

WELCOME GUIDE FOR FACULTY & STAFF

UBC Okanagan Campus



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

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UBC is committed to sustainability. Bearing in mind the environmental, social and economic outcomes of our every decision and action, please think carefully before printing this document (sustain.ubc.ca).

WELCOME



WELCOME FROM THE DEPUTY VICE-CHANCELLOR AND PRINCIPAL

Welcome to UBC's Okanagan campus - a young and distinctive learning community earning international recognition for excellence in research and teaching. Our campus is a model for new ways of thinking about interdisciplinary and innovative programs. We provide students with a university experience that is transformative, challenging and competitive, and we are committed to scholarship that drives economic, social and cultural change.

I wish you a wonderful career at UBC.

Deborah Buszard
Deputy Vice-Chancellor and Principal



UBC'S VISION

As one of the world's leading universities, The University of British Columbia creates an exceptional learning environment that fosters global citizenship, advances a civil and sustainable society, and supports outstanding research to serve the people of British Columbia, Canada and the world.

A MESSAGE FROM HUMAN RESOURCES

Hello, and a warm welcome from UBC Human Resources.

UBC is one of Canada's best universities and has secured its place as a world-ranked university. Closer to home, we are also one of British Columbia's largest employers. We are also one of the most progressive, with an environment in which respect, civility, diversity, opportunity and inclusion are valued. Ensuring we have workplaces that provide our faculty and staff with the conditions to ensure their productivity is critical to their and UBC's success.

The University is consistently recognized as one of BC's best employers. UBC offers an array of healthy workplace initiatives, family-friendly policies, community involvement programs, and formal and informal personal and professional development opportunities for faculty and staff.

We wish you much success at UBC, and in your full lives.

Sincerely, Lisa Castle
Vic-President, Human Resources



BEFORE YOU ARRIVE

ABOUT UBC

The University of British Columbia, established in 1908, educates a student population of 54,000 on major campuses in two cities and holds an international reputation for excellence in advanced research and learning.

UBC Vancouver campus on the Point Grey site is 402 hectares and is a 30 minute drive from downtown Vancouver. It contains world-class attractions including the Museum of Anthropology, and the Chan Centre for the Performing Arts. The site is surrounded by 763 hectares of forested parkland and is just steps away from the ocean.

Our second major campus, UBC Okanagan, is in the dynamic city of **Kelowna** in the Okanagan Valley, approximately four to five hours away from Vancouver. Open since 2005, UBC Okanagan provides an intimate learning community in the spectacular wine growing region of British Columbia. With \$18.5 million in annual research funding, and more than 650 research projects underway, the Okanagan campus is earning a reputation as an important, respected centre of learning and research, enhancing knowledge creation and innovation in our region and internationally. Learn more about UBC (ubc.ca/about).



QUICK FACTS



- 1** University
- 7** Nobel prize winners
- 12.7** billion dollar contribution to British Columbia's economy
- 40** consistently ranked one of the world's top 40 universities
- 65** Olympic medals
- > 175** million dollars in donor gifts received from alumni, students, parents, corporations and foundations
- > 180** Royal Society of Canada members
- > 480** undergraduate and graduate programs
- > 564** million dollars in annual research funding
- > 2,000** students participating in community service learning initiatives
- 10,141** staff members
- 10,181** International students on both campuses
- 10,546** undergraduate and graduate degrees awarded annually
- > 11,000** faculty members (including professional, teaching, clinical, and term)
- > 58,284** total students at both Vancouver and Okanagan campuses
- > 250,000** alumni in over 120 countries around the world

Source: publicaffairs.ubc.ca | ubc.ca/about | pair.ubc.ca

BEFORE YOU ARRIVE

ABOUT KELOWNA/ OKANAGAN

With a population of more than 117,312, Kelowna is the largest city in British Columbia's Okanagan Valley. Bordering Okanagan Lake, Kelowna is well known for its hot summers and temperate winters. Kelowna is one of the most liveable cities in Canada. In the recent Canada Pulse survey, 90% of residents reported "My city is a great place to live."

Kelowna boasts all the amenities of a major city: fine dining, unique shops and vibrant culture yet orchards and vineyards thrive within a 10-minute drive of the downtown core. Spectacular vistas await those ready to explore. A delightful day can be spent sampling the award-winning wares of our numerous internationally-acclaimed wineries, while several championship golf courses draw enthusiasts from all parts of the globe.

Learn more about Kelowna
(kelowna.ca & tourismkelowna.com).



Source: Kelowna Tourism

QUICK FACTS KELOWNA

- 1** Ogopogo, the legendary lake monster that reputedly resides in Lake Okanagan
- 3** mountain ranges surround the region with 4 ski resorts within short drive from Kelowna
- 4** distinct seasons in Kelowna: summer, fall, winter and spring
- 20** gorgeous golf courses
- > 30** beaches - even main street Kelowna ends at the lake
- 110** km (68 miles) is the length of beautiful Okanagan Lake
- > 125** wineries to explore in or around Kelowna
- 344** Kelowna is 344 meters (1,129 feet) above sea level
- > 400** km (250 miles) from Vancouver, 150 km (90 miles) from USA border
- > 894** international students registered at UBC Okanagan campus
- 2000** hours of sunshine annually and 28 cm of rain
- > 4,500** rooms available, from resorts, B&B's, hotels and motels, to rustic cabins and RV camping
- > 20,829** square km is the size of the Okanagan region (8042 square miles) - 2/3 size of Belgium
- > 428,000** average price for a home in Kelowna
- > 1,400,000** Passengers travel through Kelowna Airport each year
- > 250,000** alumni in over 120 countries around the world

BEFORE YOU ARRIVE

LEARN MORE ABOUT KELOWNA AND BRITISH COLUMBIA

> [Kelowna.ca](#)

Learn about the various services and resources available to visitors, residents, and businesses and find maps of neighborhoods.

> [Hellobc.com](#)

Find information and tools to help plan your visit/stay in beautiful British Columbia. Learn about BC's history, climate, regions and ways you can explore our great province.

> [TourismKelowna.com](#)

Find things to do, places to stay or eat, and see listings of current events around town.



Source: FreeVectorMaps.com

CLIMATE

There are four distinct seasons in Kelowna. From late April to May the mountains and valleys are filled with wildflowers. Mid-May to mid September provide sunny summers that are perfect for swimming and playing in the large sand-bordered lakes. Late September to early November offers a kaleidoscope of fall colours to the landscape. In Winter the temperatures average from near freezing to -10C. The skiing is magnificent with the region's mountains renowned for their dry, fluffy powder of snow.

AVERAGE TEMPERATURE

Month	Celsius	Farenheit
January	0	32
February	3	37
March	9	48
April	15	59
May	20	68
June	24	75
July	28	82
August	27	81
September	21	70
October	14	57
November	5	41
December	0	32



Source: Kelowna Tourism



Source: Silver Star Mountain Resort

BEFORE YOU ARRIVE

Visiting any new city involves learning its culture, customs and basic travel information to keep you safe, informed and having fun. The information below has been assembled to assist you as you visit Kelowna and BC.

