

EMPLOYEE HANDBOOK *for* STUDENTS

SEPTEMBER 2020



THE UNIVERSITY OF BRITISH COLUMBIA



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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INTRODUCTION



MESSAGE FROM THE PRESIDENT

Welcome to your new role at the University of British Columbia! As a student, you know that UBC is 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.



We want UBC to be a first-choice place to work and study. We do so by paying attention to the wellbeing of our employees and students, supporting them to the best of our abilities, and 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 your new role at UBC. I admire the special dedication and determination it takes to be both a university student and employee. 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 education and career.

A handwritten signature in black ink, reading "Santa Ono". The signature is fluid and cursive, with the first name "Santa" and the last name "Ono" clearly distinguishable.

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

WHY UBC HIRES STUDENTS

UBC believes that student employment leads to great things, both for you and for the university. We are committed to providing you with an employment experience that is meaningful and focused on learning, and contributes to your development.

Our hope is that through employment you will learn more about the world of work, your own strengths and skills, and your work style and work environment preferences, and that you develop professional networks of support for when you continue your career at UBC or elsewhere.

We know that working on campus can have a significant positive impact on students – we hear this from student employees and it is backed up by research. Some of the benefits of working on campus include greater academic success (compared to working off campus) and a strong sense of belonging and connection to the university community.

We also know that UBC benefits tremendously from student employment, in our productivity and ability to do all the things a university does, but also in the unique and important perspectives and experiences students bring to their workplaces and colleagues. We learn from you and we value the experiences, skills, and talents you share with our community.

We are here to support you and look forward to seeing you grow and develop through your employment at UBC. Welcome aboard!

ABOUT THIS HANDBOOK

This handbook contains essential information about the university's terms, conditions, practices, and procedures as they relate to new and current student employees. If you have any questions about the contents of this handbook, please contact your supervisor, manager, or HR Advisor.

Who does this handbook apply to?

This handbook applies to student employees across all UBC locations with positions such as Undergraduate Administrative Assistants, Undergraduate Research Assistants, Undergraduate Teaching Assistants, UBC-employed co-op students, and Work Learn students.

*Who does this handbook **not** apply to?*

This handbook does not apply to students employed in positions that are part of bargaining units or Graduate Research Assistants (GRAs) that are considered to be fellowships. Students who are members of bargaining units should consult their respective agreements for applicable terms and conditions.

If you are unsure whether this handbook applies to you and your position, ask your supervisor or contact [UBC Human Resources](#).

UBC POLICIES AND PROCEDURES



UBC POLICIES

Just as it is important for you to understand the university's policies and procedures when it comes to your education, it is also important for you to be familiar with the policies and procedures that will guide your work at the university. The index of all policies, guidelines, and rules is available online at www.universitycounsel.ubc.ca/policies/index. These policies are subject to change.

Irrespective of your position and the responsibilities it entails, the following policies are a few of the policies that are particularly important to read:

- Discrimination:
universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Discrimination-Policy_SC7.pdf
- Acceptable Use and Security of UBC Electronic Information and Systems:
universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Information-Systems-Policy_SC14.pdf
- Sexual Assault and Other Sexual Misconduct:
universitycounsel.ubc.ca/files/2020/09/Sexual-Misconduct-Policy_SC17.pdf
- Please talk with your supervisor about other policies that you should be familiar with.

Where should I go if I have further questions?

If you have questions about the above policies or the information contained in this handbook, your supervisor should be your first point of contact. If you still have questions, the following resources are available to help you:

- The Department of Human Resources can assist you in understanding this handbook and by providing advice on HR-related matters
- A service representative in the Department of Finance is available to answer questions relating to your pay
- You can access your pay information and update your personal information by logging into Workday, the university's finance and information system using the [employee self-serve portal](#). The Integrated Renewal Program (IRP) can answer your questions about Workday and help you get started: <https://irp.ubc.ca>

The terms, conditions, practices, and procedures described in this handbook will change from time to time. If there is inconsistency between this handbook and the university's policies and procedures, the policies and procedures take precedence.

B.C.'S EMPLOYMENT STANDARDS ACT

The Province of B.C.'s [Employment Standards Act](#) (the "ESA") sets out all legislated limitations and benefits of employment within the province. The ESA stipulates the sole minimum standard for student employees. Regardless of the content of this handbook, the ESA applies.

