



# EMPLOYEE HANDBOOK *for* TECHNICIANS & RESEARCH ASSISTANTS

MAY 2019



THE UNIVERSITY OF BRITISH COLUMBIA





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We acknowledge that the UBC Point Grey campus is situated on the traditional, ancestral, and unceded territory of the Musqueam people.

The UBC Okanagan campus is situated on the territory of the Syilx Okanagan Nation.

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## MESSAGE FROM THE PRESIDENT

I am pleased to welcome you to the University of British Columbia, one of the most vibrant and inspirational places of learning and research in the world. Thank you for choosing to contribute your talents and expertise towards the achievement of the University's mission and goals.

As we enter our second century, UBC is proud to be ranked among the best universities around the globe not only in terms of research and academics, but also as one of Canada's top employers. Our faculty, staff, and students have demonstrated that our pursuit of excellence in learning, teaching, and research is making a lasting and positive difference, and I believe that we can collectively build on our accomplishments to move UBC to the next level of excellence.

By working together on new ideas and approaches, we can ensure that UBC continues on its path to eminence — providing a student experience second to none and integrating research and community engagement with teaching and learning.

We want UBC to be a first-choice place to work. We do so by paying attention to the wellbeing of our employees, supporting them to the best of our abilities, and by encouraging diversity and inclusion in the workplace. We value a respectful workplace that allows for diverse opinions and ideas.

UBC is a dynamic place to learn, reflect, discover, and ideally transform the world. Together, we can reach even greater heights.

Once again, welcome to the UBC community. We consider our people the cornerstone of the University, and are glad to have you here. I hope you enjoy your work at UBC, and I wish you all the best as you embark upon this new phase of your career.



Professor Santa J. Ono  
President and Vice-Chancellor  
The University of British Columbia



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## HOW TO USE THIS HANDBOOK

This handbook is your guide to the University terms, conditions, practices and procedures that apply to Executive Administrative staff like you.

### Review the contents

Take some time to familiarize yourself with the contents, then keep it close by for easy reference throughout your career. Keep an eye out for the following symbols as you go:



Fun facts and pro tips



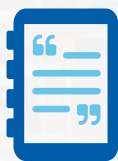
More info online



Key terms, defined

### Ask questions

If you have questions about your job or the contents of this handbook, your first point of contact should be your immediate supervisor or you may also have a Departmental Administrator. If you have an employment or workplace concern please contact your Human Resources Advisor at [www.hr.ubc.ca/administrators/contact](http://www.hr.ubc.ca/administrators/contact). For questions regarding your pay and benefits, contact UBC Finance at [www.finance.ubc.ca](http://www.finance.ubc.ca).



Your **supervisor** may be a faculty member, a manager, a unit administrator, a department head, a faculty Dean, or an institute or centre director.

### Stay up to date

Please note that the terms, conditions, practices and procedures described in this handbook may change from time to time. Any amendments will be made in consultation with affected employees, published in bulletins distributed by the Department of Human Resources and reflected in future editions of this handbook. Where there are inconsistencies between this handbook and the University's policies and procedures, the latter will prevail.





# YOU AND YOUR UBC JOB

## UBC POLICIES AND PROCEDURES

In addition to the specific topics outlined in this Handbook, University policies and procedures apply to all University employees. Here are a few University policies and procedures that you should be familiar with. Please take a moment to review each one.

- Employment Equity (Policy #2)
- Discrimination and Harassment (Policy #3)
- University Safety (Policy #7)
- Pre-Retirement Reduced Appointment Agreements for Staff ([Policy #49](#))
- Non-Performance of Work During a Legal Strike ([Policy #64](#))
- Conflict of Interest and Conflict of Commitment ([Policy #97](#))
- Acceptable Use and Security of UBC Electronic Information and Systems ([Policy #104](#))
- Sexual Assault and Other Sexual Misconduct ([Policy #131](#))
- Respectful Environment Statement

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View UBC's policies and procedures.

[universitycounsel.ubc.ca/policies/index](http://universitycounsel.ubc.ca/policies/index)

View UBC's Respectful Environment Statement.

<http://www.hr.ubc.ca/respectful-environment/>

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## TYPES OF EMPLOYMENT

The diversity of positions available to Technicians and Research Assistants naturally lends itself to a variety of employment arrangements. Your supervisor will provide you with written details of your position.

### Do I have an ongoing or term appointment?

Ongoing employees are hired with no stated term length of employment. Term employees are hired with a stated period of employment. At the end of the period, a term employee may be hired for another period of employment. Many Technician and Research Assistant positions are funding-dependent and only available as long as sufficient grant funding is available.

### Is my position part-time or full-time?

If you are hired on a part-time basis, your salary and eligibility for some benefits will be based on the hours you work. Technicians and Research Assistants may also be paid on a salaried (monthly) or hourly basis. The minimum for some benefits eligibility is an appointment of at least three months and 50% time. See [page 22](#), or speak to your department administrator or service representative in Financial Services, for more information on benefit calculations.



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Many Technicians and Research Assistants are engaged in work paid from research grants or contracts awarded to faculty members at the University. Research grants and contracts are held in trust by the University and are not the property of any individual. Irrespective of the source of funds or work location, research staff appointed as Technicians and Research Assistants are employees of UBC and not of individual faculty members.