ATTRACTIONS

Kelowna boasts a number of fun and interesting cultural, historic and natural attractions throughout the city and beyond. Here are just a few you may want to visit:

- **Kelowna Art Gallery**
kelownaartgallery.com: located in downtown Kelowna, featuring 3 exhibition spaces, classes, workshops and events throughout the year.
- **Rotary Centre for the Arts**
rotarycentreforthearts.com: a multidisciplinary visual and performing arts centre in the heart of Kelowna's Cultural District.
- **Elysium Gardens**
elysiumgardens.com: 4 acres of stunning perennial gardens and a Japanese inspired garden carved out of a lovely old apple orchard.
- **Okanagan Lavender Herb Farm**
okanaganlavender.com: enjoy wandering through this unique Herb garden or treat yourself to lavender-inspired goods at the Lavender Cafe.
- **Myra-Bellevue Provincial Park**
bcparks.ca: numerous trails to hike and bike including the scenic Myra Canyon and the historic Kettle Valley Railway with its trestles and tunnels.
- **Wineries and Vineyards**
hellobc.com/kelowna.aspx: from estates to family run vineyards, Kelowna and the Okanagan have award-winning wineries that have won gold medals at international competitions.
- **Kelowna Farmers' and Crafters' Market**
kelownafarmersandcraftersmarket.com: open from April to October, providing artisan crafts, farm fruit and produce, and entertainment.
- **Davison Orchards Country Village**
davisonorchards.ca: fresh produce, tours of orchard, farm animals, kids park, gift store. Located in Vernon.
- **British Columbia Wildlife Park**
BCzoo.org: interactive displays, wildlife encounters and interpretive talks. Located in Kamloops.
- **O'Keefe Ranch**
okeeferanch.ca: historic ranch with artisans, antique farm equipment, pony rides, farm animals and more. Located in Vernon.
- **Nk'Mip Desert Cultural Centre, "the Land, the Legends and the People"**
nkmipdesert.com: view arts and cultural exhibits featuring Okanagan First Nations culture and desert plants and animals. Located in Osoyoos.



Source: Kelowna Tourism

BEFORE YOU ARRIVE

CURRENCY

Canadian currency is expressed in dollars and cents. Units of currency include 5¢, 10¢, 25¢ and \$1.00 (coin), \$2.00 (coin), \$5.00, \$10.00, \$20.00, \$50.00, \$100.00 (bills/notes). Most establishments accept US dollars and usually offer reasonable exchange rates.

Visitors are encouraged to change at least some of their money into Canadian funds at a bank or other financial institutions in order to get the most favorable exchange rate. Most merchants accept major credit or debit/bank cards as traveler's cheques become a less popular choice.

TIPPING

In Canada, it is customary to tip for services such as restaurants, taxis, hairstylists, and valet service. Gratuities are approximately 10-15% of the total bill before tax and 20% for exceptional service.

LANGUAGES

Canada's official languages are English and French, but most of the population speaks English as either a first or second language. After English and Chinese, the most common languages spoken in Canada are Punjabi, German, Italian, French, Tagalog (Filipino) and Spanish. Many of the Okanagan's school-age children have been raised speaking a language other than English.

FOR DIALING ASSISTANCE

Dial "0" for the Operator or "411" for Directory Assistance or use an online directory (e.g. yellowpages.ca).



MAKING CALLS

AREA CODES

There are three telephone area codes for the province of British Columbia. Dialing in BC requires 10-digits, the three digit area code + seven digit phone number.

250: covers Kelowna and most of British Columbia

604: covers Vancouver, the Lower Mainland, Fraser Valley, Sunshine Coast, and Howe Sound

778: overlays calling areas between 250 and 604

LONG DISTANCE

To make calls to Canada or the USA, dial 1+(area code)+(phone number) (e.g.1-250-555-1212). For calls outside North America, dial the international country code, the city code and phone number you wish to reach.

WORKDAYS, BUSINESS HOURS & PUBLIC HOLIDAYS

The main workdays are Monday to Friday, from roughly 8 a.m. to 6 p.m., but hours may vary. A number of large retail stores remain open until 9 p.m., and nearly every hotel and motel, plus several restaurants, remain open around the clock. 24 hour bank machines are widely available.

There are statutory and civic holidays celebrated annually in British Columbia. Generally, banks and some businesses are closed on holidays. Theatres, restaurants, and corner grocery stores usually remain open for business.

BEFORE YOU ARRIVE

ACCOMMODATION

NEIGHBORHOODS

The City of Kelowna is part of the Regional District of Central Okanagan which encompasses Peachland, Lake Country, the District of West Kelowna, and unincorporated communities on both sides of Okanagan Lake. The City of Kelowna is the largest community in the Regional District.

Learn more about Kelowna's Regional Districts on the kelowna.ca website.

RENTAL ACCOMMODATION

The cost of renting in Kelowna varies greatly depending on the rental location, size, age, and condition of the home. For a bachelor or studio suite (a single room with a kitchen and bathroom) the approximate monthly rental cost is \$750+. A one-bedroom apartment costs around \$1,000+ and a two-bedroom apartment is typically \$1,200+ per month. The usual practice is to pay half of the month's rent up front as a damage deposit that will be given back to you at the end of your rental agreement as long as you leave the place clean and well maintained.

ON CAMPUS ACCOMMODATION

All our on-campus accommodations are close to local attractions, including world-class golf courses, award-winning wineries, and fine dining; the Kelowna International Airport; UBC Okanagan conference facilities, meeting facilities and amenities, including indoor and outdoor fitness facilities and food outlets.

DID YOU KNOW

Our \$1.00 coin is often referred to as the "Loonie", named appropriately as it features a Canadian bird - the loon - on its face. The \$2.00 coin is the "Toonie".



Campus housing is available through the UBC Conferences and Accommodations (okanagan.ubconferences.com).

If you need short or long-term accommodation on or near UBC's Okanagan campus, you can consider the following:

UBC Conferences and Accommodations: short-term contemporary, standard or deluxe apartments with fully equipped kitchens, living rooms and bathrooms. Bookings available online. (okanagan.ubconferences.com).

Sabbatical Homes: maintains a rental listings web page (sabbaticalhomes.com).

Kelowna Resort Accommodations: 120 fully furnished units available for short or long term. (kelownaresortaccommodations.com).

BellaSera: luxury furnished villas overlooking the Quail's Gate Course. BellaSera offers short- or long-term stays and pets are welcomed. (kelownagolfski.com/bellasera.htm).

Kelowna Bay Resort: year-round lakeshore vacation rentals of one, two and three bedroom suites. (kelownabayresort.com).

BEFORE YOU ARRIVE

Kelowna Tourism Listings: Hotels, motels, vacation rentals, B&B's.
(tourismkelowna.com/stay).

Kelowna Reservation Center: Rentals of condos, apartments and suites.
(kelownareservationcenter.com)

TIP

See the rental unit first before paying the landlord any funds.



BEFORE YOU ARRIVE

CLASSIFIED LISTINGS OF RENTAL ACCOMMODATION ON AND OFF CAMPUS

Many other local websites and agencies provide services or classified listings of rental accommodation in and around UBC, Kelowna, and other local municipalities.