RESPECTFUL WORK ENVIRONMENT

The University recognizes the right of staff to work in an environment free from harassment and discrimination.

UBC is committed to a respectful environment. The [UBC Statement on Respectful Environments for Students, Faculty and Staff](#) provides direction on our interactions and treatment of all members of the UBC community. The University of British Columbia envisions a climate in which students, faculty, and staff are provided with the best possible conditions for learning, researching, and working, including an environment that is dedicated to excellence, equity, and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment. Any concerns should be brought to the attention of your manager or administrative head of unit for investigation and resolution.

The university's [Discrimination Policy](#) addresses discrimination on grounds protected by the BC Human Rights Code and to the individual areas to which the particular grounds relate. Under the BC Human Rights Code everyone has the right to be free from discrimination based on the following personal characteristics (current as of the date of approval of this Policy): age (actual or perceived), ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation, gender identity or expression, and criminal conviction unrelated to employment. If you have any concerns or questions related to the Discrimination Policy or related incidents, speak to your manager, administrative head, or the [Equity and Inclusion Office](#).

BRINGING YOUR IDENTITY TO WORK

UBC recognizes that systemic, historical structural barriers have created systems, processes, and institutions built on privilege, and we are committed to ensuring that student employees of all identities feel safe, respected, and included in their workplaces.

The UBC Vancouver Centre for Student Involvement & Careers has excellent resources for [students with disabilities, LGBTQ+ students, and students of colour](#). As you navigate your workplace and its intersection with your various identities, these resources may offer support related to considerations around your identity at work, your job search process, and your choice to disclose aspects of your identity, and include FAQs about navigating identity issues in the workplace.

Additionally, the university has many resources responsible for providing [disability-related accommodations for UBC employees](#). If you have a disability and need an accommodation as a student employee, please contact your supervisor, the Return to Work/Stay at Work advisors, or the Centre for Accessibility for more information.

ORIENTATION AND TRAINING

When you start your position with UBC, it is important that you have the information, tools, knowledge, and context you need to be successful in carrying out the duties and responsibilities of your role.

Is there any mandatory training required for all UBC employees?

Yes, all new employees at UBC, including student employees, need to complete [mandatory training modules, which include the following and are available online](#):

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

When you have completed your training, please ensure that you print out any certificates or proof of completion and submit them to your supervisor for their departmental records.

What other training will I need for my position?

Your training and orientation will be specific to your department, team, and role, so it's best to work directly with your supervisor to determine what other training you will need. Examples include an introduction to the Workplace Hazardous Materials Information System, and getting properly fitted for Personal Protective Equipment, for those who work in laboratories or machine workshops. If you have any questions, or are unsure about what specific training and orientation you need, speak to your supervisor.

Safety at Work

UBC takes the safety of its employees, staff, students, and visitors very seriously. All employees have the right to a safe work environment, and also a responsibility to contribute to the safety of their workplace.

In addition to taking the required New Worker Safety Orientation, ensure that you talk to your supervisor about department-specific safety regulations and provisions, and raise any questions or concerns you have about your safety in your workplace. It's also important that you know how to report a safety incident, including who to report it to.



RESOLVING ISSUES IN THE WORKPLACE

How should I resolve issues at work?

Many, if not most, challenges in the workplace can be resolved quickly and easily through discussion with your supervisor. Your supervisor is invested in your work success and will always genuinely appreciate the opportunity to address any issues or concerns you may have about your work and work environment.

What other support and resources are available?

If, after speaking with your supervisor, your concern is not successfully resolved, or if the concern is directly related to your supervisor, there are offices, programs, and policies to support you. The university expects that the supervisor/employee relationship is one of mutual respect and consideration. The university's policies and practices are devised for equitable treatment of all employees with a measure of consistency. Your next points of support and resolution are with your head of unit or HR Advisor.

The head of unit is the person with senior responsibility for the work of all the people in your department. They may hold a title like director, department head, or manager. Additionally, every UBC department has an identified HR Advisor (find HR Advisors for [Vancouver campus departments](#) and [Okanagan campus departments](#)), who can be a helpful point of connection should you not be comfortable or able to speak to a supervisor about an issue. If you are a [Work Learn student at UBC Vancouver](#) or a [Work Study student at UBC Okanagan](#), you can also reach out to staff in those programs for support and guidance on resolving issues.

