNIVERSITY MEDICAL CENTER (MUMC)

To obtain parking for main campus you will need to visit McMaster Parking Services located in building T32 located near Lots N and P. There are several parking lot options available, however, many Faculty of Health Sciences employees choose to park at Ward Avenue.



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.



[Hospital Garage
Parking Waitlist
Request Form](#)

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

For information on the tech resources available to you, please visit [Parking Services](#).

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. Find HSR bus schedules, routes and fare information [here](#).

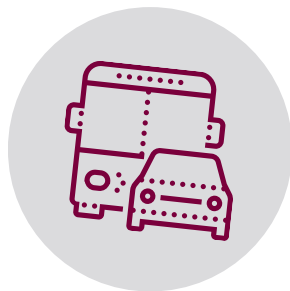
ADDITIONAL TRANSIT OPTIONS

ON CAMPUS:

[Coach Canada](#)

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)



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. 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. Visit [Go Transit](#) for more information.

Click here to find out more about McMaster University's sustainable transportation initiatives

For information on the tech resources available to you, please visit [Parking Services](#).

MCMMASTER IDENTIFICATION



On or before your start date, you will receive an email from Human Resources that will contain your MAC ID, Employee ID Number, Barcode number, and McMaster email address. You will need these to access various applications throughout the University.

MAC ID

Your MAC ID is a unique alpha-numerical identifier, enabling a single sign-on for a number of McMaster systems and applications, including email and Mosaic. You will need to activate your MAC ID using the [MAC ID activation tool](#).

***Employees are reminded to always keep their Mac ID password private and secure.**

EMPLOYEE ID

Your employee ID number is a unique nine-digit number used to identify you. This number works across the university and is the same as your McMaster student ID number.

BARCODE

The 14-digit number printed on your McMaster ID card is also your library barcode. This barcode number and pin (which you set the first time you log in) allow you to log into your library account to renew materials or request holds and recalls.



PHOTO ID CARDS



DID YOU KNOW?

The hospital and the university operate on two different systems. University access cannot be added to a Health Science ID card and hospital access cannot be added to a Working at McMaster ID card. You may need to obtain both cards depending on where you need access.

FACULTY OF HEALTH SCIENCES PHOTO ID BADGE

If you require swipe access within an HHS building, including the McMaster University Medical Centre (MUMC), you will need to request a Faculty of Health Science (FHS) Photo ID badge. Please contact [HR Link](#) directly and cc your supervisor with your employee ID number along with a clear, recent picture of yourself. An HR representative will contact you via email once it is ready for pick up. Please contact the [Staffing & Operations Administrative Assistant](#) to have access added to your badge

WORKING AT MCMASTER PHOTO ID BADGE

The Working at McMaster Photo ID badge is free to any person employed by the University. This badge is required for employees who need access the Michael DeGroote Center for Learning (MDCL). Please contact axiomrep@mcmaster.ca directly with your MacID to obtain your badge. Please contact the [Staffing & Operations Administrative Assistant](#) to have access added to your badge.

PHOTO REQUIREMENTS



- Be recent and similar to a passport photo (head shot only, looking straight into the camera)
- Have a neutral or smiling expression
- Be in colour, in focus and of good quality (scanned photos of your driver's license, passport or health card are not acceptable)
- Be on an uncluttered background and of you alone (no other people or animals permitted in photo)
- Not contain props (i.e. hats, sunglasses or graduation caps)

CMCB ACCESS

The [Centre for Microbial Chemical Biology](#) (CMCB) is a research core facility associated with the Michael G. DeGroot Institute for Infectious Disease Research. The facility features six integrated labs that provide research support, hands-on training, and services in chemistry and biology. The CMCB is available for use by both academic and industrial clients.

To obtain CMCB access you must:

- Obtain your Working at McMaster ID badge.
- Provide an up to date copy of your safety training to validate that all required training is complete and current.
- Request training on an equipment item.
- Complete a safety walk-through of the facility.
- Receive in person training on the equipment.