- **Castanet – Kelowna (castanet.net):** search rentals listings for apartments, housing, townhomes, etc.
- **Craigslist – Kelowna (kelowna.en.craigslist.ca):** search public listings of apartments, suites and homes for rent, either furnished or unfurnished.
- **Kelowna Daily Courier (kelownadailycourier.ca)** and the Kelowna Capital News (bcclassified.com): search Kelowna’s local newspapers for available accommodation in the Okanagan.
- **Kijiji – Kelowna (kelowna.kijiji.ca):** search rentals listings for apartments, housing, shared accommodation.

RESOURCES FOR RENTERS

To help you understand your rights as a tenant, refer to these resources:

- **Residential Tenancy Office (www2.gov.bc.ca/gov/topic?page?id=FE38AA18AC2B437A8C274E030254B3DD):** provides landlords and tenants with information and dispute resolution services.
- **Tenant Resource & Advisory Centre (tenants.bc.ca):** provides legal education and information about residential tenancy matters to tenants, community advocates and any others.

BUYING A HOME

Kelowna and the surrounding Okanagan area offer some of the most beautiful places to choose as home. There are a variety of housing

TIP

You can insure your accommodation and belongings against theft, fire, and other damage by purchasing renters’ insurance. Check the Yellow Pages (yellowpages.ca) for listings. Insurance rates can vary, so contact several companies to find the best price. Many companies will offer complimentary quotes.



REAL ESTATE AGENCIES *

Canada MLS
Century 21
Coldwell Banker
Okanagan Life Realty
RE/MAX Royal LePage



*Other agencies are available.
Check online for more listings.

options for purchase, including single family homes, apartments, condominiums, and townhouses.

The following tools, sites and services can assist you in the decision-making process of purchasing a home in Kelowna and its surrounding neighbourhoods.

RESOURCES FOR HOME-BUYERS

- **Canadian Bankers Association (cba.ca):** offers consumer information on mortgages, financing and the Canadian Home Buyer’s Plan.
- **Canada Home & Mortgage Corporation (cmhc-schl.gc.ca):** provides mortgage loan insurance, mortgage-backed securities, housing policy and programs, and housing research.

BEFORE YOU ARRIVE

CHILD & FAMILY CARE

The following resources are available to members of the UBC community.

UBC's Employee and Family Assistance Program (EFAP) is offered to UBC faculty and staff by Shepell (morneaushepell.com), EFAP is a confidential counseling service that can help you or your family members with any personal problem, big or small, that affects your family life, your work life or your general well-being. EFAP is self-referred, so no one need know that you are seeking help. Shepell provides faculty and staff with professional counseling, coaching and a childcare registry. For more details visit UBC HR (hr.ubc.ca/benefits).

UBC Okanagan's Welcome and Relocation Services Centre (hr.ubc.ca/housing-relocation) helps with the smooth transition of new faculty, staff, and their families who have relocated from outside Kelowna into the UBC community and Okanagan neighbourhoods. Visit the on-campus office located in the Administration building, room ADM002 (behind the bus loop), or contact Susan Fukushima at 250.807.8612.

CHILDCARE

Various child care options are available to meet your diverse needs, such as:

University Children's Learning Centre (ubcodaycare.com) provides quality group childcare for children – ages six months to five years – of UBC students, faculty, staff, and the community and surrounding areas.

Kelowna Parks and Recreation (www.kelowna.ca/cm/page172.aspx) provides preschool, out provides programs and services for pre-school children to young adults (age 14).

Godaycare (godaycare.com) offers daycare listings with reviews from parents in many communities throughout Canada. The Kelowna child care guide is a search engine that has been built to find childcare providers that offer infant, toddler, preschool, kindergarten, or school age programs. It also provides information on daycares available in Westbank and Winfield.

Kelowna Family YMCA (ymcaokanagan.ca/) provides preschool, out of school care, and day camps to Kelowna families.

Kelowna Community Website (kcr.ca/family-services/) provides information and lists for child care and child care development facilities in the Kelowna area.



If your children are born in Canada and English is their first language, you can go directly to your neighbourhood school to register.



BEFORE YOU ARRIVE

OTHER CHILDCARE RESOURCES

Boys and Girls Club of Kelowna (boysandgirlsclubs.ca) provides a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

Nannies on Call (nanniesoncall.com) provides reliable quality childcare 24/7. Nannies have 2 years childcare experience, are pre-screened, and first aid certified.

Canadian Nanny (canadiannanny.ca) is a source for families to research how to find nannies for hire (parents do their own screening).

For more information on childcare, visit the [Ministry of Children & Family Website](http://mcf.gov.bc.ca/childcare/) (mcf.gov.bc.ca/childcare/).

SCHOOLING

The Ministry of Education (gov.bc.ca/bced) is the branch of the provincial government that oversees standards and the quality of the educational system for both publically funded and privately funded schools, kindergarten through grade 12 (ages 5 - 17).

The Central Okanagan School District (sd23.bc.ca) provides area maps, school directories, and information on programs and services for Kelowna and the surrounding area.

Central Okanagan International Education (internationaleducation.ca) provides information for foreign nationals on enrolling and registering your children at a school (tenancy agreement requirements, medical coverage, work permit requirements).

For foreign nationals, work permits must be valid for one full year so children can register in school without paying international school fees.



SERVICES AT UBC

UBC recognizes that relocation often includes a spouse or life partner accompanying you to Kelowna. To accommodate personal needs, there are a number of services at UBC that are available.

UBC's Human Resources (hr.ubc.ca/careers/) department posts career opportunities in the areas of clerical/secretarial, technical, trades, management and professional positions, and openings for faculty positions.

UBC Okanagan's HR Department (hr.ok.ubc.ca/careers/auxiliary.html) has Auxiliary Casual Positions for short-term temporary placements that can be either part time or full time. Most of the placements are secretarial and clerical positions, but we also have demand for administrative, clinical secretarial and facilities maintenance staff.

BEFORE YOU ARRIVE

EXTERNAL SERVICES

At UBC Okanagan campus we recognize that employment opportunities for your spouse or partner may be a key consideration in your decision to become a member of our team. In an effort to help ease the transition, we have compiled a list of employment-related resources.

This list does not include all services available. Please contact the UBC Okanagan Welcome Relocation Services Centre for Okanagan-specific listings.

- **Service Canada (servicecanada.gc.ca)** offers services such as finding a job, starting a business, raising a family, having a baby or planning for retirement.
- **Monster (monster.ca)** hosts information and resources on various careers, an online job searching tool and the ability to create your own work profile.
- **Workopolis (workopolis.com/jobsearch/jobs-in-kelowna-british-columbia)** hosts information and resources on various careers, an online job searching tool and the ability to create your own work profile.
- **Eluta (eluta.ca)** is an online job searching tool that specializes in finding and monitoring job announcements of employers across Canada and provides email alerts to jobseekers.

ELDER CARE

With an aging demographic, UBC understands that faculty and staff sometimes care for aging family members, and may benefit from supportive resources. In addition to the Employee & Family Assistance Program (EFAP) and the Welcome and Relocation Services Centre, there are other external services that the University is aware of, such as:

EXTERNAL SERVICES

The provincial government's **B.C. Seniors Guide (www2.gov.bc.ca/)** provides information for seniors on housing, transportation, finances, recreation, support services, personal security and more. The Guide is available for download from the **Ministry of Health's** website. (www2.gov.bc.ca/).