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## HOURS OF WORK

It is the University's expectation that full-time work will conform to the following guidelines and standards:

- a) **Normal Work Week** – The normal work week for all TRAs in all departments, except as noted below, is 37.5 hours per week.
- b) **Normal Work Day** – A normal work day is 7.5 hours, including two 15-minute paid rest breaks during those hours. You will also be provided an unpaid meal period of at least 0.5 hour in addition to the 7.5 hours of work. This is an uninterrupted meal period that should begin in the middle of your work day (the timing of this break should be arranged with your supervisor to meet operational requirements).
- c) **Schedule Changes** – Hours of work are subject to change to meet changing operational requirements. You will be consulted in advance regarding any changes in hours of work. However, ultimately the decision to change your schedule is within the University's discretion.
- d) **Special Requirements** – The hours of work may be spread over two weeks. For positions that do not fit the normal work hours given, the hours of work and the calculation and disposition of overtime must be discussed and agreed upon by you and your supervisor.
- e) **Overtime** – Unless set out by prior agreement, all work exceeding the normal work day or work week will be considered overtime. All overtime work performed for which overtime payments will be requested must be approved by your supervisor in writing in advance of the overtime work. Overtime will be paid at double time. With mutual agreement between you and your supervisor, equivalent time off may be taken at a double time rate. You must use accrued paid days off within the calendar year or project year in which they are accrued unless there is prior written approval of the supervisor or the Department Head.

## What if my work requires an irregular schedule?

Given the nature of your work, a strictly defined work schedule may not be possible at all times. For jobs with special requirements where scheduling flexibility is necessary, it is essential that you and your supervisor meet at the outset to discuss and agree how work will be scheduled and overtime requirements will be handled.



## PAY SCHEDULE

### How will I be paid?

When you are initially hired, you will be asked to complete a direct deposit form with pertinent information regarding your bank account. Your pay will be deposited directly into your designated eligible Canadian checking or savings account. You may be required to pick up your first pay in the form of a cheque at UBC Payroll.

### How often will I be paid?

If you are hired as a monthly-paid employee, you will receive your pay by direct deposit two times per month: on the 15th (or the nearest working day before the 15th) and the last working day of the month.

If you are hired as an hourly-paid employee, you will receive your pay by direct deposit two times per month: on the 8th (or the nearest working day before the 8th) and the 23rd (or nearest working day before the 23rd) of the month.



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You can update your personal details, and access information regarding your pay and benefits, any time using your campus-wide login on the University's self-service site: [www.hr.ubc.ca/faculty-staff-resources/self-service/](http://www.hr.ubc.ca/faculty-staff-resources/self-service/)

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## EMPLOYMENT FILE

### How can I see my employment file?

All official documentation concerning your employment at the University is retained in a central file by UBC Finance. If you wish to review your file, please contact the Department of Human Resources at least 24 hours in advance.



# NAVIGATING YOUR FIRST YEAR





## ORIENTATION

It's important to the University that you feel comfortable, supported and encouraged at work.

### In person

To ensure a smooth transition into your new work environment, you will be oriented to your position and department by the Administrative Manager and/or your supervisor or another designated individual.

In addition, you can always reach out to your Human Resources Advisor in the Department of Human Resources at either campus with any questions or concerns.

### Online

UBC Online Orientation, a self-guided orientation tool, is available any time to help you navigate campus life.



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Check out UBC Online Orientation.

<http://www.hr.ubc.ca/orientation/>

The Department of Human Resources also offers an online benefits orientation to guide you through the University's benefits programs.



Check out UBC's online benefits enrolment system for step-by-step instructions to enrol for your payroll, benefits and pension package.

<http://www.hr.ubc.ca/wellbeing-benefits/benefits/getting-started/enrolling-in-benefits/online-enrolment-assistance/>

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## SAFETY TRAINING

### What safety training do I need to complete as a new employee?

As new employee at UBC, you need to complete mandatory training, which is mainly focused on safety. This training is required to meet WorkSafeBC and UBC requirements. The following training is available online to all employees:

- New Worker Safety Orientation
- Preventing and Addressing Workplace Bullying and Harassment Training
- Privacy & Information Security Fundamentals Training
- Workplace Violence Prevention Training
- Active Shooter Preparedness

If you have any questions about training please reach out to your supervisor.

### What safety training do I need to work in a lab?

Depending on the nature of the lab, you may need to take additional lab safety training courses. Speak with your supervisor about what additional training may be needed.

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Complete your UBC safety training through Risk Management Services.  
<http://rms.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/>

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## PROBATIONARY PERIOD

### Is there a probationary period?

Yes, you will be subject to a probationary period of 12 months (the “Initial Probationary Period”). During that time, your supervisor will carefully review your performance and you will have the opportunity to evaluate the job and work environment.

### What if I have already completed a probationary period?

Even if you are transferring or being promoted from another role at the University, and have already completed the Initial Probationary Period, a 12-month probationary period in the new position applies (“Subsequent Probationary Period”). This requirement may be reduced or waived at the sole discretion of your administrative head of unit. During this Subsequent Probationary Period, your supervisor will carefully review your performance. This is also your opportunity to evaluate the job and work environment.

### What if I’m not a good fit for the job?

No matter how carefully candidates and job requirements are matched, sometimes it’s not a good fit. Despite everyone’s best efforts, you may not be satisfied with your position or your supervisor may not be satisfied with your performance. If that’s the case, the employment relationship may be terminated by you or your supervisor at any time during your probationary period.

The University may terminate your employment at any time during the Initial Probationary Period if the University determines, in its sole discretion, that you are not suitable for continued employment by the University. If the University terminates your employment during the Initial Probationary Period, you will receive only the amount of notice or pay in lieu of notice as required under the British Columbia Employment Standards Act (no notice or pay in lieu of notice if your employment is terminated during the first three months of the Initial Probationary Period, and one week of notice or pay in lieu of notice if your employment is terminated during the remainder of the Initial Probationary Period). Please note that the University may also terminate your employment during the Initial Probationary Period without providing any notice or pay in lieu of notice in the event that there is just cause for your termination.



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Good communication between you and your supervisor is essential at all times, but particularly during your probationary period. Share any difficulties you are experiencing with your supervisor and be ready to hear any difficulties that he or she observes. Find ways to work together to solve any problems that arise.

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A man and a woman are standing on a modern staircase with a glass railing. The man, wearing a blue shirt, is looking down at the woman. The woman, wearing a red shirt, is looking up at the large wooden truss structure above them. The structure is made of light-colored wood and has a glass roof. The scene is brightly lit, suggesting a sunny day.