Once you can demonstrate a base level of proficiency using the equipment on independently, access will be granted.

Please contact the [CMCB](#) staff directly to begin the training process.

CAF ACCESS

McMaster University [Animal Facilities](#) is a group of 7 unique sites which provide a broad range of services for animal care and research.

Once you receive your FHS ID card, please contact afmtrain@mcmaster.ca for assistance with the process.



SOFTWARE & TECHNOLOGY

Click on the icons for more information

Once your MAC ID has been activated, it can be used to access many McMaster systems and applications including:

MCMaster MAIL

McMaster Mail is the email and calendar service in the Outlook environment, powered by Microsoft (Office 365). This service is provided to all staff and faculty members.

 Click here to create your custom McMaster email signature



MICROSOFT 365

McMaster provides Office 365 at no cost for all employees. Applications that are currently available include MS Word, Excel, PowerPoint, OneNote, Teams and Outlook (McMaster Mail).



ZOOM

Zoom is a video communications app that allows you to set up virtual video and audio conferencing, webinars, etc. This service is free for all McMaster employees. Sign in with your McMaster email and your MAC ID password to activate your zoom license account.



MOSAIC

Mosaic is McMaster's administrative information system which includes finance, human resources and student administration components. Employees can use Mosaic to access their pay stub, T4's, request vacation days and sign up for training courses.



MAC WIFI & VPN

There are many ways to connect to the various [McMaster WiFi networks](#). UTS provides step-by-step instructions for different operating systems and devices.

[McMasters VPN Software](#) (Virtual Private Network) allows you to connect to the campus network from an off-campus computer. VPN is no longer required for things like remote library access.



LINKEDIN LEARNING

LinkedIn Learning is a subscription based online learning website that is free for all McMaster employees. You will have access to thousands of courses taught by industry experts.



For information on the tech resources available to you, please visit [UTS](#).

MCMMASTER APPS

McMaster University offers several apps to help you navigate around campus. Below is a highlight list of free apps available. Click [here](#) for other McMaster apps available in the app store.



MCMMASTER SAFETY APP

The McMaster Safety App provides important safety alerts and access to campus safety resources.



MACQUEST

MacQuest provides on-campus searchable navigation, including indoor floor map visualization and other campus-related services.



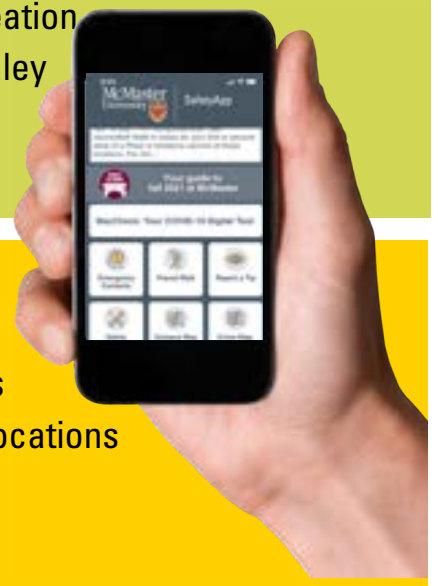
MCMMASTER RECREATION GET REC'D

Your go-to app to quickly search for recreation activities and schedules for the David Braley Athletic Centre.



MAC EATS

McMaster University Hospitality Services provides you with a list of food services locations that are available on campus.



COMPENSATION

PAYROLL



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. Pay cheques will be deposited biweekly on Fridays.

PAY STATEMENTS



To view or print pay stubs, login to Mosaic using your MAC ID and select 'Pay' on your homepage. Pay statements are available on Thursday, prior to the pay deposit. Please see the [Viewing your Pay Statement Guide](#) for more information. If you have questions about your pay cheque please contact the Staffing & Administrative Operations Administrative Assistant.

T4 TAX SLIPS

T4 tax slips can be downloaded in Mosaic through the Employee Self Service Tile and visiting the employee self-service section. McMaster University also sends the T4's directly to the Canada Revenue Agency. Please see the [T4 Quick Access guide](#) for more information.