SeniorsBC (seniorsBC.ca) provides information about government programs and services for older adults, including sections on health care, finances, benefits, housing, transportation and more.

The City of Kelowna (kelowna.ca) provides three Seniors' Centres in different communities throughout Kelowna. These Centres support recreational and educational opportunities for those 50 years and better, including fitness, crafts, music, health and wellness, computers, art, games and general learning.

DID YOU KNOW

There are many benefits and discounts available for seniors in areas such as transit, tax incentives and recreation. For more information visit **Seniors BC (seniorsBC.ca)**.



BEFORE YOU ARRIVE

EMPLOYMENT & IMMIGRATION

IMMIGRATION OVERVIEW

Immigration requirements for you and accompanying family members to enter Canada will depend on the type of appointment you have been offered. Your department and Human Resources can help you navigate this process. You are responsible for applying at the nearest Canadian visa office for work permit(s). Children in elementary or secondary school do not require a study permit before entering Canada. Residents of some countries are also required to obtain temporary resident visas. Citizenship and Immigration Canada (CIC) is the federal body that deals with immigration in Canada (cic.gc.ca).

TEMPORARY RESIDENCY

Once all the relevant documents are in place, you will be able to travel to Canada and meet with a Canadian Border Services Officer who will ask you some questions and then staple the necessary (conditional) permits into your passport(s). Each eligible family member can then work or study legally in Canada. If you are a temporary resident visa holder, you need to keep this valid if you want to travel to other countries and return to Canada.

PERMANENT RESIDENCY

You can apply for a Permanent Residency (landed immigrant) status if you have an ongoing appointment at UBC. There are various ways in which you can do this, the following being the most common:

- **BC Provincial Nominee Program:** Faculty Relations supports tenure stream faculty,



when your academic unit 'nominates' you to stay and work in Canada.

- **Federal Skilled Worker:** You apply and the decision is made based on your education, work experience and other set criteria.
- **Canadian Experience Class:** You can apply if you have recent Canadian work experience or have graduated and recently worked in Canada.

As a Permanent Resident, you are entitled to sponsor adult children, parents and grandparents to join you in Canada. Fees associated with all application routes.

DID YOU KNOW?

Your spouse may receive an open work permit at the Port of Entry matching the duration of your work permit. At the Port of Entry, children will either receive a study permit or a Visitor Record. Children should have two years of official school records translated into English.



BEFORE YOU ARRIVE

CITIZENSHIP

You can apply for Citizenship after being present in Canada for 1,095 days (three years). Days are counted as follows: each day as a Temporary Resident counts as half a day, and each day as a Permanent Resident counts as one day (cic.gc.ca/english/information/applications/adults.asp).

QUESTIONS?

Questions about UBC Immigration Process?



Contact: Faculty Relations
www.hr.ubc.ca/faculty-relations/immigration/

Welcome Relocation Services Centre
250.807.8612

BASIC IMMIGRATION PROCESS/ STEPS FOR FOREIGN NATIONALS 1:

1. Your Hiring Department provides you with an offer of employment/appointment which you accept and sign.
2. Your Hiring Department will ask you for various documents and these will be submitted to UBC Human Resources/Faculty Relations to begin the immigration process for your employment.
3. There are normally two ways in which you can obtain a temporary work permit: 1) under a Labour Market Impact Assessment exemption, or 2) through a Labour Market Impact Assessment. Human Resources/Faculty Relations arranges for all Faculty LMIA's and LMIA exemptions and the results will be reported back to you.
4. You will need to apply for a Work Permit, and possibly a Temporary Resident Visa.
 - Apply for a Work Permit: It is your responsibility to contact Citizenship & Immigration Canada (CIC) to apply for your work permit and any required visas or medical examinations (cic.gc.ca/english/work/apply-how.asp).
 - Apply for a Temporary Resident Visa (TRV) if necessary: Only citizens of certain countries need a TRV (cic.gc.ca/english/visit/visas.asp).
5. Begin arrangements for your move to Canada.
6. You will receive a letter or email from CIC once the Work Permit has been granted. Your Work Permit will be issued upon arrival in Canada so be sure to have your documentation available for inspection:
 - Letter of Offer of employment from UBC, passports, temporary resident visa (if applicable), travel documents (airline tickets, etc.) and any family documentation (marriage, birth certificates).



[1] Immigration advice may be found at cic.gc.ca. While this document contains a brief summary, it is an individual's responsibility to obtain up-to-date immigration information and advice.

BEFORE YOU ARRIVE

LABOUR MARKET IMPACT ASSESSMENT EXEMPTION

Postdoctoral fellows, visiting scientists/professors, award recipients, and citizens from some countries may be able to obtain a pre-approval from CIC for an exemption to the LMIA requirement.

DID YOU KNOW?

The Social Insurance Number (SIN) is a nine-digit number that all individuals need to work in Canada to have access to government programs and benefits.



TIP

Family members need correct documents attached to their passport upon entry into Canada as proof of 'status'. If your family arrives in Canada after you, they will need to present copies of the same documents that you did.



SOCIAL INSURANCE NUMBERS

Every worker in Canada must have a Social Insurance Number (SIN) available through Service Canada (servicecanada.gc.ca). Anyone who is to receive salary or an honorarium also must apply for a SIN from a Service Canada Centre.

All employees are required to present their SIN card to their employer within three days of starting work. Service Canada will issue you a SIN number on the same day you apply as long as you have all of the required documents present. In order to be paid, all employees must supply their SIN and a direct deposit number (from a bank).



BEFORE YOU ARRIVE

HEALTH CARE

MEDICAL COVERAGE

The Medical Services Plan (MSP) (www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp) is the provincial government's medical insurance plan. It pays for medically required services of physicians and surgeons, and for dental and oral surgery when it is medically required to be performed in a hospital. By law, MSP is mandatory for all eligible residents and their dependents so please register for this as soon as you arrive in BC. Premiums for coverage are assessed on a monthly basis and are applicable on an individual, couple, or family rate, based on your status. Effective January 1, 2015, monthly rates are \$72.00 for one person, \$130.50 for a family of two and \$144.00 for a family of three or more. From January 1, 2014, to December 31, 2014 monthly rates are \$69.25 for one person, \$125.50 for a family of two and \$138.50 for a family of three or more.

You can apply for MSP coverage once you arrive in B.C. However, new or returning residents to BC must complete a waiting period before they are eligible for MSP. The waiting period consists of the balance of the month of your arrival, plus two months.



TEMPORARY MEDICAL INSURANCE COVERAGE

During the three month waiting period for MSP, faculty and staff employed or appointed by the University from outside Canada should arrange for private insurance. You may choose to have your temporary health care insurance with UBC's preferred vendor, **David Cummings Insurance Services** (david-cummings.com/ubc).

TIP

If you are moving to BC from another Canadian province, you must contact your current health provider and inform them of your relocation. In most circumstances, they will cover your health care for the three month waiting period until MSP is in effect.

LEARN MORE

Learn more about UBC's comprehensive benefits at: hr.ubc.ca/benefits



Eligible faculty and staff members who hold an appointment of 50% or greater for one year or longer are covered for some of the costs of medical, dental, and other health and welfare benefits.

Your specific benefits entitlement will depend on your employee group.

