

# UVVIC

## EMPLOYEE HANDBOOK



University  
of Victoria

# WELCOME

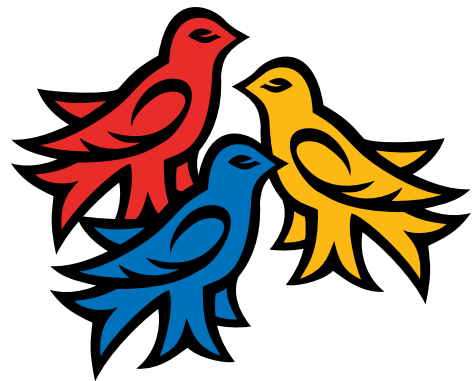
Here at UVic, you will be able to pursue a meaningful career in the world's best environment for dynamic learning and discovery. It's different here, naturally and by design. We live, learn, work and explore on the edge of what's next—for our planet and its peoples.

UVic isn't just a workplace—it's a community. As the newest member of our diverse community, you will have the opportunity to contribute to and witness our commitment to research-inspired dynamic learning; a key element that makes this Canada's most extraordinary academic environment.

We also recognize that our success is dependent on our people and that you play a vital role in enabling the university to fulfill its mission and promise. We encourage diversity and celebrate our differences in every aspect of our campus. As such, we are committed to providing a safe, supportive, welcoming, inclusive and healthy environment that fosters personal growth and career success.

Welcome to our campus and our community; I hope the information in this handbook will help familiarize you to our extraordinary organization and all that it has to offer. We look forward to getting to know you.

Kane Kilbey  
Associate Vice-President  
Human Resources



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# ABOUT UVIC

We acknowledge and respect the Lekwungen peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

We are grateful to be working for an institution that is committed to the ongoing work of decolonizing and Indigenizing the campus community both inside and outside the classroom. The Calls to Action from the Truth and Reconciliation Commission have highlighted the importance of ongoing work and has acted as a catalyst for bringing a broader community together to reflect on our collective responsibility in the ongoing process of reconciliation. In this spirit, we reflect on the teachings of Songhees Elder, Skip Dick, and we are reminded that by honouring the stories and histories of our ancestors, we honour the paths of those yet to come. ([uvic.ca/iace](http://uvic.ca/iace))

UVic's academic roots trace back to 1903, when our preceding institution, Victoria College was established. On July 1, 1963, the university received its degree-granting status, the cornerstone of McPherson Library was laid and the University of Victoria was officially opened.

Today, UVic is home to over 21,000 students and over 4800 faculty and staff. Together, we all work to create and maintain a community that is inclusive, safe, respectful and celebrates diversity.

## Governance

The University of Victoria operates under the authority of the University Act of the Province of British Columbia (RSBC 1996, c468) and is a member of the Association of Universities and Colleges of Canada.

[Board of Governors](#)

[Senate](#)

[Executive](#)

[Organizational chart](#)

## Our Vision

We will be the Canadian research university that best integrates outstanding scholarship, engaged learning and real-life involvement to contribute to a better future for people and the planet.

## Our Values

Our values inform all our actions in achieving our vision:

- Excellence in all our endeavors
- Ethical and intellectual integrity
- Freedom of inquiry and freedom of speech
- Equity, diversity and inclusion

## Our Priorities

The University of Victoria's Strategic Framework 2018-2023 confirms our institutional priorities and actions for the next five years. It articulates our aspiration to be recognized internationally as a university of choice for talented students, staff and faculty who are truly passionate about building positive change in the world.

Our engagement with the campus community identified the themes most important to our students, faculty, staff, alumni and community members. Those themes are reflected in the framework's six key priorities:

- Cultivate an extraordinary academic environment
- Advance research excellence and impact
- Intensify dynamic learning
- Foster respect and reconciliation
- Promote sustainable futures
- Engage locally and globally

For more information, review our [Strategic Framework](#).

