

## Human Resources

### Where to Find Information? Who to call?

Name	Contact Info	Reason
Incorporated Synod of the Diocese 135 Adelaide Street E Toronto, ON M5C 1L8	Human Resources Department 416-363-6021 Aneita Chang, Admin & HR Coordinator, ext. 233, <a href="mailto:achang@toronto.anglican.ca">achang@toronto.anglican.ca</a> Amy Talbert, Human Resources Manager, ext. 241, <a href="mailto:atalbert@toronto.anglican.ca">atalbert@toronto.anglican.ca</a> Deborah Journeaux, Interim Director of Human Resources; ext. 232, <a href="mailto:djourneaux@toronto.anglican.ca">djourneaux@toronto.anglican.ca</a>	<b>Parish Support</b> – Employee Relations, Recruitment, Endings, Performance Management, Policies, Responsible Ministry: Screening in Faith, Sexual Misconduct Policy training, Training for Staff  <a href="https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/">https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/</a>
The Canon Pastor	The Rev. Canon John Anderson Confidential Phone: 416-807-2494  <a href="https://www.toronto.anglican.ca/parish-administration/sexual-misconduct-policy/">https://www.toronto.anglican.ca/parish-administration/sexual-misconduct-policy/</a>	<ul style="list-style-type: none"> <li>• Answers questions about the sexual misconduct policy</li> <li>• Investigates complaints</li> <li>• If suspicious, uncomfortable, or to make a complaint contact the Canon Pastor</li> <li>• If criminal contact the police</li> <li>• If involving children contact Children’s Aid</li> </ul>
Ecclesiastical Legal Connex Service	1-866-263-0256 and your insurance policy number. Mon – Fri 9 a.m. – 8 p.m.	If you require legal advice taxes, compliance, real estate and employment
Ecclesiastical HR Assist	1-888-325-4633 – will need your insurance policy #. Mon – Fri 9 a.m. – 8 p.m. Qualified HR professionals and lawyers	If you require advice re HR issues, policy development, human rights issues, absenteeism, performance management, etc.
Ecclesiastical Professional Assist	1-888-325-4633 – will need your insurance policy #. Mon – Fri 9 a.m. – 8 p.m. Experienced counsellors with over 10 years of experience	If you need to discuss sensitive workplace issues – mood swings, conflict, change in behaviour, etc.
Pension Office Corporation 625 Church Street Suite 401 Toronto, ON M4Y 2G1	416-960-2484 1-800-265-1070 416-968-7689 (fax #)	Active member benefit questions, new enrollment, terminations & CEP: Iyona Tumiat; ext. 210; <a href="mailto:ifrancis@anglicanpension.ca">ifrancis@anglicanpension.ca</a> Retiree benefit questions, premiums, T4s: Yvonne Ny; ext 219 <a href="mailto:yng@anglicanpension.ca">yng@anglicanpension.ca</a> Accounting, credit memos; pre-authorized debits; Emily Honoridez, ext. 214; <a href="mailto:ehonoridez@anglicanpension.ca">ehonoridez@anglicanpension.ca</a> General inquires; Sonia Bernard ext. 203 <a href="mailto:sbernard@anglicanpension.ca">sbernard@anglicanpension.ca</a>

<p>Where Do I Get Information? Diocesan Website – HR for Parishes</p>	<p><a href="https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/">https://www.toronto.anglican.ca/parish-administration/human-resources-for-parishes/</a></p>	<ul style="list-style-type: none"> <li>• Former churchwardens</li> <li>• Parish Human Resources Manual</li> <li>• <a href="http://www.toronto.anglican.ca">www.toronto.anglican.ca</a> -Churchwardens resources -Human Resources for Clergy/Parish</li> <li>• Networking (other parishes)</li> <li>• Internet: Interview questions, compensation</li> </ul>
<p>Ministry of Labour Employment Standards Act</p> <ul style="list-style-type: none"> <li>✓ ESA: Workbook for employers</li> <li>✓ Poster:</li> </ul>	<p>GTA: 416-326-7160 1-800-531-5551</p> <p><a href="https://www.labour.gov.on.ca">https://www.labour.gov.on.ca</a></p>	<ul style="list-style-type: none"> <li>• Leaves: emergency, family medical, maternity, parental, disability and sickness</li> <li>• Frequently Asked Questions</li> <li>• Hours of Work &amp; Overtime</li> <li>• Minimum Wage</li> <li>• Public Holidays</li> <li>• Termination of Employment &amp; Severance Pay</li> <li>• Vacation</li> </ul>
<p>Occupational Health and Safety Act</p>	<p>416-326-5300 or 416-325-3408 Mon – Fri 8:30 a.m. – 5 p.m.</p> <p><a href="https://www.labour.gov.on.ca/english/hs/faqs/ohsa.php">https://www.labour.gov.on.ca/english/hs/faqs/ohsa.php</a></p>	<ul style="list-style-type: none"> <li>• What does OHSA require?</li> <li>• Who is covered?</li> <li>• How are OHSA and its regulations endorsed?</li> <li>• What is your responsibility?</li> </ul>
<p>Accessibility for Ontarians with Disabilities Act, AODA</p>	<p>416-849-8276 or 1-866-515-2025</p> <p><a href="https://www.ontario.ca/page/accessibility-laws">https://www.ontario.ca/page/accessibility-laws</a></p>	<ul style="list-style-type: none"> <li>• What you need to know on AODA and accessibility</li> </ul>
<p>Overview Calculators</p> <p>Statutory Holidays</p> <p>Termination &amp; Severance</p> <p>CRA: Payroll Deduction Calculator</p>	<p><a href="https://www.labour.gov.on.ca/english/es/tools/index.php">https://www.labour.gov.on.ca/english/es/tools/index.php</a></p> <p><a href="https://www.ontario.ca/page/public-holiday-pay-calculator">https://www.ontario.ca/page/public-holiday-pay-calculator</a></p> <p><a href="#">Termination</a> &amp; <a href="#">Severance</a></p> <p><a href="https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/payroll-deductions-online-calculator.html">https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/payroll-deductions-online-calculator.html</a></p>	<ul style="list-style-type: none"> <li>• Calculators</li> <li>• Statutory Holiday Pay Calculator</li> <li>• Termination Pay Calculator</li> <li>• Severance Pay Calculator</li> <li>• CRA On line payroll calculator</li> </ul>
<p>Workplace Safety &amp; Insurance Board (WSIB)</p>	<p>416-344-1000 or 1-800-387-0750 Mon – Fri 8:30 a.m. – 4:30 p.m.</p> <p><a href="http://www.wsib.on.ca">www.wsib.on.ca</a></p>	<ul style="list-style-type: none"> <li>• For employers, provide no fault collective liability insurance and access to health and safety info</li> <li>• For workers, provide loss of earnings benefits and health care coverage</li> <li>• Both workers and employers benefit from WSIB’s help and support</li> </ul>