# MANAGING YOUR CAREER



## YOU AND YOUR SUPERVISOR

Your supervisor is one of the most important links between you and the University. He or she is there to support you in your work, provide opportunities for development and help you grow professionally over time.

Maintaining a supervisor-employee relationship based on mutual respect and consideration is of utmost importance. The University's policies and practices are designed to ensure equitable treatment of all employees, but they cannot cover every situation. Your supervisor has a certain degree of latitude and discretion in handling individual situations as they arise.

### What if I have ideas for improving how we work?

We're always looking for ways to improve how we work. If you have suggestions for streamlining procedures or workflows, or ideas for making your job more productive or satisfying, make an appointment to discuss them with your supervisor.

### What if my supervisor and I disagree?

Informal consultation and discussions between yourself and your supervisor are preferable; however, if your disagreement cannot be resolved in this manner, a formal appeal procedure is available. All appeals are handled by the Advisory Services section, the Department of Human Resources. Please contact your Human Resources Advisor for more information.



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Find out who your Human Resources Advisor is.

<http://www.hr.ubc.ca/administrators/contact/>

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## PERFORMANCE EVALUATIONS

### What is the purpose of a performance evaluation?

Your performance evaluation is a chance for you and your supervisor to discuss how your performance measures up to established departmental standards, opportunities for development, and strategies for achieving the goals of the department.

### How often should performance evaluations occur?

Your performance should be evaluated at least once in each calendar year. Both you and your supervisor are responsible for the frequency and quality of your performance evaluations.

### How should I prepare for my performance evaluation?

Take some time to objectively assess your performance over the past year and develop a personal development plan, making sure to consider your goals, possible performance improvements, and your career development. Identify actions you can take and ways that your supervisor might assist you.

## PROFESSIONAL DEVELOPMENT

To help further the success of Technicians and Research Assistants at UBC, the University has established the Non-Union Technicians and Research Assistants (TRA) Professional Development Fund.

The intent of this funding is to support employees to access learning activities that will enhance their current role-related knowledge, skills and performance, as well as contribute to their ongoing career development and advancement opportunities at UBC. Employees may apply for funding up to a set maximum claim amount each UBC Fiscal Year (April 1 to March 31), which can be applied to workshops, courses, conferences, resource books and a variety of other professional growth opportunities applicable to the UBC workplace.

Employee access to this funding pool is available on a first-come, first-served basis each UBC fiscal year and is subject to the availability of the annually budgeted funds. The University's ability to maintain this fund is also subject to the provision of funding from the provincial government.

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To determine your eligibility, maximum annual claim amount and to access the fund guidelines and PD expense claim form, go online at <http://hr.ubc.ca/pd-funds/>

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## NEW JOB POSTINGS

### Can I apply for another job at the University?

You have the right to apply for any position for which you feel you are qualified. Your application should be submitted on or before the closing date indicated in the job posting. Hiring is based solely on merit at the University's discretion. If you are promoted or transferred, you will be subject to a new probationary period (which will be a Subsequent Probationary Period for those employees who have completed their Initial Probationary Period).

UBC is supportive of staff who are looking to grow their careers and empowers employees to successfully navigate their careers at UBC. UBC offers Career Navigation Services which focus on looking at one's career (beyond the specific role) and creating pathways that would be most fulfilling, while utilizing the vast opportunities and resources available at the university.



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Find out more about Career Navigation and Transition Services.

<http://www.hr.ubc.ca/career-navigation/>

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### Where can I find new job postings?

All vacancies for regular and term positions with terms exceeding 12 months must be posted to the University's Human Resources website for a minimum of one week.



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View and apply for current job postings.

<http://www.hr.ubc.ca/careers/>

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# UNDERSTANDING YOUR PAY AND COMPENSATION



The University designs its compensation packages with the goal of attracting and retaining people like you—the best and brightest in your field.

## YOUR SALARY

### How is my salary determined?

To administer salaries fairly, the University uses a salary structure system that's based on job content. Here's how it works:

1. **A formal written position description detailing your job content is developed by your operational unit.** A copy of this position description is kept in your unit and serves as a guide, illustrating the key functions of your position and forming part of your conditions of employment.
2. **Your position description is compared to standard job descriptions to determine your classification level and salary.** Each classification level has a salary range, with a minimum, midpoint and maximum salary. Your salary will depend on your relevant expertise and experience; most people begin between the minimum and midpoint of the range.
3. **Your position description is periodically reviewed and updated.** No job stays the same forever; it's normal for job content to change over time.

### When can I expect my salary to increase?

**Probationary Increase:** Once you've successfully completed your probationary period, your department may put through an optional probationary increase.

**Career Progress Increase:** By the end of your second year in the position, you will be compensated at the midpoint of your salary range subject to satisfactory performance.

**Salary Increases Beyond Midpoint:** Any movement beyond the midpoint of your salary range will be based on meritorious job performance. You will need to have completed your probationary period and be at or above the midpoint of your salary range to be eligible for a merit increase.

The University has a formal performance-based merit pay program for Technicians and Research Assistants. Funding for the program is reviewed annually by the Board of Governors, and is approved based on the university's ability to pay for increases.

The compensation package for Technicians and Research Assistants is reviewed regularly by the Department of Human Resources. Recommendations from this review are forwarded to the President and the Board of Governors for approval.

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Check the latest salary scales and ranges.

<http://www.hr.ubc.ca/compensation/salary-administration/salary-scales/>

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## Definitions of Job Changes

A **promotion** is a permanent or temporary job change to a position with a higher pay grade. To be promoted, you must apply for a posted position on the job posting website.

A **temporary promotion** may occur when you temporarily fill a vacant position in a higher pay grade or are assigned a significant portion of additional duties from a higher pay grade. If you are temporarily promoted, your promotion will come with beginning and end dates.