UBC supports you as both an employee and a student, and if you have concerns about how you have been treated in the workplace or if you feel you are being bullied or harassed, please contact your supervisor, head of unit, or [HR Advisor](#). Alternatively, you may seek advice from other various resources on campus such as the [Equity & Inclusion Office](#).

If you have experienced sexual violence or misconduct, support and assistance is available through the Sexual Violence Prevention & Response Offices at both [UBC Vancouver](#) and [UBC Okanagan](#). If you are a student on the Vancouver campus, you may also choose to seek additional support through the [AMS Sexual Assault Support Centre](#). If you wish to report sexual violence or misconduct, you may also contact the [Investigations Office](#).



YOU AND YOUR SUPERVISOR

YOU AND YOUR SUPERVISOR

Your supervisor is an important link between you and the university. They are there to support you in your work, provide opportunities for skill development, and help you grow professionally over time. Your supervisor will provide you with direction, training, orientation, and other resources you may need to perform the job you've been hired to do.

Who is Your Supervisor?

Your supervisor is a staff member with overall responsibility for your position. They likely hired you. In some cases, you may also have a day-to-day supervisor who guides your work, answers questions, assigns daily tasks, and meets with you regularly. This day-to-day supervisor may be a faculty member, staff member, or graduate or undergraduate student.

There may be times when multiple people assign or oversee your work. Having multiple supervisors can be helpful in ensuring you are clear on your work tasks, get answers to all your questions, have everything you need for your work, and receive timely feedback on your performance. If you are ever unsure about who is responsible for supervising your work, just ask.

Talking to Your Supervisor

It is important to have regular and open communication with your supervisor throughout your employment. Regular meetings, emails, phone calls, and other ways to share progress on work tasks are important for your success and for ensuring your supervisor can provide you with the support and guidance you seek.

At the beginning of your employment, have a conversation with your supervisor about how they expect to be updated on work, receive questions, and want you to communicate with them. This is also a great time to share what you are hoping to learn through the position and any expectations you have about the work relationship and communication practices.

Approach those conversations respectfully, honestly, directly, and openly. Your supervisor is invested in your success, shares your goals of doing good work, and wants to have a productive working relationship with you.

If you are feeling nervous or anxious about speaking with your supervisor, it can help to practice with a friend or family member from outside the workplace. They can help you prepare, offer feedback, and listen as you rehearse what you want to say. This gives you the opportunity to develop confidence and practice clear communication. With time, conversations with your supervisors should become easier and more comfortable.

Top 10 Questions to Ask Your Supervisor Before You Start Work

1. What day and time do I start?
2. What are my hours of work and how do break times work?
3. Where should I go on my first day?
4. What is the appropriate clothing to wear at work?
5. Will I have a workstation or a locker where I can store my belongings when I'm working?
6. How do I record and report my hours?
7. How much am I being paid, and when will I be paid?
8. Who is my day-to-day supervisor, and who can answer any questions I have before I start work?
9. Are there any safety precautions I need to review before I start?
10. Is there anything I need to do to prepare for my first day?



EMPLOYMENT



ELIGIBILITY

To be eligible for most student appointments, you must maintain the necessary course load required to meet full-time student status as determined by the UBC Student Registrar. Students who do not meet full-time status may still be eligible for student appointments. In such circumstances, students are encouraged to inquire about exceptions with the hiring manager or appropriate HR Advisor.

Different student employment programs have differing eligibility requirements. For example, please see the following link for eligibility in the Work Learn program:

<https://students.ubc.ca/career/campus-experiences/work-learn-program>.

CONCURRENT APPOINTMENTS

Can I be hired for more than one position at once?

Yes. Students may hold more than one concurrent student appointment with the university, as long as the hours worked do not exceed the terms and conditions of B.C.'s Employment Standards Act.

Before agreeing to take on multiple concurrent appointments, you must let your current and prospective supervisors know of any other appointments you currently hold with the university. This is to ensure that the work hours are consistent with the terms and conditions of the Employment Standards Act. There are a maximum number of combined hours you may work for the university.

WORKING ON CAMPUS AS AN INTERNATIONAL STUDENT

There are [rules governing employment for students who do not have Canadian citizenship](#). Be sure you know whether you are eligible to [work on campus](#) and [whether you are considered a full-time student](#) for the purposes of employment.

