Additional FAQs for Staff

On-Boarding (new hires)

I have a new employee that is scheduled to start soon. Can they work from home?

If this is a position that can work from home, you are encouraged to establish a remote working arrangement at the earliest opportunity. For roles that can only be carried out on campus, the new employee should report to work on campus as scheduled.

Hiring managers can speak with the new hire about postponing their start date upon mutual agreement.

Can my new staff hire still get an employee number and NetLink ID?

Yes, through UVic Careers onboarding, your new employee needs to complete the new employee information form. Completing this form issues an employee a V# and then starts the workflow for a NetLinkID. Please note processing time may be longer than usual.

What other onboarding tasks does the new employee need to complete?

As per usual, a new employee will receive an email from UVic Careers with instructions that include links to required training and benefit forms. Supervisors can follow up with new hire to ensure they have completed all required steps before they start work.

Please contact your human resources advisor if you have further questions.

I’m a new employee. What do I do with my completed benefit enrolment forms?

Please send a colour-scanned copy to benefits@uvic.ca. The benefits office will follow-up directly you about any original forms they require and how to submit those.

For benefit related questions, please contact the Benefits Office.

Leaves and Vacations

I have accumulated overtime/CTO. Can I continue to draw my overtime/CTO bank down?

Yes you can. Please note there are specific provisions in the collective agreements regarding the scheduling of banked overtime and CTO.
I have previously approved vacation, can I cancel or defer it to later in the year or perhaps next year?

While COVID-19 has unfortunately disrupted vacation plans for all of us, time off work to recharge is as important today as it has ever been. Further, with our emerging budget challenges, supervisors and employees are expected to review vacation schedules to ensure that all staff take their full annual vacation during this calendar year. This is subject only to any normal vacation carry forward limits in the applicable collective agreement or terms and conditions handbook.

Health Considerations

I have a medical condition that puts me at higher risk for COVID and my job requires me to attend campus, what should I do?

Please phone your health care provider to obtain documentation to support your non-attendance at campus. Your supervisor may connect with a work life consultant, to attempt to make alternate arrangements.

What if I stay home because I have flu-like symptoms but do not have access to a paid sick leave plan or have exhausted my sick leave benefit?

All staff who stay home because they have flu-like symptoms or have COVID-19 will be placed on a medical leave of absence without loss of pay.

Staff who do not have access to a paid sick leave plan or who have exhausted their paid sick leave benefit and who stay home because they have flu-like symptoms or have COVID-19 will be placed on a medical leave of absence without loss of pay.

Accommodation and Return to work

I would like to return to my duties now that I have recovered from Covid-19 symptoms or the illness. What steps do I need to take?

When, after having experienced COVID-19 symptoms or the illness, you are ready to return to work duties you should advise your leader. If you are able to work remotely please connect with your leader to determine next steps for your remote work. If you are unable to work remotely, and would like to return to campus, please contact your leader to determine next steps and how to proceed with your on-campus duties.
A doctor’s note is not required. Based on guidance from the BC Centre for Disease Control you may return to your regular activities if, ten days after the onset of symptoms, you feel better, symptoms have improved, AND you have had no fever for 72 hours - whichever is later. Note that coughing may persist for several weeks, so coughing alone does not require you to continue to isolate.

Those working in our health care clinic who have recovered from COVID-19 infection may require specialized assessment to return to work. Please discuss this requirement with your leader or a UVic Work Life Consultant.

**What do I do if I have a medical accommodation at my workplace?**

Please talk to your supervisor, who may connect you with a work life consultant, if you are going to be working from home. Supervisors need to ensure accommodations are met even when employees are working from home.

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**Campus Services**

**Parking**

Pay parking for daily and hourly users will resume on July 2. Parking fees were suspended on March 20 as part of the university’s rapid response to COVID-19. The resumption of regular operations will have no impact on annual permit holders, whose parking permits are valid until Aug. 31, 2020.

Campus Security staff will also gradually return to parking compliance duties in July with a focus on education and warnings.

**Food Services**

**Mystic Market** is open daily from 7:30 a.m. to 7:00 p.m. for takeout service only. Outlets within Mystic Market include Base Camp for breakfast; Flamin’ Grill for lunch and dinner including daily meal specials; Boardwalk Café for coffee, tea, and baked items; and the General Store for an extensive range of grab-and-go healthy meals and snacks.

**Bookstore**

The UVic Bookstore is operating online, by email and phone from a pick up kiosk located at the side in the breezeway. Hours are Monday to Friday from 9am-5pm. The Bookstore is also offering free shipping within Canada on course materials for the summer session. Textbook buyback is temporarily closed.

**Building closures**

While the university remains open, all teaching and most services are now delivered remotely. Most UVic buildings are closed. For security reasons, campus buildings can only be accessed with a key.
Students: If you require access to a building to remove your belongings, contact Campus Security for assistance. You will require your UVic ONECard identification.

Faculty and staff: You may access your offices or labs for brief periods provided physical distancing protocols are observed. You will require your office key and alarm code (if applicable), as well as your UVic ONECard (staff or faculty ID). If you do not have a key to your building, contact Campus Security for assistance. If you do not have a key or the security code for your office, contact your supervisor to arrange access.

Travel

Will I be paid during self-isolation after traveling outside Canada?

Anyone who left Canada before the BC Government advisory was released on March 13 will not lose pay and not be required to debit vacation, etc. Those who can perform work remotely should do so.

Anyone who left Canada after the advisory on March 13 for personal reasons (vacation) will not be eligible for pay during the 14-day self-isolation period unless they can work remotely. Those who cannot perform work remotely, can use vacation or banked overtime or CTO or ask for approval for unpaid leave.

Other

What do I do if I believe that something has happened that could be a privacy or security incident?

Suspected privacy and security incidents should always be reported. The Privacy and Security Incident tip sheet provides guidance on what to do.