A **reclassification** occurs when it's determined, through evaluation, that your position should be in a different salary range. Reclassification occurs when the accountability and responsibility for your position have changed significantly; it's not a reflection of how well you are performing your job. You or your supervisor may request a review of your job classification at any time.

A **reassignment** is a permanent or temporary change in your job duties at the request of the University. You may be reassigned for a special project work, professional development or better use of available personnel. If your reassigned duties are associated with a lower pay grade, you will continue to receive the salary associated with your original position. If your reassignment is temporary, you will be returned to your original position when the assignment is finished.

A **transfer** is a permanent job change to a different position at a similar or lower pay grade. To be transferred, you must apply for a posted position on the job posting website.





## YOUR BENEFITS

You have access to several benefit plans as part of your total compensation package, the costs of which are shared by you and the University.

### How do I know if I'm eligible for these plans?

Your eligibility for these plans is determined by your position, type of appointment, the number of hours you work each week, the length of your appointment, whether you are paid on a monthly or hourly basis, and whether you have reached your normal retirement date. For more information, please contact your service representative in Financial Services or refer to <http://www.hr.ubc.ca/wellbeing-benefits/benefits/getting-started/eligibility/farm-workers-tra/>



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Your **normal retirement date** is the first of the month following the month in which you turn 65. So, if you turn 65 on September 19, your normal retirement date will be October 1 of that year.

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## HEALTH AND WELFARE PLANS

### What types of health and welfare plans are available?

The University provides access to several plans to help employees like you offset certain medical, dental and personal counseling costs:

- BC Medical Services Plan and Fair PharmaCare
- UBC Extended Health Care Plan
- UBC Dental Care Plan
- Employee and Family Assistance Program
- Disability Benefit PlanBasic Group Life Insurance Plan
- Optional Life Insurance Plan
- Optional Accidental Death and Dismemberment Insurance Plan
- Tuition Waiver Benefit Program

### What is the BC Medical Services Plan? (mandatory)

The BC Medical Services Plan, or MSP, is British Columbia's provincial medical insurance plan. It pays for medically required services of physicians and surgeons, and for dental and oral surgery, when it is medically required to be performed in a hospital. Fair PharmaCare subsidizes eligible prescription drugs and designated medical supplies.

As a resident of British Columbia, you are required to be enrolled in MSP, whether as an individual through the University or as a dependent on your spouse's or common-law partner's plan. Separate registration is required for Fair PharmaCare.

If you are a new employee or a returning resident of BC, there is a three-month waiting period for MSP benefits. If you are coming from another province in Canada, make sure that you are covered by your former province during this waiting period. If you are arriving from another country, be sure to obtain private coverage for this period. If you have eligible dependents arriving at a different date, they would also need to complete the three-month waiting period for MSP benefits. For more information, visit: <http://www.hr.ubc.ca/wellbeing-benefits/benefits/details/medical-services-plan/insurance-during-msp-waiting-period/>

### What is the UBC Extended Health Care Plan? (optional)

The UBC Extended Health Care provides reimbursement for certain medical services and supplies expenses that are not covered under any government program, emergency medical assistance outside your home province and vision care benefits for you and your eligible dependents.



## What is the UBC Dental Care Plan? (optional)

The UBC Dental Care provides you and your eligible dependents with coverage for a wide range of dental services—from regular check-ups to major procedures, such as root canals and crowns—provided by licensed dentists, denturists, dental hygienists and anesthetists.

## What is the Employee and Family Assistance Program?

The Employee and Family Assistance Program, for which enrollment is **mandatory**, provides confidential and personal counseling and referrals by professional counselors to you and your eligible dependents for a variety of issues affecting personal, family or work life.

## What is the Disability Benefit Plan? (mandatory)

The Disability Benefit Plan is an employee-funded plan that provides you with a monthly, tax-free income in the event that you are unable to work for six months or more due to illness or injury.

## What is the Basic Group Life Insurance Plan? (mandatory)

The Basic Group Life Insurance Plan provides benefits for your beneficiary in the event of your death by any cause. The death of a spouse or dependent child are not covered.

## What is the Optional Life Insurance Plan? (optional)

The Optional Life Insurance Plan provides additional coverage, beyond the Basic Group Life Insurance Plan through UBC and any other life or accident insurance you may have. Once approved for coverage, this plan also provides limited coverage for each of your dependent children free of charge. You may also elect to purchase Optional Life Insurance coverage for your spouse. To be eligible to apply for the Optional Life Insurance Plan, you must be enrolled in the Basic Group Life Insurance Plan.

## What is the Optional Accidental Death and Dismemberment Insurance Plan? (optional)

The Optional Accidental Death and Dismemberment Insurance Plan provides additional benefits, beyond the Basic Group Life Insurance Plan and any other policy you may have, for accidental death and accidental loss of limbs, sight or hearing. Your spouse and any dependent children are not covered by the plan. To be eligible for the Optional Accidental Death and Dismemberment Insurance plan, you must be enrolled in the Basic Group Life Insurance Plan and have purchased equal coverage under the Optional Life Insurance Plan.

## What is the Tuition Waiver Benefit Plan? (optional)

After a three-month qualifying period, the Tuition Waiver Benefit provides tuition assistance for up to 12 undergraduate course credits per year, or the dollar equivalent in tuition for non-credit courses offered by UBC Extended Learning and approved courses offered by the Sauder School of Business Continuing Business Studies. The benefit also covers up to the normal program fees for some graduate programs. It may be possible to participate in courses during normal working hours, provided you have approval from your supervisor and a plan for making up any time off.

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Per year is defined as one year from the start date of the first course you take using the tuition fee benefit. This date is called your **tuition waiver benefit anniversary date**.



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You may transfer all or part of your tuition waiver credits to your spouse or eligible dependent children for undergraduate credit courses.