## Our People

Exceptional people—students, faculty, staff, alumni and supporters—have made the University of Victoria what it is today, and are the foundation that creates and sustains the quality of our programs in teaching and research.

We are office workers, managers, horticulturalists, trades, nurses, physicians, IT professionals, library assistants, cooks, cashiers and housekeepers. Each and every one of us plays a vital role in enabling UVic to fulfill its mission. Together we support the University of Victoria's diverse academic programs, world-class research and commitment to civic engagement.

### Student Enrolment

21,700 (including 3,446 graduate students). More than 70% of undergraduates come from outside Greater Victoria.

### Faculty and Staff

4,851 employees, including 879 faculty; 524 sessional instructors; 1,088 specialist/instructional staff; and 2,360 administrative, professional and support staff.

### Alumni

116,367 alumni by degree, certificate or diploma. Among 97,584 living, contactable alumni, more than 79% live in British Columbia and 5,395 live in 137 other countries. More than 38,000 live in Greater Victoria. One in eight adults in Greater Victoria holds a UVic degree.

## Our Culture

### Welcoming and Inclusive Campus

Here at UVic, we strive to be an inclusive, diverse, welcoming learning community, with a demonstrated commitment to equity and fairness. Learn more about our vision of an equitable and inclusive campus in [UVic's Employment Equity video](#).

Everyone at UVic has a role in promoting a welcoming and inclusive campus. This includes actively promoting and communicating practices of inclusion, respect, wellness, accessibility, safety and accommodation as the foundations of a healthy university community. A number of campus offices support this work, including Human Resources and the Equity and Human Rights office.

## Respectful Workplace

We all have the right to work in an environment that is respectful. Every employee at the University of Victoria shares the responsibility of building and maintaining a respectful workplace. A respectful workplace means that everyone is treated fairly and with consideration, difference is acknowledged and valued, communication is open and civil, conflict is addressed early, and there is a culture of empowerment and cooperation. All members of the UVic community are expected to demonstrate personal integrity and professionalism, practice fairness and understanding, demonstrate respect for individual rights and differences and encourage accountability for one's actions. We believe respectful workplaces don't just happen—they are built.

## Sustainability

Living and working in one of the world's most environmentally rich regions inspires us to learn from its stories and safeguard its integrity. Sustainability is a key driver in all of our business decisions and is part of curriculum in nearly every major field at UVic, from science and engineering to social sciences and law.

Across the board, UVic research is at the forefront of sustainability breakthroughs for our changing world. We're a global leader in both climate and ocean sciences and sustainable energy research. UVic was also selected to host and lead the Pacific Institute for Climate Solutions (PICS), a province-wide hub for internationally leading climate change research.

Our campus operations also reflect our focus on sustainability. All of our new buildings are constructed to meet the LEED Gold standard, one of the highest green building ratings in the world. Most are situated on former parking lots to preserve our natural spaces. Valuable initiatives across campus—from strategic purchasing and transportation initiatives, to student-led proposals and changes in teaching curriculum—have further embraced sustainability in ways that bring both tangible results and an increased level of cultural know-how that continues to help us improve both individually and institutionally. These initiatives and others have contributed to UVic being recognized as one of Canada's Greenest Employers.

[uvic.ca/sustainability](http://uvic.ca/sustainability).

## Our Community

UVic is situated on the territory of the Coast and Straits Salish people. We acknowledge and respect the Lekwungen peoples on whose traditional territory the university stands, and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationship with the land continues to this day. UVic is committed to the ongoing work of decolonizing and Indigenizing the campus community both inside and outside the classroom.

Our just-right size and collaborative structure nurture rich personal connections on campus and have created a dynamic community. Collaborations with vanguard researchers and organizations around the globe ensure we're on the leading edge of critical knowledge and inspired solutions.

## Community Engagement

At UVic a commitment to civic engagement and getting involved in the life of our community is an integral value of our employees starting right where we live and work.