HOURS OF WORK

It is expected that you and your supervisor will meet at the outset of your appointment to discuss and agree on expectations around scheduling and hours of work.

What's the maximum number of hours I can work?

As your primary focus is your academic studies, please work closely with your supervisor to schedule hours that enable you to successfully complete your schoolwork and meet your academic obligations. However, students may work up to 40 hours per week unless a lower number of maximum hours is specified for your position.

The maximum allowable hours for some student appointments are restricted by various UBC Collective Agreements. Student employees performing work in positions normally performed by:

- CUPE 2950 members are able to work a maximum of 10 hours per week;
- BCGEU Okanagan members are able to work a maximum of 12 hours per week (and up to full-time hours during the summer term); and
- CUPE 116 members within Food Services are able to work a maximum of 14 hours.

It is important to note that this is not an exhaustive list. It is essential to talk to your supervisor to find out if any maximum hour restrictions apply to you and your position.

For maximum hours within the Work Learn program, please see:

<https://students.ubc.ca/career/campus-experiences/work-learn-program>

BREAKS

When you work more than five hours in a row, you are entitled to a 30-minute unpaid meal break. You must be paid for the 30-minute meal break if you are required to work or required to be available to work during your meal break. Talk to your supervisor to learn when breaks are to be taken and the duration of breaks within your specific work environment.

FEEDBACK AND PERFORMANCE REVIEWS

Productive working relationships require two-way communication and feedback. One of the ways this happens in a workplace is through regular performance reviews. The university encourages supervisors to review the performance of each staff member at least once in each calendar year.

What's the purpose of performance reviews?

Performance reviews offer a chance to get feedback on your work. They are a helpful way to understand where you are meeting or exceeding expectations and where you might need to improve or strengthen your skills. Most professional roles include some form of performance review. It can be an incredibly positive and productive experience when approached as an opportunity to learn and grow.

What performance reviews will I experience in my position?

You may have formal or informal reviews conducted through regular meetings or conversations, or through a formal performance review document with written comments. UBC offers resources for supervisors to conduct performance reviews for student employees that recognize your work as an opportunity for learning.

How do I prepare for a performance review?

Performance reviews often include preparation on your part. They require you to reflect on your performance and identify your strengths and areas that may require further learning or support. Performance reviews are also a chance to clarify expectations, identify professional development opportunities, and seek more challenging or different work. Your role is to be an active participant in the process, both in advance of the meeting and during the in-person performance discussion.

Your supervisor is invested in your learning and professional development. If your supervisor has not provided feedback to you through your regular meetings or a formal performance review, you may choose to request feedback.

YOUR SUGGESTIONS

The university welcomes your feedback and suggestions to improve procedures, workflows, or any other areas that would make your job more productive and satisfying. If you have suggestions, please discuss them with your supervisor.



COMPENSATION AND BENEFITS

PAY SCHEDULE

How often will I be paid?

You will be paid on the 15th (or the closest business day preceding the 15th) and the last business day of the month.

If you have an hourly rate position, please ensure that you fill out your timesheet, per your department's procedures, and submit the timesheet for your manager's approval in a timely manner to avoid delays in pay.

PAY METHODS

How will I be paid?

You will be paid by direct deposit into your bank account. Please ensure that you fill out and submit your direct deposit information as soon as possible. To find out how, talk to your supervisor.

When you are paid, you are encouraged to log in to the university's [employee self-serve portal](#) to see your paystub. Please make sure the correct number of hours are reflected in that pay period and promptly notify your supervisor if there are any discrepancies.

BENEFITS AND WELLBEING

As a UBC student employee, you are not eligible for most benefits, due to the temporary and part-time nature of your employment. However, UBC students are covered by health and dental insurance through the Vancouver [AMS/GSS Health Plan](#) or [Okanagan UBCSUO Health & Dental Plan](#), or through other coverage if you've opted out of these student plans.