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Learn more about the Tuition Waiver Benefit Plan.  
<http://www.hr.ubc.ca/wellbeing-benefits/benefits/details/professional-development/administrative-executive-management-professional-tra/>

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## STAFF PENSION PLAN (SPP)

The University sponsors a Staff Pension Plan (SPP) for monthly-paid (salaried) staff who meet the eligibility requirements.

### Am I eligible to join the SPP?

If you are a full-time, monthly-paid employee with an ongoing appointment, you are eligible to join the SPP when you are first appointed. If you are a full-time, monthly-paid employee and you have continuous appointments totaling 12 months or more with no breaks in service, you are eligible to join the SPP.

If you are a part-time, monthly-paid employee, you are eligible to join the SPP once you have completed at least one year of continuous employment with no breaks in service and earned at least 35% of the yearly maximum pensionable earnings (YMPE).

### Am I required to join the SPP?

Membership in the UBC SPP is optional until you have completed 3 years of service from the date you become eligible. At this date, membership becomes compulsory and you will be required to join the Plan.





You will receive a letter from the UBC Pension Administration Office that tells you the date you first become eligible to join and the date that your membership is compulsory.

## How do I join the SPP?

As an eligible full-time or part-time employee, you must join the SPP on the first of the month after completing three years of employment. You will need to complete a Staff Pension Plan Enrolment Form and submit it to the UBC Pension Administration Office.

If you are a new employee, you will receive an offer letter with an enrolment package code for use with the benefits online enrolment process at UBC. To enrol in the SPP, follow the instructions within the online session and complete the optional pension enrolment form. Your forms will be sent directly to the UBC Pension Administration Office once they have been received by payroll.

Once you have joined the SPP, you must remain a member for as long as you are an employee or until you receive pension benefits as required by law.

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Your eligibility will be confirmed either when you are hired or when you become eligible with a letter from the Pension Office. If you think you are eligible and have not received notice, then you can complete an enrolment form and submit it to the Pension Office. Upon receipt you will be put on the Plan if you are eligible, if you are not eligible, your form will be returned to you confirming why you are not eligible at this time.



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To confirm your eligibility or apply for the staff pension plan (SPP), or for more information, contact the UBC Staff Pension Plan at the Pension Administration Office. <https://staff.pensions.ubc.ca/>

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# TAKING TIME AWAY



# VACATION

The University believes that time away from your job is critical for your well-being. That’s why we encourage you to use your vacation time each year and offer generous vacation entitlements that grow over time.

## How much vacation time am I entitled to receive?

During your first calendar year of employment, you will accrue 1.25 days of vacation per month on a pro-rata basis, depending on the amount of time worked in the calendar year. After your first calendar year, you will accrue vacation entitlement according to the following table:

CALENDAR YEARS OF SERVICE	DAYS OF VACATION
2 to 5 years	15 days (112.5 hours)
6 to 8 years	20 days (150.0 hours)
9 to 14 years	25 days (187.5 hours)
15 years	26 days (195.0 hours)
16 years	27 days (202.5 hours)
17 years	28 days (210.0 hours)
18 years	29 days (217.5 hours)
19 or more years	30 days (225.0 hours)

If you are a part-time employee, your vacation entitlement will be pro-rated based on your hours worked.

## Can I transfer vacation time from one year to the next?

It is expected that you will take your vacation entitlement in the calendar year in which it is earned. **A maximum two weeks (10 working days) may be carried over to the next calendar year with advance written approval from your supervisor or departmental office.**

If your supervisor requests that you forego any part of your vacation and it cannot be scheduled within the calendar year, the full amount of that vacation may be carried over into the next calendar year with advance written approval from your department head. If approval is not obtained, accommodations will be made to schedule your vacation within the calendar year.



## What happens to my vacation time when I leave?

If you leave the University before you have taken all your earned vacation time, you will receive a lump-sum payment with your final cheque in lieu of the vacation time not taken. If you have taken more vacation time than you have earned, an amount equivalent to the payment of the unearned vacation will be deducted from your final cheque.

## GENERAL/STATUTORY HOLIDAYS

The University recognizes twelve general/statutory holidays throughout the year:

New Year's Day	BC Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

## Will I be paid for holidays?

To be eligible for general/statutory holiday pay, you must have earned wages or performed work on at least 15 of the 30 calendar days immediately preceding the general holiday.

If you are a part-time employee, the amount of any general holiday pay will be equal to your average earnings, exclusive of overtime, for days worked in the four-week period immediately preceding the week in which the general holiday occurs.

## What if a holiday falls on a weekend?

If a general/statutory holiday falls on a Saturday or Sunday, another working day—as determined by the University—will be observed as the holiday.

## What if I have to work on the holiday?

If you are required to work on a general/statutory holiday, but are eligible for pay, you will be entitled to overtime pay for the hours worked on that day as well as another regular day off with pay, to be taken at a time which is mutually agreed between you and your supervisor.

Overtime pay is attached to the actual date of the paid holiday, not a day declared in lieu by the University. If you work on an “in lieu” day, you will receive straight time for the hours worked on that day, plus any stat pay to which you are entitled (or, if mutually agreed, a different day off in lieu).

## Do I get time off between Boxing Day and New Year’s Day?

If you are normally scheduled to work between Boxing Day and New Year’s Day, you will be given three days of paid leave. If you are required to work for operational reasons, you will be given three paid days off at another, mutually agreeable time.

## ABSENCES FROM WORK

### MEDICAL/DENTAL APPOINTMENTS

A reasonable effort should be made to schedule routine, non-emergency and specialist medical and dental appointments outside of normal working hours, but you can take up to one-half day per month, with pay, to attend medical and dental appointments. Excessive use of this privilege may necessitate the provision of medical or dental certificates. Please check with your supervisor to learn more about your unit’s leave request procedures.

### ILLNESS OR INJURY

From time to time, you may experience an illness or injury that prevents you from performing your job. In these instances, it is appropriate to use the sick leave provided by the University.