BEFORE YOU ARRIVE

FINDING MEDICAL OR DENTAL PROFESSIONALS

DENTISTS

There are thousands of general dental practices and specialist across B.C. You can find a Dentist in your neighbourhood through the B.C. Dental Association (bcdental.org).

DOCTORS

Physicians and surgeons are registered through the College of Physicians and Surgeons of BC (cpsbc.ca). Finding a physician may take some time as many doctors have a waiting list. In Kelowna, an alternative resource may be to use a medical drop-in centre. Community medical centres and walk in clinics are staffed by licensed medical personnel for non-emergencies and are open during regular business hours. These centres provide the same services as a family doctor and you can opt to visit on days that a specific doctor is working. Should you have a medical condition any registered doctor can refer you to a specialist.

HOSPITALS

Doctors are on call through the emergency ward at most local hospitals, which are open around the clock. Okanagan-based hospitals are accessed through the Interior Health website (interiorhealth.ca) and include:

- Kelowna General Hospital
- Vernon Jubilee Hospital
- Penticton Regional Hospital

FOR MORE INFORMATION

For information on general medical care and conditions visit Health-LinkBC (healthlinkbc.ca).



PHARMACIES

Many independent pharmacy/drug stores exist, in addition to those found within large grocery store chains. Examples of large, chain stores with pharmacies include:

- Pharmasave (pharmasave.com)
- London Drugs (londondrugs.com)
- Shopper's Drug Mart (shoppersdrugmart.com)
- Rexall Drugs (rexall.ca)

DID YOU KNOW?

If you have an emergency while visiting or once you have arrived in Canada, dial

911

to reach fire, police or emergency services. Operators will dispatch the appropriate service to your location as soon as possible.

BEFORE YOU ARRIVE

HOME & FINANCES

BANKING

All the major Canadian banks have branches in Kelowna. Major banks in the area include the Royal Bank of Canada (RBC), TD Canada Trust, ScotiaBank, the Bank of Montreal, CIBC, HSBC, as well as various local community credit unions such as Interior Savings Credit Union. Many Automated Teller Machines (ATMs) can be found within local vendor stores and service stations. Bank machines often charge for withdrawals and usually dispense in Canadian (\$ dollar) currency, with the lowest value being \$20.00.

Opening an account is straightforward and you'll need some identification and preferably something to prove you are receiving earnings. Some types of accounts charge a (small) monthly fee, which will usually cover a certain number of transactions (e.g. withdrawals) a month; some accounts refund this if your balance is kept above a certain amount.



ELECTRICITY & UTILITIES

British Columbia has two major supplies of resources for electricity and natural gas.

- **BC Hydro (bchydro.com)**: generates and distributes electricity.
- **FortisBC (fortisbc.com)**: provides and delivers natural gas.

GROCERY STORES

Common "one-stop" supermarkets include Safeway, Save-On-Foods, the Real Canadian Superstore, Costco and IGA. Smaller community markets include Nesters, Choices, Whole Foods and other independent stores that usually carry a small supply of more urgent "staples" or alternative food choices (e.g. organics).



DID YOU KNOW?

While at UBC, any earnings are considered Canadian income unless otherwise indicated by Canada Revenue Agency (CRA).



BEFORE YOU ARRIVE

TAXES

Taxes pay for many public services like education, health, immigrant services, roads, parks, police and fire protection. All three levels of government (federal, provincial and municipal-local) in Canada collect taxes.

Consumer tax: Residents of British Columbia pay a 5% General Goods and Services (GST) tax applicable to goods and services purchased in British Columbia.

INCOME TAX: By law, deductions are taken from your salary and sent to the federal government. Every year in Canada, you must complete an income tax return. Annual tax filing occurs around February. You can file online on the Canada Revenue Agency website (cra-arc.gc.ca/esrvc-srvce/menu-eng.html). General guides and forms for submitting tax can also be picked up at any postal outlet or Service Canada Office. It is advised you file your tax returns as soon as possible, but the end of April is the due date.

PROPERTY TAX: Local governments send a bill for property taxes to anyone who owns a home, land or building. Find out about property tax assessments or learn about the provincial government's property tax programs and grants available (bcassessment.ca).

NEED A MOBILE CELL PHONE?

Bell, Rogers and Telus offer personal and corporate plans to UBC faculty and staff. Visit it.ubc.ca



TIP

Ways to file your income tax include doing it yourself (using tax software for your computer), using an online tax service, or going to a business such as H&R Block.



TELEVISION, TELEPHONE & INTERNET SERVICES

The following represent the largest providers of television, telephone and internet service in BC:

- Bell (bell.ca), Shaw (shaw.ca) and Telus (telus.com)

British Columbia has a number of major suppliers of cellular service, as well as some small subsidiaries that “piggyback” off the larger company networks. The larger companies often have more extensive networks whereas a smaller company may try to offer better pricing or more features in an attempt to compete. Companies often offer packages for the consumer or corporate business user and offer monthly plans with or without a contract or pay-as-you-go.

Major cellular providers include:

- Bell (bell.ca), Fido (fido.ca), Rogers (rogers.com) and Telus (telus.com)

BEFORE YOU ARRIVE

TRANSPORTATION

From driving to buses to walking or riding your bike, there are various accessible ways to take you around the city of Kelowna and neighbouring communities.

PUBLIC TRANSPORTATION

The Kelowna transit system has service throughout the City of Kelowna as well as servicing the communities of West Kelowna, Lake Country, Vernon and Peachland. There is also an Express rapidBus that runs through Kelowna directly to UBC Okanagan.

CYCLING

Cycling is not only a form of exercise but is a popular mode of transportation among residents of Kelowna. There are nearly 300 kms of on-street bicycle lanes and 40 kms of separated paved multi-use paths. Kelowna's 'Rails with Trails' pathway is one example of a paved multi-use pathway that provides a safe, accessible route for cyclists).

DRIVING

If you possess a driving license from another Canadian province, the US, or from overseas, your license is valid in British Columbia for a period of 90 days as long as you meet BC's licensing requirements. Prior to the 90 day grace period you must visit an ICBC driving licensing office (icbc.com) to get a BC license.

TAKING TRANSIT?

Plan your public transit trip in advance using the Kelowna Regional Transit website (transitbc.com/regions/kel/)



TAXIS

Taxi companies are regulated and are at a set rate, but can be expensive and tipping is expected. Some examples of well known taxi companies include **Yellow Cab** (yellowcabonline.com) and **Blacktop & Checker** (btccabs.ca).

BUSES

Fares vary depending on the time of day and type of fare payment (e.g. monthly pass, and reduced fares for seniors). You can buy tickets or passes at grocery stores, convenience stores as well as drug stores. Tickets are also available at banking institutions. Fares must be paid in exact change.

All accessible Kelowna Regional Transit buses are equipped with racks that can carry up to two bikes at a time. The bike racks hold most wheel and frame sizes, but were not designed to hold tandem or motor-powered bikes. There is no extra charge to bring your bike on the bus.

AIRPORT

Kelowna International Airport (YLW) plays a vital part in the economic development and prosperity of the Okanagan Valley. Serving 1.44 million passengers annually, YLW offers 64 daily non-stop commercial flights within Canada plus seasonal service to international vacation spots.