Our commitment to the social, cultural and economic advancement of the communities we serve close to home and around the world runs deep. We're serving our community through a wide array of employee-driven initiatives.

Here are some ways to get involved:

[Annual United Way Campaign](#)

[Volunteer at convocation](#)

[English Language Centre](#) – volunteer in a conversation club, the study centre and in the classroom

## Amenities On and Off Campus

### Food on Campus

We have [12 unique food outlets](#) on campus that offer a wide range of options from hot meals to grab 'n' go items. Use your ONE Card to pay and get 5% off with University Food Services outlets.

### Recreation

Regular employees receive free membership to McKinnon Pool and Fitness Weight Centre and subsidized membership to the [Centre for Athletics, Recreation and Special Abilities](#).

Employees also have access to the [Centennial Stadium and the many jogging trails on campus](#).

### Top Ten Things To Do On Campus

1. Hike through Mystic Vale or wander around [Finnerty Gardens](#)
2. Enjoy [Friday Music](#) in the MacLaurin Building
3. Take in one of our [public lectures](#)
4. Browse the [Bookstore](#)
5. Catch a movie at the [Cinecenta](#)
6. Enjoy a show at the [Phoenix Theatre](#)
7. Attend an [open house](#) at the Astronomy building
8. Work out at [CARSA](#)
9. View rare documents and books in the [Special Collections library](#)
10. Take a [Campus Walking Tour](#)

### Our Neighbourhood

Within a 10 minutes' walk of our campus there are over 20 restaurants including local pubs, Japanese, Thai, Pho, Raw Food, Italian restaurants as well as a number of specialty coffee shops and bakeries. We are also close to schools, daycares, shopping, recreation centres and the beach!

### Getting to Campus

The University of Victoria is easy to get to and easy to get around. Connected to downtown Victoria by several major bus and bicycle routes, the campus offers ample parking and an accessible and pedestrian-friendly environment.

- [Take a virtual tour of UVic](#)
- [Campus Maps and Buildings](#)



## Cycling

UVic is a bike-friendly campus offering an abundance of amenities for cyclists. The [Campus Bike Centre](#) is a key resource and hub for cyclists on campus.

## Other Useful Cycling Links

- [UVic Cycling Amenities Map](#)
- [Routes to UVic](#)

## BC Transit

Our campus is a [major transit hub in the CRD](#) with more than 800 busses arriving and leaving each day and up to 17,000 people using transit to get to campus each day!

## Employee Bus Pass Program (E-Pass)

The UVic employee bus pass program offers monthly Victoria Regional Transit passes at more than 50% off the regular price.

The employee bus passes are sold at Campus Security Services on a month to month basis, available on the 15th of each month for the following month. In compliance with Canada Revenue Agency regulations, the UVic investment toward employee participation in the Employee Bus Pass program (E-Pass) is considered a taxable benefit and will automatically appear on your T4.

Learn more on employee eligibility requirements to the [E-Pass program](#).

## Parking on Campus

All vehicles parked on campus must display a valid parking permit. Options for purchasing parking permits:

- Permits for hourly, daily and weekly parking are available from any of the parking dispensers or online.
- [Annual Permits](#) can also be purchased at the Campus Security building by the month, semester, term or year. Online permit renewals occur in July and August each year.



**17,000**  
TRANSIT USERS



**50% OFF**  
TRANSIT PASSES

# GETTING STARTED AT UVIC

## Onboarding Before You Arrive

After accepting your offer of employment, you will receive an onboarding email from our job management system (UVic Careers) with instruction to complete required documentation in your Employee Onboarding Checklist:

- **UVic Employee Information form:** Complete this online form as soon as possible. It is required to set up your UVic payroll and to issue you your employee number.
- **Direct Deposit Form:** Print and bring it with you on your first day of work.
- **UVic Health and Safety Orientation:** Awareness and Prevention of Workplace Bullying\*, Harassment & Discrimination Training.\*
- **Benefits Information Letter:** Read for important information about the benefits you are eligible for.\*
- **Benefits and Pension forms:** Print out and return to the Benefits Office when you get to campus.\*

*\*These task can be completed within your first few days at work.*

## Netlink ID

After you complete the UVic Employee Information form, you will receive an email with your employee number and a link to create a Netlink ID. A Netlink ID is required to set up your UVic email account and payroll, and access other important employment-related information.