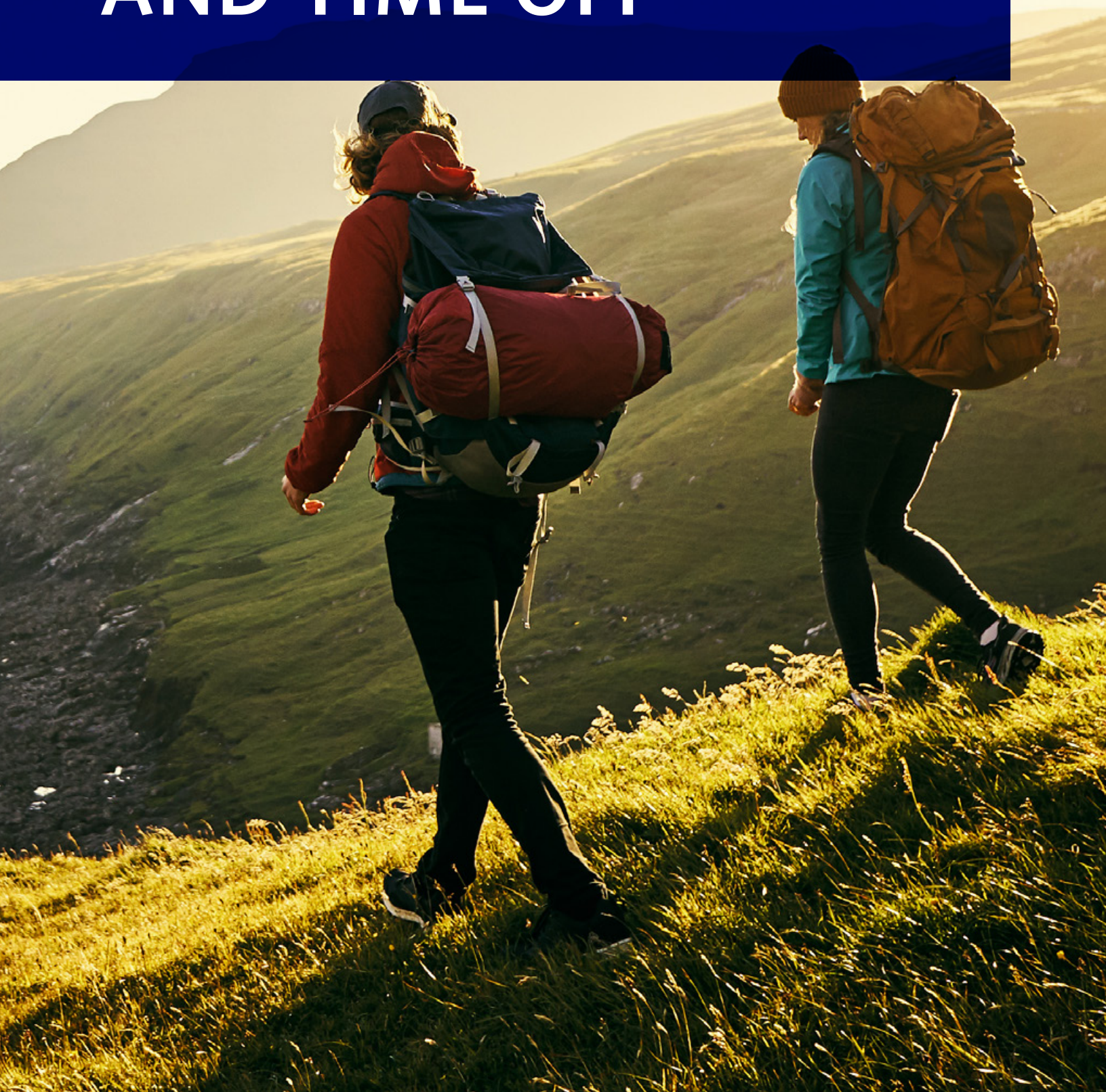
Being a student while holding a job or appointment can be a lot to juggle. There may be times when you need to access health and wellbeing support, to help you manage stress, physical illness, or mental health concerns. As a UBC student, you also have access to a wide range of health and wellbeing supports and services and career development resources (see Skill and Career Development on page [27](#)).

The [Wellness Centre](#) on UBC's Vancouver campus and the [Student Health Clinic](#) on the Okanagan campus offer a variety of physical and mental health resources and supports to help you balance your academics, work, and personal commitments. You can also find self-directed resources online, maintained by Student Services, including [Health and Wellbeing](#) geared towards Vancouver campus students and [Health and Wellness](#) for students on the Okanagan campus.

These resources offer access to peer support, coaching, workshops, group programs, doctors, wellness advising, counselling, and links to community-based resources.