WHEN YOU ARRIVE

YOUR FIRST DAY/WEEK

As a new member of the UBC community, we hope that your employment here will be successful, rewarding, and enjoyable. Our goal is to ensure that you are able to quickly get answers to the many questions you may have during your first few weeks at the University. Working together, we want to provide an easy transition in your new work environment. Here are a few essential things that should be completed within your first week of employment.

GETTING TO/FROM CAMPUS

PARK HERE

Permanent Staff and Faculty are eligible for parking through ongoing payroll deduction. Passes are based on availability. Employees may be placed on a waitlist if applying for a parking pass during the regular school year. More information can be found on the [Parking Services website \(parking.ok.ubc.ca\)](http://parking.ok.ubc.ca).

PARK THERE

UBC has reciprocal parking agreements with Simon Fraser University and the University of Victoria. Faculty and staff who have current parking permits may park in faculty/staff lots at these academic institutions.

CYCLING

There are nearly 300 kms of on-street bicycle lanes and 40 kms of separated paved multi-use paths. Kelowna's 'Rails with Trails' pathway is one example of a paved multi-use pathway that provides a safe, accessible route for cyclists. To plan your route use the City of Kelowna 'Bike Map' (kelowna.ca/CM/Page370.aspx).

TIP

Directions and maps for UBC can be obtained at maps.ok.ubc.ca/map/



WHEN YOU ARRIVE

IMPORTANT DATES

ACADEMIC YEAR

The academic year runs from *September 1 to August 31* and is divided into Winter and Summer sessions, each with two terms:

Winter Term 1: Early September to late December

Winter Term 2: Early January to late April/early May

Summer Term 1: Mid-May to early July

Summer Term 2: Early July to mid-August

UNIVERSITY HOLIDAYS

UBC recognizes the following as paid holidays:

January: New Year's Day (1st)

February: Family Day (2nd Monday)

March or April: Good Friday & Easter Monday

May: Victoria Day (3rd Monday)

July: Canada Day (1st)

August: BC Day (1st Monday)

September: Labour Day (1st Monday)

October: Thanksgiving Day (2nd Monday)

November: Remembrance Day (11th)

December: Christmas Day (25) & Boxing Day (26).

PAYROLL, BENEFITS, ID & ACCOUNT ACCESS

BENEFITS & PAYROLL

All new eligible faculty and staff hires can enroll for their payroll, benefits, and pension package through the online Benefits Sign-up (hr.ubc.ca/benefits). Be sure to review the checklist of items you'll need before beginning this process. Please deliver the completed forms to Human Resources located in room 002 of the Administration Building (street level behind bus link).

CAMPUS-WIDE LOGIN (CWL) ID ACCOUNT

CWL is designed to give you access to UBC's online applications with the same username and password. A CWL account gives access to the "myUBC" online portal (my.ubc.ca) which provides information about your paycheque, pension and benefits.

WELCOME AND RELOCATION SERVICES

You will find useful information at the Welcome and Relocation Office located in Human Resources in room 002 on the lower level of the Administration Building. The Office has information available to assist in the transition of new staff and their families who are relocating to the beautiful Kelowna area. Information is also available on the Okanagan Campus segment of the Housing & Relocation Services website. (hr.ubc.ca/housing-relocation/).

WHEN YOU ARRIVE

UBC RESPECTFUL STATEMENT

The University's Statement on Respectful Environment for Students, Faculty and Staff (hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf) reflects our core values of mutual respect and equity and promotes a safe, caring and respectful campus community. Review of this statement is mandatory for all employees.

UBC ID / LIBRARY CARD

Your UBC identification Card can be used to access the Library, as well as provide discounts to various services and external vendors. Once you receive your 7-digit UBC Employee Number, faculty and staff can obtain their UBC Card in person at the UBC Services-Student Services counter (UNC 2nd floor).

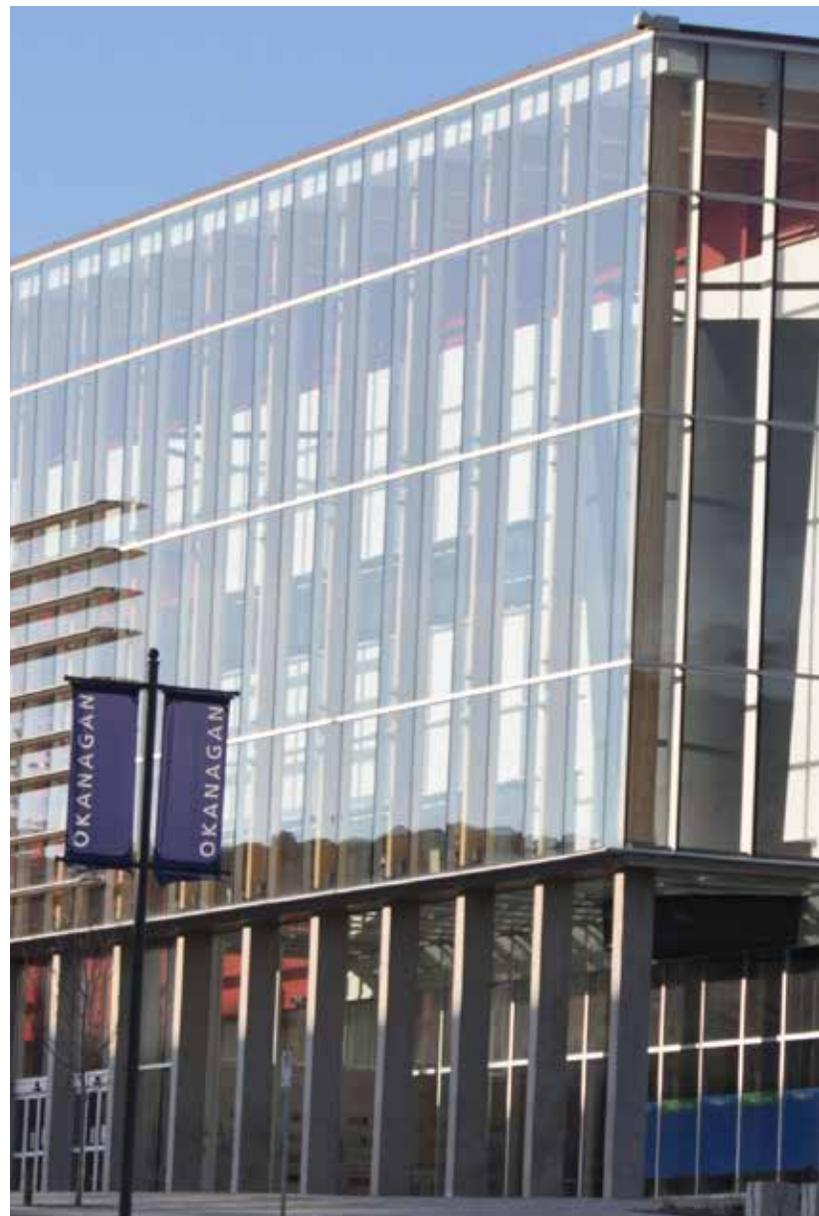
OTHER SYSTEMS

Your position at the University and the type of work you do may require access to other specific computer systems and applications. Examples of these include:

- **Student Information Service Centre (SISC):** The SISC is UBC's record of each student and includes information on academic standing, awards and communication (students.ubc.ca).
- **Faculty Service Centre (FSC):** Instructors and administrators use the FSC to access class lists, enter grades and send emails to students in specified courses. It is also used for course outline URL maintenance, course restriction viewing, curriculum management, faculty course management and course scheduling (students.ubc.ca).
- **Financial Management Information System (FMS):** Administrators use FMS for budgeting and financial accounting and reporting (finance.ubc.ca).