If you need assistance with your Netlink ID, please contact the Computer Help Desk at [helpdesk@uvic.ca](mailto:helpdesk@uvic.ca) or 250-721-7687.

## Your First Few Days

Your first few days on campus will be spent meeting your team, completing administrative matters and getting familiar with your new position and the University.

## Policies and Procedures

Employees are required to adhere to [university policies](#). We have included a few select policies that most employees have questions about.

- [Athletics and Recreational Facilities](#)
- [Code of Conduct Policy Summary](#)
- [Discrimination and Harassment](#)
- [Human Rights, Equity and Fairness](#)
- [Internet Use, Computer Use](#)
- [Liquor Policy](#)
- [Environmental Health and Safety Policy](#)
- [Protection of Privacy Policy](#)
- [Purchasing Services Policy](#)
- [Responsible Use of Information Technology Services](#)
- [Sustainability Policy](#)
- [Sustainability Action Plan for Campus Operations](#)
- [Traffic and Parking Regulations](#)

- [Training and Development for CUPE 951](#)
- [Travel and Hospitality Policy](#)
- [University of Victoria Library Loan Policy](#)
- [Use of Vehicles and Parking on UVic campus](#)

## Health & Safety Orientation

An important and required first step is completing the [online Health and Safety Orientation](#). All new employees will receive an automated email after their start date to complete this course. UVic Health and Safety Orientation is the first step to help prepare you for the job before you start working. The goals are to create an ongoing commitment to health and safety during your time at UVic and to ensure compliance with WorkSafeBC.

## Safehaven/Safewalk/Campus Alone

Campus Security Services has a number of programs to promote a safe and welcoming campus and to ensure your personal safety.

**Safehaven:** The Campus Security Building is open 24 hours a day, 7 days a week for assistance.

**SafeWalk:** Is available 24 hours a day, 7 days a week to provide a safe walk service within the campus. To access this service call **250-721-7599**.

**Campus Alone:** Is available to all members of the campus community who work or study on campus during the quiet hours of evenings, weekends, holidays, etc. To access this service call **250-721-6683**.

In the event of an emergency or to report suspicious activity, contact Campus Security Services Emergency line at **250-721-7599** or **9-1-1** (Emergency) for Police/Ambulance/Fire.

## My Page: Employee Self-Service

The [My Page portal](#) is your source for access to personalized computing resources at UVic. It is a single-login site that gives members of the UVic community access to secured information on the UVic network (finance reporting, student reporting, etc.), pay information, email and much more.

The Employee Services portion of the website allows you to access pay and job-related information. Some of that information includes:

- **Pay Information:** job summary, pay stubs and direct deposit allocation.
- **Leaves & Benefits:** benefit statement and leave balances (includes your sick and vacation entitlements).
- **Tax forms:** downloadable T4 slips, tax credits, and deduction update forms.

## ONECard

The UVic ONECard is the single official identification card for the University of Victoria community. It incorporates many systems and services throughout the university under one card.

**Get your ONECard** by visiting the ONECard office in the University Centre or by logging into [My Page](#) (using your Netlink ID) and uploading your photo. You'll receive a message from our ONECard staff on where to pick it up your card when you arrive on campus. To obtain your UVic ONECard you will need your UVic identification V00# and one piece of government issued photo identification.