## Will I be paid?

Yes, you will receive paid sick leave as long as your claim does not exceed the time accumulated in your sick leave reserve.

## How much sick leave am I entitled to receive?

If you are a full-time employee, you will accrue 1.25 days of sick leave for each month you work at least 11 days. The maximum sick leave you may accumulate in your reserve is 152 days.

If you are a part-time employee, your sick leave entitlement will be pro-rated based on your hours worked.

## How do I claim sick leave?

All absences from work due to illness or injury must be reported to your supervisor prior to your shift. Your supervisor may request that you provide sufficient medical documentation from your physician if you have been, or are expected to be, absent for more than five days.

If you have recurring absences or an extended absence, or you are unable to do your job, a medical examination and report, or an independent medical examination, may be requested by the University. If you do not provide a sufficient and satisfactory medical report, you may be denied sick leave and your employment may be terminated.

If you are resuming your role after an extended absence, the University may request a note to confirm that you are fit to return to work.

## What is considered satisfactory medical information/documentation?

Satisfactory information is defined as timely medical documentation confirming the following:

- you are too ill to attend work;
- the general nature of the illness;
- prognosis, including your anticipated return to work date;
- confirmation of compliance with a treatment plan; and
- indication of any modifications required to allow you to return in a modified capacity.

## What if my sick leave is long-term?

If you are on short-term sick leave or unpaid medical leave and unable to work for six months or more due to illness or injury, you may qualify for long-term disability, which will provide you with a monthly income at a percentage of your regular salary. Your long-term disability plan is called the Disability Benefit Plan (DBP).



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For more information on long-term disability visit the UBC Benefits website.

<http://www.hr.ubc.ca/wellbeing-benefits/benefits/details/income-replacement-disability-benefits/bcgeu-ea-farm-iuoe-115-tra/>

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## What if one of my dependents is ill or injured?

You may use up to three days of dependent leave in any calendar year to care for the illness or injury of a dependent. Any use of dependent leave will be deducted from your personal sick leave credits, but will be recorded as dependent leave.

To claim dependent leave, you must maintain at least 12 days of accumulated sick leave in your reserve. You may use up to two additional days as dependent leave provided you have sufficient accumulated sick leave carried over from a previous calendar year.

## What happens if I receive compensation from a third party during my sick leave (subrogation)?

You are not required to take legal action to recover lost salary or other damages from a third party, but you are required to return to the University any monies received directly or indirectly from any third party insurer or any other person as a result of a claim for lost salary, where you have used your paid sick leave as a result of an accident or some other type of wrongdoing by a third party.

Your sick leave will be credited to you upon payment of these monies. The amount you are required to repay to the University for a claim of lost salary shall be net of verified, reasonable expenses incurred by you to recover that claim.

## What if I am injured on the job?

You must immediately report any workplace injuries to your supervisor so that a claim can be submitted to WorkSafeBC. While your claim is being adjudicated by WorkSafeBC, you are entitled to claim paid sick leave, provided you have enough time accumulated in your sick leave reserve.

If your claim is accepted by WorkSafeBC, you will remain on UBC's payroll and WorkSafeBC will reimburse the University 75% of your salary. One-quarter of a day of sick leave will be deducted from your accumulated sick leave for each day you are away from work on WorkSafeBC benefits. If you have no sick leave in your reserve, the department will place you on an unpaid leave of absence and WorkSafeBC will compensate you directly.

## What support is available to help me return to work?

The Remain at Work/Return to Work Program can provide you with information and services to assist you. This program offers you the support you need to keep working or return to work while managing a medical impairment or disability.

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For more information on the Remain at Work/Return to Work Program visit their website at: <http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/remain-at-work-return-to-work/>

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## MATERNITY AND PARENTAL LEAVE

You are entitled to maternity and parental leave as specified in this handbook and under the provisions and regulations of the BC Employment Standards Act, as amended from time to time. In addition, the University offers a supplemental employment benefits (SEB) plan, the details of which are outlined below.

### Maternity Leave

#### How many weeks of maternity leave am I eligible for?

Under the *BC Employment Standards Act*, a pregnant employee is entitled to up to 17 consecutive weeks of unpaid maternity leave.

An employee who requests maternity leave after the termination of their pregnancy is entitled to up to 6 consecutive weeks of unpaid leave, which must be taken as of the date of the termination of the pregnancy and it must end no later than 6 weeks after that date.

An employee who requests maternity leave is entitled to an additional 6 consecutive weeks of unpaid leave if for reasons related to the birth or the termination of the pregnancy, is unable to return to work after the end of the maternity leave. A request for additional leave must be made in writing and the University may require medical documentation outlining the reasons for requesting the additional leave.

#### When can I take maternity leave?

Your maternity leave must start no earlier than 13 weeks before the expected birth date of the child, and no later than the actual birth date. This leave must end no later than 17 weeks after the maternity leave begins.

#### What is the Supplemental Employment Benefits (SEB) Program?

The Supplemental Employment Benefits (SEB) Program pays the difference between the Employment Insurance (EI) maternity benefit and 95% of your salary for a specified period of time.

Service Canada will calculate your EI maternity/parental benefit based on your average weekly earnings over the 12 month period from the start date of your leave. UBC will calculate your SEB top-up based on your current salary at the time of your leave.

If you do not return to work after your leave for at least six months, you will be required to reimburse UBC the total value of the SEB payments you received while on leave. After six months of return to work, you will receive the additional 5% of salary for the specified length of time top-up is payable.

## Am I eligible for the University's SEB plan?

Yes, provided you are on maternity leave, have applied for and are eligible to receive Employment Insurance (EI) benefits, and plan to return to work for at least six months following the leave.

## How is the University's SEB benefit calculated?

If you meet the SEB requirements, the University will pay according to the following:

- **Week 1 (1 week):** 95% of salary during one week waiting period for EI maternity benefit.
- **Week 2 (1 week):** 95% of salary in addition to the EI maternity benefit.
- **Week 3-16 (14 weeks):** EI maternity benefit and top up payments up to 95% of salary.