For more information please visit the [Human Resources Services website](#) or contact the HR Service Desk, by phone at (905) 525-9140 ext. 222-HR (47), by e-mail at hr.mcmaster@mcmaster.ca.

BENEFITS & LEAVES

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.

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).

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. Most benefit claims can be submitted online directly to Sun Life for instant processing through [My Sun Life](#). If you need to mail a claim, you can download a paper claim from the links.

Sunlife Claim Forms

[Sunlife Dental Claim Form](#)

[Sunlife Extended Health Care Claim Form](#)

[UHIP Claim Form](#)

Please visit [Human Resources Services](#) for more [Sun Life Benefit Information](#).

DENTAL



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 bookle

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, Telus Health, is a professional service that provides easy access to mental, physical, social and financial well-being supports. Telus Health is Canada's most expansive clinical network: those who need support or resources can access them through phone, in-person visits, video, an online chat feature and self-guided learning.



Individuals can contact Telus Health through their website, app or by phone toll-free, 24 hours a day, 7 days a week to book appointments or access any EFAP service.

- Toll Free: 1.833.366.4544
- Visit: Telus Health Virtual Platform
- Download: LifeWorks Mobile App

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.

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

VOLUNTARY ACCIDENTAL DEATH & DISMEMBERMENT 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. For more information on coverage options and premium amounts please visit the [Accidental Death and Dismemberment](#) page on the Human Resource services site. You will have the opportunity to enroll in this insurance during your welcome meeting with FHS Human Resources.

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.

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 plans must be arranged with your supervisor and taken prior to the end of your appointment.

Holiday Schedule

Please refer to the [McMaster University Holiday Schedule](#). '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.

HEALTH & SAFETY

As of your first day of employment, the core health and safety training, AODA Human Rights and Privacy on Primer training sessions will be available for you to complete in Avenue to Learn.

All McMaster University employees are required to complete the following training:

COURSE NAME	COURSE CODE
Health & Safety Orientation	HSORI
SAFE Training (For new employees only)	SAFE
Violence and Harassment Prevention in the Workplace	VHPW
Accident Investigation (Supervisors/Managers)	ACCINV
Due Diligence (Supervisors/Managers)	DUEDIL
Job Hazard Analysis	

SELF-REGISTRATION FOR TRAINING

Self-registration for training courses offered by EOHSS, the FHS Safety Office, the [Biosafety Office](#) and the [AODA Office](#) is available through the self-service function in Mosaic. To register, select the Regulatory Training tile on the Mosaic homepage and search for your courses. The course material and quiz will become available 15 minutes after registering for an online session by logging in to your Avenue to Learn account (between 7 am and 9 pm).



WELLNESS & HEALTHY WORKPLACE

McMaster promotes healthy living to faculty and staff by providing programs and initiatives to support emotional, financial, intellectual, physical, social and spiritual wellness.

The BBS Department has put together a collection of resources to help you manage and maintain your mental wellness.

Click the headings below for more information or click [here](#) for more resources.



EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

Telus Health is McMaster’s provider of the Employee and Family Assistance Program (EFAP). Telus Health helps you take practical and effective steps to improve your well-being and be the best you can be. They offer a supportive, confidential and caring environment and will provide you with assessment and guidance for any challenge. There are no costs to current benefit-eligible employees and their immediate family members when they receive this service.

WELLNESS MODULES 	STRESS MANAGEMENT	WORKPLACE WELLNESS	RESILIENCE
<p>Utilize the Wellness Modules to help build and maintain your mental health and well-being so you feel your best.</p>	<p>Stress Strategies looks at stress as a problem that can be addressed and solved, or at least improved, using practical problem-solving methods.</p>	<p>Campus and community supports are available to help staff develop their personal and professional lives. These supports are available on a broad range of topics and can be accessed at the link above.</p>	<p>The Resilience Tool kit is an essential part of wellness and wellbeing. This tool kit will provide you with the resources to learn how to cope and adapt to new situations that will aid your mental health.</p>

EQUITY, DIVERSITY, INCLUSION

McMaster University promotes and supports equity, diversity, inclusion and accessibility to nurture a campus-wide culture that respects the human rights, integrity and dignity of all staff and community members.

