
HANDBOOK FOR UNIVERSITY STAFF



THE UNIVERSITY OF BRITISH COLUMBIA

REVISED MARCH, 1972

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THE UNIVERSITY

The University of British Columbia was first opened to students in 1915. From that time until 1925 it carried on its work in temporary quarters near the present site of the Vancouver General Hospital until it was moved to its present site in Point Grey in 1925. The campus consists of about one thousand acres. Immediately adjoining the campus area are the University Endowment Lands which belong to the Provincial Government.

The University operates under the Universities Act which provides for a Chancellor, a Chairman of the Board, a President, a Board of Governors and a Senate. The staff of the University comes under the President and the Board of Governors of the University and it is the responsibility of the President and the Board through its appointed officers to make all appointments to the staff and to set up all necessary arrangements with regard to pay and working conditions.

The University's main objectives are similar to those of other institutions of higher learning: namely to supply the facilities and services whereby teaching and research may proceed as easily and effectively as possible. The non-teaching members of the University staff occupy an important position in helping to expedite the main University objectives.

Information Concerning Employed Staff

The following outline is of a summary nature only. Further and more detailed information may be secured on request from the Personnel Office. As requirements change the statements below are subject to modification and the University is in no way bound by them.

In general the employed staff of the University falls into the following categories:

- I. Professional and Supervisory Staff
- II. Academic Research Assistants,
Research Assistants (non-Union, Grants),
Technicians (non-Union),
Technical Research Assistants (Union, Grants),
Technicians (Union)
- III. Office Staff and General Group
- IV. Maintenance and Service Groups
- V. Steam Plant Staff
- VI. Food Service Staff and Faculty Club Staff
- VII. Dormitory and Residence Staff
- VIII. Bookbinders (Library)
- IX. Bookstore Staff (Union)

I PROFESSIONAL AND SUPERVISORY STAFF

There are a number of positions at the University that require special qualifications to meet certain job requirements. These positions are classified in the Professional and Supervisory group. For further information contact the Personnel Office.

Regulations governing the Professional and Supervisory working conditions vary in each of the departments. However, the general conditions of employment are as follows:

Appointment – All appointments are probationary for six months. No notice is required during probationary period. The probationary period may be extended if requested.

Hours of work – Vary depending on requirements.

Annual Vacation – In general three weeks vacation after one year's service plus one additional week, at the discretion of the Department Head, in lieu of overtime work. Annual vacation must be taken during the calendar year in which it accrues. An employee may not carry over vacation or parts of vacation from one year to the next. Employees who are on leave of absence without pay shall not accrue annual vacation during the absence. A special supplementary vacation policy for long-service personnel is also available. Details at the Personnel Office.

Severance – University to give one month's notice. Full vacation entitlement if sufficient notice given by employee.

Pensions, Insurance and M.S.A. – Benefits available on appointment. Information available under the Special Benefits section of the booklet. Health Sciences Centre Hospital employees see supplement on page 16.

Retirement – Retirement will take place on the first day of the month coinciding with or immediately following the sixty-fifth birthday.

Salary Review – Salaries are reviewed on July 1 of each calendar year.

II RESEARCH ASSISTANTS, TECHNICAL AND SEMI-TECHNICAL GROUPS

Technicians and Technical Research Assistants in the Faculties of Arts, Science, Education, Applied Science, Dentistry, Centre for Continuing Education and the Health Sciences Centre Hospital are governed by Union Agreement Local 116. Conditions of employment are stated in the Union Contract. Health Sciences Centre Hospital employees see supplement on page 16.

All Other Technicians and Research Assistants

	Pay Grade
Classifications – Supervisory	– T6
Senior	– T5
Intermediate	– T4
Junior	– T3
Assistant II	– T2
Assistant I	– T1

For non-Union groups, review of classifications may be arranged each year, usually in April. Requests for review normally come from the department head but may be initiated by the individual.

For Union groups, classification review will take place at the time of contract negotiations or in October each year.

Appointment – All appointments are probationary for six months. No notice is required during probationary period.