Additionally, student employees can access many professional development resources on campus. Speak with your supervisor before pursuing professional development, to ensure it fits with your position and the skills needed for the work.

HOLIDAYS, VACATION, AND TIME OFF



GENERAL AND STATUTORY HOLIDAYS

The university recognizes **twelve general/statutory 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 holiday.

- New Year's Day – January 1st
- Family Day – Third Monday in February
- Good Friday – Varies each year, between March and April
- Easter Monday – Varies each year, between March and April
- Victoria Day – Third Monday in May
- Canada Day – July 1st
- BC Day – First Monday in August
- Labour Day – First Monday in September
- Thanksgiving Day – Second Monday in October
- Remembrance Day – November 11th
- Christmas Day – December 25th
- Boxing Day – December 26th

How is statutory holiday pay calculated?

For those eligible, statutory holiday pay is calculated by dividing the total wages earned during the 30 calendar days before the statutory holiday by the number of days worked.

If you hold multiple student appointments and your cumulative days worked across all appointments make you eligible for statutory holiday pay, please work with your supervisors to ensure that this time is recognized and you are paid accordingly.

If you are **required** to work on a general/statutory holiday, and are eligible for general/statutory holiday pay, you will be entitled to statutory holiday pay per the calculation above, and will also be paid “time-and-a-half” for any hours worked.

If you have a flexible work schedule and are not required to work on a general/statutory holiday but you choose to work, you will receive your regular rate of pay for any hours worked.

If you do not qualify for statutory holiday pay and you work on a statutory holiday, you will be paid your regular rate for the hours worked.

VACATION

As a student employee, you are eligible for annual vacation as outlined in B.C.'s Employment Standards Act. Vacation is administered differently based on how you are paid:

- Student employees who are paid an hourly wage for each hour worked are not entitled to paid time off. You will receive vacation pay on each pay cheque, calculated at four (4) per cent of your wages until you have reached five (5) consecutive years of employment, at which point you will receive six (6) per cent of your wages as vacation pay.
- Student employees who are paid a fixed monthly salary on a semi-monthly basis are entitled to paid time off. Your vacation pay is included in your salary amount. The number of vacation days you receive depends on the number of years you have worked for UBC, and is pro-rated according to the term of your employment.

Please talk to your department administrator or supervisor if you have any questions about vacation scheduling or pay.

WORK ABSENCES

You are entitled to leaves of absence as specified in this handbook and under the provisions and regulations of B.C.'s Employment Standards Act, as amended from time to time. There may also be opportunities to access leaves of absence for circumstances not outlined in the Employment Standards Act.

Depending on the need for the leave of absence, please seek approval from your supervisor and provide as much advance written notice as possible so that arrangements may be made for operational needs.

The following paragraphs outline some of the type of leaves. Please talk to your department administrator or supervisor for more information.

Time Off for Exams

Request time off for your exams as needed from your department administrator or supervisor.

Time Off for Religious Observance

To request time off work for a religious observance it is recommended that you make the request to your supervisor with as much notice as possible. Reasonable efforts will be made to accommodate such requests. More information can be found at: <https://www.hr.ubc.ca/administrators/managing-staff/accommodation-of-religious-observances/>. A list of some of the well-known dates of religious significance can be found at: <https://equity.ubc.ca/resources/days-of-significance-calendar/>

Bereavement Leave

If there is a death in your immediate family, you are entitled to three (3) days of unpaid leave of absence. You should notify your supervisor as soon as possible. Immediate family includes a parent, grandparent, spouse, common-law spouse, child or ward, brother or sister, grandchild, or in-law. If a longer leave is required, you should apply for a General Leave without pay.

Family Responsibility Leave

You are entitled to up to five (5) days of unpaid leave during each employment year to meet responsibilities related to the care, health, or education of a child in your care, or the care or health of any other member of your immediate family.

Court Appearances and Jury Duty

If you are called for Jury Duty, you will be granted a leave of absence without pay.

If you must appear as a plaintiff or defendant in a civil or criminal action, you will be granted a leave of absence without pay.

Personal Leaves of Absence

You may be granted a brief personal leave of absence without pay with the approval of your immediate supervisor and unit head. This should not be used to bridge time between school years.

Medical and Dental Appointments

If you have a medical or dental appointment that falls during work hours, you may receive time off without pay. However, you are expected to book appointments around work hours whenever possible.