ONBOARDING AND ORIENTATION

Check with the Department Administrator or Supervisor in your area responsible for parking, facility access, library card, photo ID, etc.



WHEN YOU ARRIVE

- **Human Resources Information System (HRMS):** Faculty and staff administrators use HRMS to view the employment history of individual faculty, staff and student employees and to produce reports and extract employment related data (hr.ubc.ca).
- **Research Information System (RISe):** Faculty and staff administrators use RISe as an online research administration tool to manage research grant applications online via a completely transparent process that can be tracked through to approval, certification or awarding of funds (ors.ubc.ca).
- **WebCT Vista:** Faculty may use WebCT for online course management that was designed to provide a virtual environment for instructors and students (elearning.ubc.ca).

ORIENTATION EVENTS

UBC has several orientation events designed to introduce campus life to new faculty and staff. Participating in one or more orientations will help get you off to a great start.

UNIVERSITY-RUN ORIENTATIONS: GENERAL

University-wide orientations provide a great way to connect with others who are new to campus. The orientations are coordinated by the Department of Human Resources (hr.ubc.ca). If you are unable to attend an in-person orientation session, UBC has developed a number of online orientations.

- **The Virtual Welcome and Resource Centre:** a centralized online hub of information for new and current faculty and staff.
- **Quick Start Orientation:** a user-friendly way to find customized information delivered to your email or in a web browser format.
- **UBC's Online Orientation (hr.ubc.ca/orientation)** has been broken down into three pieces: 'You' – things you need to do before your first day at work; 'You and Your Job' – your first day at UBC and what you can expect during your first week; and 'You & Your Community' – becoming familiar with the UBC community in your first few months.



WHEN YOU ARRIVE

UNIVERSITY-RUN ORIENTATIONS: SPECIFIC TOPICS

The following orientation programs are offered by specific units/departments at UBC and are intended for a specific audience.

- **Association/Union orientations:**
Depending on your employee group, an orientation event or session may be offered (hr.ubc.ca/faculty-staff-resources/employee-groups).
- **Faculty Relations - Tenure and Promotion Workshop:** provided to new faculty members each year. This workshop covers items such as dossier preparation and preparing for tenure/ promotion reviews (hr.ubc.ca/faculty-relations).
- **Pension Office - Human Resources:**
The Pension Office offers pension plan information sessions and workshops several times a year for both Staff and Faculty (pensions.ubc.ca).
- **New Faculty Orientation:** The Office of Research Services and Human Resources host orientation sessions for new faculty covering various topics such as research grant writing, the tenure and promotion process, roundtable discussions, and more. (hr.ubc.ca and research.ubc.ca).

FACULTY/ DEPARTMENT/ UNIT ORIENTATIONS

Your Faculty/Department/Division/Unit may also have orientation events and information available to help you learn more about your specific organization, working environment, key contacts (e.g., leadership) and more. Contact your department administrator or online at your unit's website.



AFTER YOU ARRIVE

YOUR SECOND MONTH

Having completed your first month at UBC you may now be ready to branch out and learn more. Here are just a few things that may be of interest to you.

DATES & DEADLINES

At UBC Okanagan there is always an event going on or an important date or deadline to follow. Below are a few of the key sources of information for faculty and staff.

- **Academic Calendar:** online guide to all programs, courses, services, and policies. (calendar.ubc.ca).
- **Events:** online listing of ceremonies, concerts, conferences, lectures, workshops, fairs, fundraisers and more (events.ubc.ca).

MORE ABOUT UBC

After settling in, you may be ready to learn more, expand your network of colleagues, or just find out more about your new 'home'.

Campus Trails: Explore UBC Okanagan's campus trails (Pine Trail, Snowberry Loop, Old Pond Trail and Juniper Trail). Check for bear and/or cougar sightings before walking the wooded Pine Trail (campushealth.ok.ubc.ca/ubco-trails/).

Tours: Take a virtual tour of the Okanagan campus (you.ubc.ca/ubc-life/virtual-tour/), or find out what Kelowna is like.



AFTER YOU ARRIVE

YOUR THIRD MONTH & BEYOND

COACHING/ MENTORING OPPORTUNITIES

ACADEMIC LEADERSHIP

The Academic Leadership Series is offered by the UBC Okanagan Human Resources Department and the Office of the Provost each year to new academic Heads of Unit to come together and gain information and support to facilitate their success in carrying out their administrative duties (hr.ok.ubc.ca).

COACHING

UBC offers free 1-on-1 Professional Coaching Services for staff and faculty and quarterly coaching workshops through UBC's MOST Programs to integrate coaching skills and learning (hr.ubc.ca/coaching).

MOST DEVELOPMENT WORKSHOPS

The MOST Program offers professional development workshops geared to enhance and improve your effectiveness at work, as well as to support your career and personal development (hr.ubc.ca/learning-development/most-workshops).

MANAGEMENT DEVELOPMENT

This 18 month program has been designed to challenge leaders at all levels to be their very best. Based on a leadership model that starts with the idea that the act of managing requires an understanding of both management and leadership and a dual focus on tasks and people, this program includes assessments, coaching, workshops and peer mentoring (ubc.ca/okanagan/hr/learning/managing).

REACH OUT!

At UBC you have an opportunity to stretch your mind and body – take advantage of everything that UBC has to offer!



AFTER YOU ARRIVE

ADDITIONAL OPPORTUNITIES

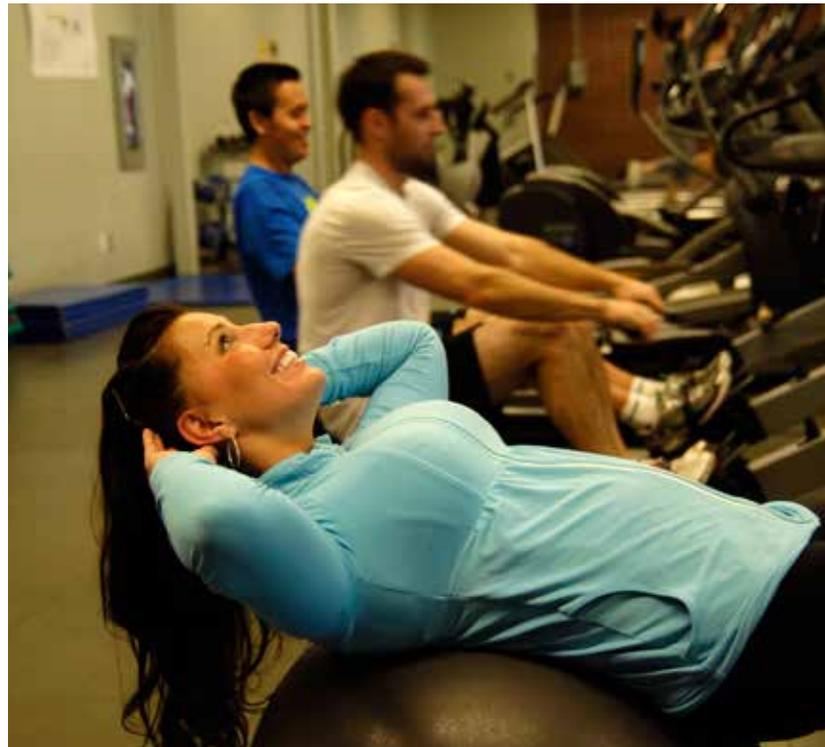
As an academic institution, UBC fosters a culture of learning for staff and faculty. UBC is committed to supporting the professional development of all employees.