MCMMASTER INDIGENOUS HEALTH INITIATIVE

The Faculty of Health Sciences is committed to the development and implementation of a comprehensive, 'whole-of-Faculty' [Indigenous health initiative](#) that reflects the principles and values of a reconciliation based approach as documented by the Truth and Reconciliation Commission of Canada.

ACCESSIBILITY

Learn more about the [McMaster University Accessibility Program](#) including the AccessMac program, maps and transit guides to make navigating campus easier, accessibility support, training and more.

HUMAN RIGHTS & DISPUTE RESOLUTION

The [McMaster Human Rights and Dispute Resolution](#) (HRDR) provides consultation for any students, staff, faculty, and other member of the University community on issues related to human rights including complaints of discrimination, harassment or sexual violence.

INCLUSION & ANTI-RACISM EDUCATION

The [Inclusion and Anti-Racism Education](#) program provides education and support to students, staff, and faculty members through consultation meetings, workshops, special events, and discussion groups.

SEXUAL VIOLENCE PREVENTION & RESPONSE

McMaster University is committed to fostering living, learning and working environments free of sexual violence. The [Sexual Violence Prevention and Response Office](#) provides support and services to all members of the McMaster community.

For information on the McMaster's Equity, Diversity & Inclusion Policy, please contact the [Equity & Inclusion Office](#).

INFORMATION FOR INTERNATIONAL POSTDOCTORAL FELLOWS

PDFs arriving from outside of Canada 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.

1 BEFORE YOUR 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). 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. 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.



2 AFTER YOUR 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.



You can use [eServiceCanada](#) to:

- request a call back about one of our programs by completing a Service Request Form;
- book an appointment for passport or biometrics services; or
- apply for a Social Insurance Number (SIN) online.

ONTARIO HEALTH INSURANCE



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.

LOCAL SERVICE CANADA LOCATIONS

Hamilton Mountain Service Canada Centre and Passport Services

1565 Upper James Street, Unit 3-1
Hamilton, Ontario

Hours of Service:
Monday to Friday from 8:30 am to 4:00 pm

Hamilton East Service Canada Centre and Passport Services

1565 Upper James Street, Unit 3-1
Hamilton, Ontario

Hours of Service:
Monday to Friday from 8:30 am to 4:00 pm

LOCAL SERVICE ONTARIO LOCATIONS

Before you visit

- find the service you need in the list below to confirm it is available here
- click on the service to get details such as eligibility, what to bring and cost
- choose the online option, if it is available

Centennial and Barton (Hamilton)

163 Centennial Parkway North
Hamilton, Ontario L8E 1H8

Dundurn and King (Hamilton)

50 Dundurn Street South
Hamilton, Ontario L8P 4W3

King and MacNab (Hamilton)

Located in: Ellen Fairclough Building
119 King Street West, 4th Flr
Hamilton, Ontario L8P 4Y7

Upper James and Stone Church (Hamilton)

1400 Upper James Street, Unit 11
Hamilton, Ontario L9B 1K3

Upper Ottawa and Stone Church (Hamilton)

1439 Upper Ottawa Street
Hamilton, Ontario L8W 3J6



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.



DRIVING



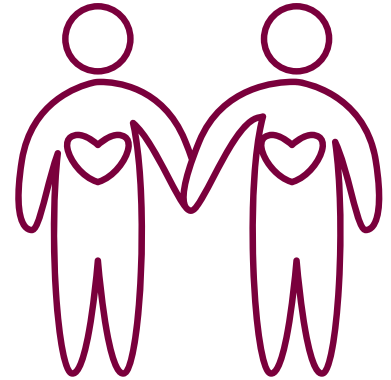
Your existing driver's licence from another province or country will remain valid for 60 days after your relocation to Ontario. You must apply for an Ontario driver's licence within your first 60 days if you want to continue driving in Ontario. For information on how to obtain an Ontario driver's licence, 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.