## When will I receive benefits under the University's SEB plan?

Before beginning your leave, you will be given the choice of receiving SEB top-up payments during your leave or after you have returned to work for at least six months. If you choose to receive top-up payments during your leave, you will be required to sign an agreement prior to the commencement of payments. If you choose to receive SEB Plan top-up payments after returning to work, you must notify Financial Services to receive the payment once the six months have been completed. Copies of all EI cheque stubs must accompany the request.

If you do not return to work for at least six months, you will be required to pay UBC back any top-up benefits you received.

If you are not sure whether you will remain at work for six months following your leave, you can apply for the SEB Program retroactively after you return to work for six months. This allows you to avoid a situation where you have to repay a benefit to UBC.

The additional 5% of the total salary for the period you were receiving SEB plan benefits is payable after you have returned to work for at least six months. If your position is discontinued through no fault of your own, the additional 5% will still be paid.



## Will I still have benefits during my leave?

Yes, the University will continue to pay for its portion of your benefits if you continue to pay your portion during your maternity leave.

## Will I earn vacation time during my leave?

Your employment shall be deemed continuous for the purposes of calculating your annual vacation entitlement, but your vacation pay will be pro-rated on the basis of the maternity SEB plan benefit paid by the University.

## Will I earn sick time during my leave?

If you are on maternity leave and receiving the SEB plan benefit, you will accumulate sick leave, pro-rated on the basis of the SEB plan benefit paid by the University. If you are on maternity leave and do not apply for or qualify for the SEB plan, you will not accumulate sick leave beyond the month in which your leave begins.

## How do I apply for maternity leave?

Provide your supervisor written notice of your intentions at least eight weeks prior to the anticipated start of your maternity leave.

## What happens if I resign while on maternity leave?

If you decide to resign before the end of your leave, you are encouraged to provide the University with at least six weeks of notice.

Please note that if you have received the University's SEB plan benefits and do not return to work for at least six months following your leave, you will be required to pay UBC back any top-up benefits you received.

## Parental Leave

### What are my parental leave entitlements?

A parent who takes maternity leave is also entitled to 61 consecutive weeks of unpaid parental leave. This parental leave must begin immediately after the end of the employee's maternity leave. An employee's maximum combined maternity and parental leave is 78 weeks of unpaid leave plus any additional maternity and/or parental leave they may be eligible for.

A parent, including adoptive parents, who did not take maternity leave, is entitled to 62 consecutive weeks of unpaid parental leave, which must begin within 78 weeks after the birth of the child or children.

If the child who the parental leave was taken for has a physical, psychological or emotional condition requiring an additional period of parental care, an employee who requests parental leave, may request an additional 5 consecutive weeks of unpaid leave, beginning immediately after the initial period of parental leave. A request for additional leave must be made in writing and the University may require medical documentation or other evidence of the employee's entitlement to this additional leave.

## Am I eligible for the University's SEB plan?

No, as an employee on parental leave, you are not eligible for the University's SEB plan.

## Will I still have benefits during my leave?

Yes, the University will continue to pay for its portion of your benefits if you continue to pay your portion during your parental leave.

## Will I earn vacation time during my leave?

Your employment shall be deemed continuous for the purposes of calculating your annual vacation entitlement, but your vacation pay will be pro-rated to account for your unpaid leave.

## Will I earn sick time during my leave?

No, as an employee on parental leave, you will not accrue sick leave.

## How do I apply for parental leave?

You must apply for parental leave in writing to your supervisor at least 4 weeks prior to the proposed start date of your leave. The University may require medical documentation or other evidence of your entitlement to parental leave.

## What happens if I resign while on parental leave?

If you decide to resign before the end of your leave, you are encouraged to provide the University with at least six weeks of notice. If you do not return to work at the end of your leave, the University will assume that you have resigned.

Please note, if in addition to your parental leave you took maternity leave and received the University's SEB plan benefit and do not return to work for at least six months following your leave, you will be required to pay UBC back any top-up benefits you received.

## BEREAVEMENT LEAVE

### How much bereavement leave am I entitled to receive?

If there is a death in your family, or you need to attend a funeral or memorial service, you may be eligible for paid bereavement leave. Please notify your supervisor as soon as possible so that the University can support you during this difficult time.

### How much bereavement leave am I entitled to receive?

In the event of the death of your parent, wife, husband, common-law spouse, same-sex spouse or child, you are entitled to five days of paid leave.

In the event of the death of your brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandmother, grandfather or grandchild, you are entitled to three days of paid leave.

### What if I need more time?

Extended compassionate leave of up to three additional days may be granted in exceptional circumstances, with the approval of your supervisor. Exceptional circumstances may include instances where extensive travel is required to attend the funeral or memorial service, you are responsible for making the funeral or memorial service arrangements, or you are unable to work due to the emotional impact of the immediate family member's death.

If exceptional circumstances do not exist, additional time off may be granted as leave without pay or vacation time, if available.

## COURT APPEARANCE/JURY DUTY

If you are subpoenaed as a witness, called for jury duty, or required to appear as a plaintiff or defendant in a civil or criminal action, you may be eligible for leave.

### Will I be paid?

If you are subpoenaed as a witness or called for jury duty, you will receive your regular rate of pay for any days you would have normally worked. Any payment from the Crown must be remitted to your supervisor.

If you must appear as a plaintiff or defendant in a civil or criminal action, you will be granted an unpaid leave of absence.



## PERSONAL LEAVE

You may be granted an unpaid personal leave for up to six months with the approval of your immediate supervisor and administrative head of unit.

### Will I retain my benefits?

You can retain your life insurance, disability insurance, Medical Services Plan, extended health care plan, dental plan and pension plan coverage during your leave if you pay the full cost of these benefits, including the University's portion.

