

**Helpful Information for Postdocs New to Queen’s and Kingston**

**How do I get help if I find myself bullied or harassed in the workplace?**

As an employee of Queen’s University, you have the right to a safe and harassment free workplace. If you are experiencing problems in the workplace, we suggest you immediately contact your Postdoc Union Representative at [vppd@psac901.org](mailto:vppd@psac901.org) to discuss further steps. This is a confidential process. For more information about the Queen’s Harassment and Discrimination Policy, go to <http://www.queensu.ca/secretariat/policies/senate/harassmentdiscrimination-complaint-policy-and-procedure>.

**Where do I find help if I don’t feel safe at home?**

For immediate assistance, call *Kingston Police* by dialing 911; tell them about your emergency.

Kingston has safe houses and women's shelters that are able to assist you:

*Kingston Interval House Crisis Line*: 1-800-267-9445 (toll-free) or 613-546-1777

*Dawn House Women's Shelter*: 613-545-1379 or [www.dawnhouse.net](http://www.dawnhouse.net)

**Where do I turn in the event of sexual assault?**

If you are in immediate danger, call *Kingston Police* by dialing 911; tell them about your emergency.

*24-Hour Crisis and Support Line for Sexual Assault Centre Kingston*:

613-544-6424 or 1-877-544-6424 (toll-free) or for their website, go to: [www.sackingston.com](http://www.sackingston.com)

If the assault happened within seven days, go to the Emergency Department at the *Kingston General Hospital* at 76 Stuart Street, and ask for the SA/DV nurse on call.

For support before going to the hospital, or for accompaniment to the hospital, call the *24-Hour Crisis and Support Line* noted above.

**Where do I turn if there is a crisis situation or mental health emergency?**

You can contact *Kingston Area Crisis Services* anytime:

*24/7 Crisis Phone Line*: 613-544-4229 or 1-866-616-6005 (toll-free) (includes Holidays)

*Walk in services*: Monday-Friday: 8:30am - 4:30pm at 385 Princess St, Kingston

*Mobile Crisis Team*: Monday-Friday: 8:30 am - midnight,

Saturday, Sunday and Holidays: 12:00noon - midnight

**Where do I call if I have a medical emergency?**

If you need an ambulance, please dial 911.

For an urgent medical emergency, the closest Emergency Room is at the Kingston General Hospital at 76 Stuart Street; it is open 24 hours a day.

For a less urgent medical emergency, go to Urgent Care at Hotel Dieu Hospital at 166 Brock Street; it is open 8:00am – 8:00pm.

**How do I find a doctor in Kingston?**

Call the *Queen’s Family Health Team*: 613-533-9303

*Queen’s Family Health Team clinics* are located at 220 Bagot St. and 115 Clarence Street.

There is a waitlist for new patients, but it is not nearly as long as it is elsewhere.

**Are there walk-in medical clinics in Kingston?**

Yes, the closest walk-in clinic is *CDK Family Medicine and Walk-In Clinic* at 175 Princess Street.

*CDK Family Medicine and Walk-In Clinic:* 613-766-0318

**Are there childcare benefits at Queen’s University?**

Yes, Postdocs are now eligible for reimbursement of childcare expenses through Queen’s University. There will be a new application period in early 2019 for 2018 expenses.

You can **also** apply for the *PSAC 901 Childcare Bursary* three times a year (Fall, Winter and Summer semesters).

Visit <http://psac901.org/childcare-bursary/> for information, application forms and application deadlines.

**Are there childcare subsidies available?**

You may qualify for the *City of Kingston Childcare Subsidy*. For more information, go to: <https://www.cityofkingston.ca/residents/community-services/childcare>

**Where do I find out about maternity leave?**

To find out the steps required for maternity leave, go to *Queen’s University - Human Resources:* <http://www.queensu.ca/humanresources/policies/time-away/maternityparental-leaves/maternity-supported>

To find out about pay top-ups while on maternity leave, consult your Unit 2 Collective Agreement, at: <http://psac901.org/wp-content/uploads/2016/02/PSAC-901-Unit-2-Postdoc-CA-2017-2020.pdf>

**Where do I find English Language Support for myself and/or my family?**

*Immigrant Services Kingston and Area* (ISKA) helps and supports newcomers to Kingston: <http://www.kchc.ca/immigrant-services/>

They offer some free services for individuals, family and youth: 613-544-4661

For English support for newcomers, go to:

<http://www.kchc.ca/immigrant-services/programs-groups/special-interest-groups/>

The *Queen’s International Centre* has social events and English conversation programs for students, staff and their families; go to: <http://quic.queensu.ca/>?s=english

**Where do I get help with renewing my visa?**

*Immigrant Services Kingston and Area* (ISKA): <http://www.kchc.ca/immigrant-services/>

**Where can I get help filing my taxes?**

*Immigrant Services Kingston and Area (ISKA):*  <http://www.kchc.ca/immigrant-services/>

**How do I reach the Member of Parliament (MP) for this riding?**

The MP for this riding is Mark Gerretsen; for more information:

<http://www.parl.gc.ca/Parliamentarians/en/members/Mark-Gerretsen(88802)>

His Riding Office will be able to assist with visas, passport applications and other issues: 613-542-3243

**Where can my partner get help finding work in the Kingston area?**

Visit the *KEYS Job Centre* at: <http://keys.ca/>

**Where do I renew my Ontario Driver’s License or Ontario Health Card?**

*ServiceOntario* is located at 1201 Division Street.

**Are there activities and programs for my family?**

The *City of Kingston* has many recreational programs. For more information, go to: <https://www.cityofkingston.ca/residents/recreation/programs/registration>



If you have any questions, we will do the very best to help you - please email PSAC, Local 901’s Vice-President, Postdocs, Abbey Agresta at: [vppd@psac901.org](mailto:vppd@psac901.org)

The PSAC, Local 901 office is located in Robert Sutherland Hall,

138 Union Street, Room 547. ***Come by and say hello!***