Hours of Work – Normally 8:00 a.m. to 5:00 p.m. daily. Hours may be varied at the discretion of the department head, but should average 40 hours per week. Where Saturday or Sunday work is required, hours may be varied within the 40-hour work period.

Health Sciences Centre hospital employees see supplement on page 16.

Overtime – Double time rates shall apply for all overtime beyond 8 hours in one day or 40 hours in one week. Overtime shall normally be paid in cash but may be compensated with time off at double time. Overtime will only be paid when the Administrative Head has definitely requested the overtime work. Computation will be on the basis of 174 hours per month.

Annual Vacation – Two weeks after a full year's service; three weeks after 3 years' continuous service; four weeks after 10 years' continuous service. Annual vacation must be taken during the calendar year in which it accrues. An employee may not carry over vacation or parts of vacation from one year to the next. Employees who are on leave of absence without pay shall not accrue annual vacation during the absence.

Severance – Notice is required from the employer or the employee. Full entitlement for vacation is given if one month's notice is given; if less than one month's notice is given, vacation time will be 4%. During the probationary period one week's notice only is required from either University or employee.

Break Period – 10 minutes twice a day, exclusive of Saturdays.

Pensions, Insurance and M.S.A. – Information available under the Special Benefits section of the booklet. Health Sciences Centre hospital employees see supplement on page 16.

Retirement – Retirement will take place on the first day of the month coinciding with or immediately following the sixty-fifth birthday.

Salary Review – Salary review takes place annually.

III OFFICE STAFF (GROUP G)

The job classifications in the “G” group include the following: clerks, stenographers, typists, secretaries, library assistants, stack attendants, key punch operators, computer operators, assistant programmers, Administrative Assistants I, and others.

A review of classifications may be arranged each year in July.

Appointment – All appointments are probationary for a minimum of six months but may be extended up to twelve months. No notice is required during probationary period.

Hours of Work – The work day is based on 7¼ hours less a 10-minute break each morning and 10 minutes each afternoon, Monday to Friday. Normal hours are 8:45 a.m. to 5:00 p.m. with one hour for lunch. Health Sciences Centre Hospital employees see supplement on page 16.

Overtime – Except in emergency situations overtime work is to be discouraged. In all cases overtime will be paid only when the Administrative Head definitely requests the overtime work. Compensation will either be in time off or pay at the rate in either case of time and one half for the first 4 hours and double time thereafter. If an employee is required to work on Saturday, Sunday or a statutory holiday, he will be entitled to extra pay or time off at overtime rates.

Annual Vacation – Effective June 1, 1972, a maximum of two weeks' vacation after one full year's service calculated up to June 1 in any one year at the rate of 4% per month. Three weeks' vacation after 3 years' continuous service, 4 weeks after 10 years' continuous service and 5 weeks after 20 years' continuous service. Annual vacation must be taken during the calendar year in which it accrues. An employee may not carry over vacation or parts of vacation from one year to the next. Employees who are on leave of absence without pay shall not accrue annual vacation during the absence.

Severance – On severance one month's notice is required from the employer or employee: full entitlement for vacation if one month's notice given – 4%, or the legal requirement if less than one month's notice or during the probationary period.

Break Period – 10 minutes morning and afternoon of each day, Monday to Friday.

Salary Review – On July 1st each year on recommendation of department head and according to scale.

Pensions, Insurance and M.S.A. – Information is available under the Special Benefits section of the booklet. Health Sciences Centre hospital employees see supplement on page 16.

Retirement – Retirement will take place on the first day of the month coinciding with or immediately following the sixty-fifth birthday.

GENERAL

Sick Leave – One day for each month of service to a maximum of 132 days. After 132 working days, the

situation is to be reviewed. No sick leave will be granted during the probationary period, but if illness occurs after the completion of the probationary period, it will apply retroactively. Employment must be continuing in order to claim unused sick leave from previous employment.

Compassionate Leave – An employee may be granted time off without deduction of pay or sick leave in the case of death in the family, such time off to be taken on joint recommendation of the department head and the Director of Personnel.