Load your ONECard and use it as a debit card (with no fees attached) at many point-of-sale systems across campus. Add funds and manage your balance by logging into My Page.

## Employee Groups (Unions)

We have seven employee groups on campus. Copies of the union collective agreements are available online.

[CUPE 917](#) represents the University of Victoria's trades, grounds workers, security officers, facility attendants and janitorial, maintenance and food service workers among others. CUPE 917 represents approximately 500 workers (430 FTE positions).

[CUPE 951](#) represents approximately 850 workers (755 FTE positions) including office employees, library assistants, technicians and child care workers.

[CUPE 4163](#) is known as the University of Victoria's Educational Employees' Union. The local is made up of three "components," each with separate collective agreement language.

CUPE Local 4163 application form can be found at [CUPE 4163 website](#).

[University of Victoria Faculty Association](#) represents approximately 850 faculty and librarians at the University of Victoria, including: Professors; Assistant Professors; Associate Professors; Associate Teaching Professors; Assistant Teaching Professors; Librarians; Archivists; Limited Term Faculty; Artists in Residence; and Lecturers.

[Professional Employees Association \(PEA\)](#) comprises administrative and academic professionals. This group includes 850 employees (770 FTEs).

## Pay

All employees are paid on a semi-monthly basis. Pay periods are the 1st to the 15th and the 16th to the 31st of each month.

Employees who are paid hourly and submit timesheets are paid on the 8th and 23rd of each month.

(i.e. pay period 1st to the 15th pays on the 23rd of the current month and pay period 16th to the 31st will pay on the 8th of the following month).

Salaried employees with appointed terms of employment are paid up to and including their pay date. They receive pay on the 15th and 31st of each month.

If you are being paid through Direct Deposit, you can view your pay stub in the Employee Services section of [My Page](#).

[Payroll frequently asked questions.](#)

## Leaves and Vacation

Leaves and vacation will depend on your employee group and appointment details.

You can view your leave balance in the [Leaves & Benefits](#) section of Employee Services in [My Page](#).

## Salary Notices

Salary Notices, that details your scheduled salary increases, are available in the Jobs summary and notices section of Employee Services in your [My Page](#).

## Updating Your Contact Information

You can update your contact information and View/Update Preferred First Name in the Personal Profile section of [My Page](#). Remember to add an emergency contact.

# YOUR COMPENSATION AND BENEFITS

In addition to competitive salaries, UVic contributes to your and your family's health and security through its comprehensive medical, dental, and pension benefits. We also offer:

- generous vacation time off
- equity and diversity support and initiatives
- career development funding
- a diverse range of learning and development opportunities, including discounted continuing education courses
- on-site child care
- subsidized athletic facility memberships
- sustainability initiatives, including discounted transit passes and a pedestrian- and bike-friendly campus
- financial and retirement planning sessions

## Benefits

Your benefits package will depend on your employee group and type of employment.

The [benefit handbooks](#) will provide you with more detail on your benefits.\*

*\*The information provided in the benefit documents is intended as a guide in understanding the major provisions of the various benefit plans. It in no way constitutes a representation with respect to the benefits available in any particular case. Should any questions arise concerning the interpretation or administration of the benefit plans, the official plan documents will govern in all cases.*

## Benefits Office

Hours of operation: 8:30 a.m. to 4:30 p.m.

[Sedgewick Building, Room B127](#)

## Benefits Self Service

UVic My Page:

- Update your address in your personal profile.
- View your benefits statement and other information in employee services.

With the [Pacific Blue Cross CARESnet](#) site, you can:

- File electronic claims.
- Download claim form.
- View summary of coverage.
- Print ID cards.
- Sign up for direct deposit for paid claims.
- View online statements.

## Pension

Eligible employees at the University of Victoria belong to one of three main [pension plans](#):

- [Combination Pension Plan](#)
- [Money Purchase Pension Plan](#)
- [Staff Pension Plan](#) (this plan primarily covers **regular CUPE and Exempt Support staff**).