EMPLOYMENT FOR INTERNATIONAL 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, they 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, they can request an open work permit which will allow them 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.



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.

The Hamilton-Wentworth Catholic District School Board (HWCDSB) 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](#).

LOCAL CHILDCARE RESOURCES

McMaster Children's Centre

1280 Main Street West
McMaster University Campus
Hamilton, ON

Phone: 905-526-1222

Email: mcmcc@mcmaster.ca

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. For more information visit the [McMaster Children's Centre website](#).

Hamilton Childcare 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. Visit the [Hamilton Childcare Registry website](#) for more details.



ONTARIO EARLY YEARS

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.

Follow the link to [discover EarlyON Child and Family Centres locations](#) near you.



HEALTHCARE

Finding a Family Doctor or Nurse Practitioner

Register with [Health Care Connect](#) service and a nurse will find a family doctor or nurse practitioner who is accepting new patients. You can also use the College of Physicians and Surgeon's [Find a Doctor Search](#), or The Hamilton Academy of Medicine [Find A Doctor](#) page to contact and ask if the doctor is accepting new patients.

Walk-in Clinics

Walk-in clinics provide health care services if you are sick and do not have a family doctor or unable to meet with your family doctor. Some clinics are open in the evenings, and on weekends and holidays. Visit [HNHBhealthline](#) for a full listing of walk-in clinics in the Hamilton, Niagara, Haldiman and Brant regions

Healthcare Connect Ontario

Dial 811, to speak to a qualified health professional, such as a registered nurse, day or night, in English and French, with translation support also offered in other languages.

- Speak to or chat online with a registered nurse
- Get help with finding a primary care provider if you don't have one
- Get an initial assessment and health advice
- Use a symptom assessment tool to understand your health concerns and how to access care
- Get connected to mental health and addictions services
- Find local health services, such as home and community care or caregiver support
- Get connected to a specialized health professional if you have concerns about food and healthy eating, breastfeeding or how to quit smoking
- Get general guidance through your health care journey



Hamilton Health Sciences Corporation

Hamilton General Hospital

237 Barton St. E
Hamilton, ON L8L 2X2

Regional Rehabilitation Centre

300 Wellington Street North
Hamilton, ON L8L 0A4

Juravinski Cancer Center

699 Concession Street
Hamilton, ON L8V 5C2

Ron Joyce Children's Health Centre

325 Wellington Street North
Hamilton, ON L8L 0A4

Juravinski Hospital

711 Concession Street
Hamilton, ON L8V 1C3

St. Peter's Hospital

88 Maplewood Avenue
Hamilton, ON L8M 1W9

McMaster Children's Hospital

1200 Main Street West
Hamilton, ON L8N 3Z5

West Lincoln Memorial Hospital

169 Main Street East
Grimsby, ON L3M 1P3

McMaster University Medical Centre

1200 Main Street West
Hamilton, ON L8N 3Z5

West End Clinic/Urgent Care Centre

690 Main Street West
Hamilton, ON L8S 1A4

St. Joseph's Healthcare, Hamilton

St. Joseph's Healthcare Hamilton

King Campus

2757 King Street East
Hamilton, ON L8G 5E4

St. Joseph's Healthcare Hamilton

West 5th Campus

100 West 5th Street
Hamilton, ON L9C 0E3

St. Joseph's Healthcare Hamilton

Charlton Campus

50 Charlton Avenue East
Hamilton, ON L8N 4A6

HOUSING

Click the headings for more info!

MAC OFF-CAMPUS HOUSING

Mac Off-Campus has been helping students, staff and faculty access great rental listings for over ten years. Mac Off-Campus services can help you find rental properties that are close to McMaster University and are exclusively offered to McMaster students, staff and faculty. It's an easy way to find a great off-campus home and help landlords find great tenants from within the McMaster community.