### Will I still earn sick time and vacation time?

No, you cannot add to your sick leave reserve or earn vacation entitlements while you are on an unpaid leave of absence.

### What are my professional responsibilities?

You are expected to stay up to date in your field during your leave. If your supervisor feels that you are not current at the end of your leave, you will be required to become current before resuming your position.

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Your **administrative head of unit** may be a service unit director; head of an academic department; a director of a centre, institute or school; a college principal; a dean; an associate-vice-president; a university librarian; a registrar, a vice-president, a deputy vice-chancellor and principal; or a president.

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## SPECIAL LEAVE

Other special leaves, with pay, may be approved by your department head and the appropriate vice-president. If you are on a paid leave, you must maintain your benefits coverage and deductions will continue in the normal manner.





# LEAVING THE UNIVERSITY



## RESIGNATION

If you decide to leave the University, you are encouraged to provide the University with a reasonable amount of notice so that your supervisor and fellow staff members can arrange a smooth transition.

### How much notice do I need to give?

A minimum four weeks of notice is desirable. If less than three weeks of notice is received, any outstanding vacation will be calculated in accordance with the minimum requirements as set out under the *Employment Standards Act*.

## TERMINATION

In certain circumstances, the University may decide to end your employment relationship. Employment may be terminated without just cause, for frustration of the employment contract or for cause.

### What does “termination without just cause” mean?

You may be terminated without cause for circumstances that include, but are not limited to, redundancy, lack of funding, lack of work, program changes, restructuring or unsuitability for a position. If you are terminated without just cause, you will be entitled to notice as set out in this Handbook.

### What does “frustration of the employment contract” mean?

You may be terminated for frustration of contract if, for an unforeseen reason, you are no longer able to carry out your work commitments under the employment contract. If you are terminated for frustration of the employment contract, you will have no notice entitlements.

### What does “termination for cause” mean?

You may be terminated for cause for serious or repeated misconduct including but not limited to: dishonesty, insubordination, theft, time theft, sick leave abuse, fraudulent conduct, assault or other violent or threatening behavior, bullying or harassment of other employees, destruction of University property, or continued unsatisfactory job performance. If you are terminated for cause, you will have no notice entitlements.



## TERM APPOINTMENTS

If you hold a term appointment, your employment relationship with the University will be terminated automatically when the stated term ends. However, if you have held term appointments with the University or worked for University grant holders with no break in service for three or more years, you are entitled to the same notice as an employee with an ongoing appointment (see Ongoing appointments below).

### Can I be rehired once my term appointment ends?

Yes, you may be rehired for another period of employment after your term appointment comes to an end.

### Can my term appointment be terminated early?

Yes, both you and the University have the ability to terminate the employment relationship for any reason during the term appointment by giving four weeks of written notice to the other party.

## ONGOING APPOINTMENTS

If you hold an ongoing appointment (i.e., a position without an end date), and you are terminated without just cause after completing your Initial Probationary Period, you will be provided with written notification of termination.



### What are the different types of notice and what do they mean?

- **Working notice:** In this case, you are advised that your position will be discontinued on a specific date. During the working notice period, you continue to work and receive salary and benefits as usual.
- **Pay in lieu of notice (salary continuance):** In this case, you receive an equivalent amount of pay in lieu of notice in the form of salary and benefits continuance. You are immediately relieved of your employment obligations and continue to collect salary and benefits for the period of your notice entitlement.
- **A combination of working notice and pay in lieu of notice:** In this case, your notice entitlement is made up of some working notice and some pay in lieu of notice.

It's at the discretion of the University to decide which form of notice is provided to you.

## How much notice (or pay in lieu) will I receive?

If you hold an ongoing appointment and have successfully completed the Initial Probationary Period, you will receive a minimum three months of notice.

If you were hired prior to September 1, 2008, and have provided more than three years of continuous service, you will receive one month of notice per year of service and one week per quarter-year of service to a maximum of 24 months of notice. .

If you were hired on or after September 1, 2008, and have provided more than three years of continuous service, you will receive one month of notice per year of service and one week per quarter-year of service to a maximum of 18 months of notice.

Please note that if you are receiving Disability Benefit Plan benefits and/or are on an unpaid leave of absence, you will not accumulate years of service for the purposes of notice entitlement.

**Examples:** an employee with two years of employment would receive three months' notice; an employee with eight years of employment would receive eight months' notice; an employee with ten and three-quarters' years of employment would receive ten months and three weeks' notice.

## Am I required to seek other employment during my notice period?

Yes, you have a duty to mitigate. If you are receiving pay in lieu of notice (salary continuance) as all or part of your notice period, you must make a diligent effort to find other employment during your notice period and are required to advise the University of your job search efforts.

## What if I find employment or work during my notice period?

If you are receiving salary continuance payments as all or part of your notice period and earn income through other employment, consulting, or contractor work during the notice period, you must inform the University and you may then elect one of the following two options.

- (i) to have the University deduct the amounts of all such income earned during the notice period from the salary continuance payments being made to you; or
- (i) to have the University immediately cut off all remaining salary and benefit continuance payments and pay you a lump sum equal to 50% of the salary of the remaining time left in the notice period.

Please note that if you find other employment within the University or public sector, the 50% lump sum payment option will not be available to you and instead the University will simply deduct the income earned by you from such other employment from the salary continuance payments.

## RETIREMENT

Many employees choose to finish their working careers at the University. If that's something you are considering, here are a few notes to keep in mind.

### Is there a mandatory retirement age?

No. If you plan to work past age 65, your benefits coverage may be impacted. You can find more information at: [www.hr.ubc.ca/retiring](http://www.hr.ubc.ca/retiring)

### How much notice do I need to give?

You are encouraged to provide the University with three months of written notice so that appropriate planning can occur.



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Further information can be found at: <http://www.hr.ubc.ca/retiring/>.

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