Illness and Injury

From time to time, many of us experience an illness or injury that prevents us from performing our jobs. In the case of illness or injury, you may receive time off without pay for the period you are unable to work. Alternatively, you may make up the lost work hours at a later date if approved by your supervisor.

Workers' Compensation

Workplace injuries must be reported immediately to your supervisor as time loss and medical costs are generally compensable through WorkSafeBC. While waiting for a claim to be adjudicated by WorkSafeBC, you will be on unpaid medical leave. If the claim is accepted, you will then receive WorkSafeBC benefit payments.

Maternity, Parental, and Adoption Leave

You are entitled to maternity, parental, and adoption leave under the provisions and regulations of the Employment Standards Act of British Columbia, as amended from time to time. To apply for maternity, parental, or adoption leave, you are required to provide your supervisor with at least four weeks' written notice prior to the anticipated start of the leave.



SKILL AND CAREER DEVELOPMENT

As a student employee, you will have opportunities to develop professional and personal skills that will come in handy throughout your working life, regardless of what career path you pursue.

DEVELOPING YOUR PROFESSIONAL SKILLS

Talk to your supervisor about how you can develop your skills and enhance your professional abilities, and ask for guidance on what skills you should consider enhancing. A range of UBC-specific job-related personal and professional skills training courses and modules are available to support the ongoing learning needs of employees at UBC, including:

- “Anytime” online courses, available through LinkedIn Learning, which can help you learn tech, creative, and workplace business skills to achieve your personal and professional goals. All UBC staff, faculty, and students have free campus-wide login access to the online library of tutorials, courses, and learning paths.
- Department-specific training, which may be available or required depending on your position. Contact your supervisor to find out more.

CAREER DEVELOPMENT SUPPORT

UBC offers resources to support various aspects of your career goals, including developing a strong resume, searching for jobs, interviewing successfully, accessing networks of people, and considering your career options and future plans. Resources include:

- The [Centre for Student Involvement and Careers](#) on UBC’s Vancouver campus
- The [Advising and Involvement Centre](#) on UBC’s Okanagan campus
- Online career and experience resources provided by UBC Students Services, tailored to students on the [Okanagan campus](#) and the [Vancouver campus](#). These pages include tools, tactics, and events that can help you develop your career, including self-assessment tools, opportunities to connect with UBC alumni, advice on conducting informational interviews, programs to help you build skills that employers want, and career advising.

After you graduate you may also want to explore career possibilities at UBC. There are many excellent [job opportunities on campus](#) and UBC is consistently named one of the top employers in BC.

CONCLUDING YOUR EMPLOYMENT



Your student appointment can end in a few ways:

- Your employment term comes to an end
- You decide to resign
- You are terminated from your position

Let's take a look at each scenario.

YOUR EMPLOYMENT TERM COMES TO AN END

Most often, your appointment concludes when your employment term comes to an end. Wrapping up your employment professionally and thoroughly is important for maintaining good relationships with your colleagues and supervisors. It's also just the right thing to do. As your last day approaches, you might want to schedule a meeting with your supervisor to discuss the following:

- Any projects or deliverables that you've been assigned to ensure a seamless handover to colleagues and a satisfactory conclusion to the work.
- Any expectations for your final work days, as well as any continuity reports and transfers of knowledge that would benefit the department after your departure.
- Final feedback on your performance. It's a great way to learn how you can improve your work in the future.

RESIGNATION

If you decide to resign, please provide formal written notification to your manager. In your letter, be sure to indicate what day will be your last day worked. You are encouraged to provide as much notice as you can. A minimum of two weeks' notice is common professional practice. Please refer to the above section regarding how to approach your final days of work.

TERMINATION

In certain circumstances, the university may decide to end your employment. Employment may be terminated without just cause or for cause.

- **Termination without cause:** You may be terminated without cause for circumstances including but not limited to: redundancy, lack of funding, lack of work, program changes, restructuring, or lack of suitability for the position. If you are terminated without just cause, you are entitled to notice in accordance with the Employment Standards Act of B.C.
- **For cause termination:** 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 are not entitled to notice.

*Once again, we are very excited to have you working at UBC.
The university is always here to support you and looks forward
to seeing you shape a better world.*

For additional information, please contact 604-822-8111 for
UBC HR Vancouver or 250-807-9839 for UBC HR Okanagan.