## Leaves and Vacation

As part of our total compensation package, we are proud to offer generous vacation and leave to our employees. Whether you are going on a big trip, taking a study leave or taking care of yourself and your loved one, we make sure you have a leave option available.

Your [leave and vacation entitlements](#) will depend on your employee group and employment status.

In addition, UVic closes for three additional days at the end of the year so employees can spend time with friends and family.

## Health and Wellness

UVic is committed to fostering environments for work and study that are safe, supportive, inclusive and healthy, encourage mutual respect and civility, while recognizing that people are our primary strength. The University of Victoria actively promotes and communicates coordinated practices of inclusion, respect, wellness, accessibility, safety and accommodation as the foundations of a healthy campus community.

We take a holistic approach to workplace health and wellness and define well-being as a concept that includes physical, financial, environmental and psychological health, as well as a personal connections and belonging. UVic is committed to taking the necessary steps to encourage healthy living and supportive return-to-work processes by building robust programs that train and support our employees.

Our [Health and Wellness blog](#) includes articles and events to keep you updated on our programs.

## Employee and Family Assistance Program (EFAP)

UVic staff and faculty and dependents can find support through our [Employee and Family Assistance Program \(EFAP\)](#). This is a 100% employer covered benefit for regular continuing (including part-time) employees and their dependents.

EFAP is a confidential program that includes professional counselling, information and referral services. Our EFAP service catalogue includes a number of programs to support you through the challenges of daily life. Topics include:

- Marriage, relationship and family concerns
- Alcohol and drug dependencies
- Career and work-related concerns
- Life transitions
- Elder care
- Trauma response
- Financial planning
- Health coaching
- Legal advice

Access EFAP through online resources, e-counselling, telephone counselling, and face-to-face counselling. For access to the online services the username is: healthy. For telephone and in-person counselling—call **1-800-663-9099**.

## Salary Schedules

[Salary levels](#) are determined by the collective agreement or terms and conditions of employment, which determine the different salary ranges on a salary schedule and stipulate how salaries for the different groups are determined and reviewed.

## Job Postings

Most of our staff positions are posted through our job management system [UVic Careers](#).

CUPE 4163 positions are filled through postings advertised by individual departments through their own websites or other communication tools.

Academic positions are posted on the [Opportunities for faculty and librarians](#) site.

## Learning and Development

An important part of being successful at the University of Victoria is developing your career. There are a number of opportunities to learn more about you, the work we do here at UVic, and about career growth options.

Human Resources runs an annual learning calendar for employees highlighting professional and personal development opportunities that support the [UVic competency model](#).

We encourage you to have ongoing conversations regarding [career development opportunities](#) including on the job exposure, experience and education. Speak to with your supervisor to learn about financial supports available for learning opportunities.

## Performance and Development

Here at UVic, we believe employees and supervisors should engage in performance conversations that are regular, rewarding and respectful. The process starts off by ensuring a clear understanding of the job and setting meaningful performance goals that align with unit, departmental or organizational objectives.

Throughout the year, regular coaching conversations between the supervisor and employee provide opportunities for two-way discussion, updating goals, identifying learning opportunities and providing feedback. The annual cycle closes with a look back over the year at what went well and what could be better in the upcoming year. The cycle begins again with a new set of performance goals. [Training and resources](#) are available to both employees and supervisors to help make sure these performance conversations are supportive and development focussed.

## Your Career at UVic: The First Year

As you settle into your new role here at UVic, you will gradually become more familiar with the amazing community that makes our campus such a unique place to work. As you familiarize yourself with the neighbourhood, we encourage you to keep asking questions, to get to know other members of the community and to become involved in any way you can. We know that UVic would not be the place it is today without the support and engagement of the people who dedicate themselves to our community. Together, we are UVic.

If you have any issues with the accessibility in this document or would like any clarification or additional information, please contact:

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