Statutory Holidays – The University recognizes the following statutory holidays:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Dominion Day	Boxing Day

When a statutory holiday falls on a Saturday or Sunday and the Government proclaims an additional holiday in lieu, this holiday will be recognized.

Leave of Absence Without Pay – It should be noted that special benefits do not accrue or apply when a person is on leave of absence without pay.

SPECIAL BENEFITS

Among the benefits of employment at the University are the following:

- Medical Insurance Plan
- * Pension Plan
- * Group Life Insurance
- * Total Disability Insurance
- Workmen's Compensation

Unemployment Insurance
Health and Hospital Service
Recreational and Study Facilities

* Health Sciences Centre hospital employees see supplement on page 16.

I MEDICAL INSURANCE PLAN

The employees of the University of British Columbia are eligible for medical coverage under the terms of the Medical Services Act of British Columbia. Medical Services Association is the licensed carrier for the employees of the University under the terms of this Act. M.S.A. is a service organization operating a non-profit medical services plan by and for its members. In return for contributing monthly premiums, all normal medical services are covered. All employees of the University are eligible on appointment to the "continuing" staff, provided that they are full time employees, and if paid under a grant, the grant will allow this benefit. The plan also covers employees' wives and dependent children. Application for coverage of a dependent must be made within 60 days of the date of eligibility. All information concerning changes of dependents should be reported to the Payroll Department in the new Administration Building as soon as possible.

Effective Date – Coverage is effective the first of the month following signing the application card unless the application is signed on the first day of the month in which case coverage is effective from that date. If application is made after 60 days a medical examination may be required and the effective date

would be the first day of the month following acceptance of the application by M.S.A.

Obtaining Medical Services — Employees will be issued an identification card. This card will be presented to the doctor at the first attendance. The doctor will then send the account to M.S.A. for payment.

The selection of a doctor is at the discretion of the employee but the services of a specialist will be paid for in full only when referred by a general practitioner. If able, the patient is expected to attend the doctor's office.

Maternity Benefits — Maternity benefits are immediate.

Premium rates — Present rates are as follows:

	Employee	Employer
Single	\$2.50	\$2.50
Family of two	5.00	5.00
Family of three or more	6.25	6.25

II NEW PENSION PLAN

(still under review March, 1972)

(Health Sciences Centre hospital employees see supplement on page 16..)

The University and a Committee of employees have devised a new Pension Plan. All members of the University's full time employed staff will be eligible to join the Pension Plan after one year's full time service. All members of the full time employed staff who join the staff after the inception of this plan will be required to join it on completion of 3 years' continuous service. All members of staff who have

agreed to join or were already on the T.I.A.A. and C.R.E.F. (former Pension Plans), will automatically become members of the proposed plan on the completion of one year's continuous service. A detailed booklet on the Plan is available at the Personnel Office.

III GROUP LIFE INSURANCE BENEFIT

Employees employed on a continuing basis (monthly paid) are eligible for Group Life Insurance after one year and the insurance is compulsory for those who are on the Superannuation Plan. There are two plans offered in the one policy:

- (a) Collective Decreasing Insurance for those up to 50 years of age.
- (b) Collective Level Insurance for those age 50 to 65 years.

Contributions up to age 65 are from employee and from the University on equal contributory basis.

Your Life Insurance policy may be continued in force after you leave the University providing you are under the age of 50. Premiums will be \$80.00 per annum and application must be made through the Payroll Department.

IV GROUP TOTAL DISABILITY PLAN

Employees employed on a continuing basis (monthly paid) are eligible for Group Total Disability coverage, after one year of continuous service. The plan is compulsory for those who are on the Pension and Group Life Insurance plans and vice versa. In the event of total disability a member shall be entitled to

a benefit equal to the sum of a monthly income benefit and a monthly waiver benefit. Detailed terms are outlined in special brochure.

V CANADA PENSION PLAN

Effective January 1, 1966 the Canada Pension Plan (C.P.P.) was implemented and requires contributions by all faculty and staff equal to 1.8% of earnings in excess of \$600.00 per year, up to a maximum of \$5,100.00 per year. The University similarly contributes 1.8% on behalf of each individual.