REALTOR.CA

View properties available for sale or rent in the Hamilton area. 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 find a local Realtor.

CANADA 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.

HAMILTON HOUSING HELP CENTRE

The Housing Help Centre provides a listing of rental accommodation across the city.

REALTOR ASSOCIATION OF HAMILTON/BURLINGTON

A registered non-profit organization that is the second largest real estate association in Ontario and the eighth largest in Canada.



ADDITIONAL SERVICES

Being a McMaster employee provides you access to several services on campus. McMaster has also partnered with several companies to provide it's employees with some great discounts!

ATHLETICS & RECREATION

The Department of Athletics and Recreation is a proud partner with the McMaster Okanagan Committee on the MacMoves movement on campus - supporting and encouraging the McMaster community to engage in activity and to 'Move More'.

You can add a gym membership to your Working at McMaster photo ID Badge. McMaster's [athletic facilities memberships](#) are available for a discounted 'employee' fee.



LIBRARY

McMaster employees are entitled to borrowing privileges at all University libraries.

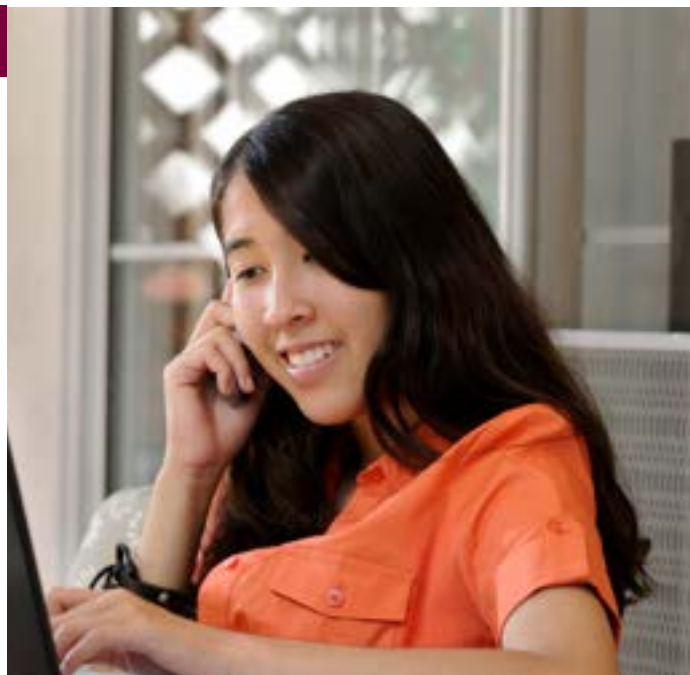
The Working at McMaster photo ID badge acts as your library card. Library services are available immediately upon receiving your ID badge.

You can also access many online resources through the library using you MAC ID.

- Mills Memorial Library
- Innis Library
- H.G.Thode Library of Science & Engineering
- Health Sciences Library

VENNGO

McMaster employees are eligible for [Venngo WorkPerks](#) employee discount program. Discounts are available from over 1700 vendors across Canada for restaurants, health and wellness, tickets and travel. Sign up today to access the discounts.



Mac Express Meal Card

Programmed to your Working at McMaster photo ID badge, you can save 10% on all on-campus food purchases through Hospitality Services.

Employee Mobile Phone Plans

McMaster has partnered with the leading cellular providers to give employees exclusive mobile phone plans.

Apple Education Discount

Available to faculty, staff and homeschool teachers at all levels.

OTHER MCMASTER DEALS



COMMUNICATIONS

McMaster provides several ways to stay up to date with what is happening around campus and offers tools to help communicate with faculty and staff. Click the boxes below for more information.



click the links in the headings



FACULTY DIRECTORY

A useful tool that will allow you to search for faculty and staff using searchable fields.

DEPARTMENT NEWS

You can find the latest McMaster Biochemistry and Biomedical Science news on the BBS department homepage.



DAILY NEWS



Current news about the University including important announcements, events, research discoveries, profiles on students, staff and faculty.

QUICK LINKS