VI WORKMEN'S COMPENSATION ACT BENEFITS

All University employees are covered under the provisions of the Workmen's Compensation Act for injury as a result of occupational hazards. No formal application for coverage is required but any accident or injury must be reported as soon as possible to the immediate supervisor.

Procedure in Case of Accident

- (a) Notify immediate supervisor promptly.
- (b) Minor injuries — report to University Health Service.
- (c) Serious injury — phone Firehall at Local 4567 or Hospital at Local 2525.

Claim Procedure

Employee Report — After any injury, report details as soon as possible to your supervisor so that your department can complete an "Employer's Report" (Form 7) and forward it to the Personnel Office.

Doctor's report — Inform doctor that you are covered by Workmen's Compensation. Doctor will submit independent referral to Workmen's Compensation Board.

Compensation — Entitlement of 75% of average earnings up to \$7,600.00 per annum. No compensation other than Medical Aid for first three days. Permanent partial disability and death benefits also available.

Travel Protection — Employees are covered while engaged in University business, but *not covered* while coming to and from work.

Compensation Period — Temporary (hourly) employees will receive only the amount paid by the Workmen's Compensation Act.

Continuing (Monthly) staff will be continued on full pay for the period of sick leave. The amount of compensation payable on account of disability will be paid to the University. Charge against accumulated sick time will be one quarter of time absent. At the expiry date of the sick leave period, compensation will be paid directly to the employee.

Employees under Union Contract will be governed by the terms of the contract then existing.

VII NEW UNEMPLOYMENT INSURANCE

Effective January 1, 1972, all employees of the University (temporary or continuing staff) who earn more than \$30 per week will have premiums deducted for Unemployment Insurance. The amount of the deduction is gross salary times .0036% to a maximum of \$2.34 per month. The new Unemployment Insurance Act covers sick leave benefits,

maternity benefits and retirement benefits. Additional information is available through the Unemployment Insurance Commission or at the Personnel Office.

VIII HOSPITAL INSURANCE

B.C. Hospital Insurance covers all persons who have been residents of the province of British Columbia for a minimum of three months. All ordinary hospital expenses are paid with the exception of one dollar per day.

Health Service — The Health Service on campus is primarily for students, but first aid is available at all times for University employees. For regular professional service a staff physician is available at certain periods during the week. Consultation will be by appointment. If the employee is a member of M.S.A. or entitled to Workmen's Compensation because of injury, fees will be paid through either of those two groups. Otherwise, payment of professional fees is the responsibility of the individual. It is particularly emphasized that this service is only a special convenience. Employees are encouraged to use their own physicians wherever possible.

The Hospital Services are also primarily for students, but it is policy to encourage use of the hospital for employees when beds are available. Admission to such beds will be arranged by the physician attending the case in conjunction with the Director of Health Services.

Provision is not made for surgical or obstetrical cases. Where eligible, costs are borne by B.C. Hospital Insurance in accordance with insurance regulations.

IX RECREATIONAL AND STUDY FACILITIES

Arrangements may be made by all staff members for use of the following University facilities:

1. Library
2. Swimming Pool
3. Badminton and Tennis Courts
4. Winter Sports Centre
5. Bowling Alley

University Courses

In some departments arrangements can be made for employees to do a limited amount of course work when the course is in line with the job duties. Each case will be considered on its individual merit and must be approved by the Dean or Administrative Head.

HEALTH SCIENCES CENTRE EMPLOYEE BENEFITS

1. **Medical Insurance** — as outlined previously in this handbooklet.
2. **Superannuation Plan** — employees working for the University of British Columbia Health Sciences Centre Hospital are entitled to superannuation under the terms of the Municipal Superannuation Act. A handbook on this plan is available at the Personnel Office. Contributions to the Canada Pension Plan are also made by the employee and the University. Coverage does not include Group Life Insurance or Group Total Disability as outlined in Section 3 and 4 of this booklet.
3. **Hours of Work** — in positions involving a 24 hour shift coverage in the 7 day per week operation the employees will be required to work 8 hours per shift normally and may be required to work Saturday and Sunday on a rotating basis. There will be extra compensation included in gross salary for office employees.

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