- **Essential Administrative Skills Series:** a certificate program for staff offering a variety of courses, workshops and discussion sessions focused on financial and human resource system training, software skills, social media training, and more (ubc.ca/okanagan/hr/learning/adminskills).
- **Healthy Workplace Initiative Program:** The Healthy Workplace Initiatives Program fund is available to UBC departments, units and operational committees to support healthy workplace initiatives and share examples of good practice (ubc.ca/okanagan/hr/health).
- **Health and Wellbeing at Work:** Human Resources on the Okanagan campus offers ongoing programs and support to assist you in maintaining good health. Some of the programs you can participate in are the B.E.N. program (Behavior modification, Exercise and Nutrition), health assessments, yoga, sports day, 'Thrive', and health workshops (ubc.ca/okanagan/hr/health).
- **WRAP:** The Work Re-Integration and Accommodation Program is aimed at providing a collaborative approach to injury/illness (sick) leave and returning or remaining at work following an injury or illness (hr.ok.ubc.ca/health/wrap.html).

PROFESSIONAL LEARNING & DEVELOPMENT

As part of our commitment to support the continuing health and well-being of you and your family, the UBC Benefits plan provides several professional development opportunities. We recognize that ongoing learning is important to fostering an engaged workplace, especially at a leading University such as UBC. The following opportunities are available to eligible faculty and staff.

The Centre for Teaching, Learning & Technology is designed to help enhance the teaching skills of faculty and graduate students across UBC. Workshops, support services, and professional development programs are offered to meet a wide range of needs and interests (ctl.ok.ubc.ca).



AFTER YOU ARRIVE



Courses through the UBC Continuing Studies program serve the adult education needs of lifelong learners at the University as well as in the community. Both campuses can take advantage of a wide range of courses, workshops, seminars and certificate programs throughout the year (cstudies.ubc.ca).

Faculty and staff have access to a wide variety of UBC undergraduate and graduate level courses as well as those through Continuing Studies. The faculty and staff Tuition Benefit provides tuition assistance, within established eligibility rules (hr.ubc.ca/benefits/professional-development).

The UBC Library provides instruction, courses, workshops etc., on a variety of topics including an orientation to the library system at UBC, research skills, instruction on the numerous databases available and general skill development in certain microcomputer applications (library.ok.ubc.ca).

The Human Resources' division of Organizational Development & Learning or "ODL" offers solutions for the individual, for the team, and for the organization. Individual services include one-on-one coaching services and courses. Solutions for the Team include performance management consulting and group needs assessments - interventions designed to enhance team cohesion and performance (ubc.ca/okanagan/hr/learning).

The Professional Development Reimbursement Fund provides financial reimbursement for professional development expenses. These expenses must relate to activities that enhance the performance, ability, or effectiveness of an employee's work at the University. Visit the site to read more on eligibility requirements (ubc.ca/okanagan/hr/learning/profdevl).

COMMUNITY SERVICE

UBC offers opportunities for faculty and staff for professional development through volunteer opportunities and community service.

LYNDA.COM ONLINE VIDEO TUTORIALS

(www.lynda.com) is a learning resource that supports the availability of accessible, timely, work-related learning opportunities to enhance faculty and staff performance and career development.

GO GLOBAL PROGRAM

(facultystaff.students.ubc.ca/lead-global-seminar) Go Global Seminars offer Faculty the opportunity to 'move the classroom' to a location that deepens student learning, typically in international locations.

CAMPUS RESOURCES & SERVICES

The following list represents the departments or services that you are most likely to require as you start work at UBC. A more complete listing of Okanagan departments and services is available online (ok.ubc.ca).

DISABILITY RESOURCE CENTRE

The Disability Resource Centre is a resource and service centre for students, faculty, and staff that ensures educational equity for those who have a disability, illness, or injury and experience barriers in an educational setting (ubc.ca/okanagan/students/drc).

BOOKSTORE

The UBC bookstore is the place to buy textbooks, general and specialty books, school supplies, clothing, giftware, computer hardware and software (bookstore.ubc.ca).

EQUITY OFFICE

The Equity Office offers education and training outreach to promote and sustain respectful learning and working environments, and works to prevent discrimination and harassment on campus (ubc.ca/okanagan/equity/welcome.html).

PAYMENT AND PROCUREMENT SERVICES

Contact Payment and Procurement Services for questions about payroll, deductions, benefits enrollment, or changes to your benefits (including health and dental, life insurance, leaves, etc), tuition fee benefits, and year-end tax forms/ slips (called "T4's" and "T4A's") (pps.ok.ubc.ca).

DID YOU KNOW?

UBC has an app for iPhones and iPods that will allow you to stay current on UBC news and events, as well as find UBC buildings. Get it now as a free download from the iTunes store.



FOOD SERVICES

Aramark, UBC Okanagan's food services provider, supports sustainability by using environmentally friendly green chemicals and products, and a recycling program. They also grow their own herbs and have developed the 'Campus Dish' program which provides produce from Kelowna Farmers' Market (sustain.ok.ubc.ca/sustcamp/operations/foodservices.html).

HUMAN RESOURCES

Human Resources (HR) provides support and advice to UBC departments and offers a range of services for faculty and staff including recruitment and employment, training and development, labour relations issues, and personal benefits administration. The HR portfolio is divided into a number of units with services for both faculty and staff (hr.ok.ubc.ca).

CAMPUS RESOURCES & SERVICES

FACULTY RELATIONS

This branch of Human Resources is dedicated to faculty-related issues and provides resources for faculty, professional librarians and program directors and their administrators on issues such as:

- Recruitment
- Immigration
- Appointment information
- Compensation including salaries, benefits and leaves of absence
- Tenure and promotion
- The Faculty Association Collective Agreement
- Relevant policies and procedures
- Retirement

Okanagan campus contact (hr.ok.ubc.ca)



OFFICE OF THE PROVOST AND VICE-PRINCIPAL ACADEMIC

If you are a faculty member, the Office of the Provost and Vice-Principal Academic offers a number of resources, initiatives, and awards to support you in your support of the academic mandate of the University (provost.ok.ubc.ca).



Cyntia Mathieson
Provost and Vice-Principal
Academic

OFFICE OF RESEARCH SERVICES

Operating under the Vice-Principal Research, the Office of Research Services at UBC's Okanagan campus strives to enhance research by providing high-quality administrative service—actively promoting, developing, and managing research support services, facilitating knowledge transfer, and fostering innovation (research.ok.ubc.ca).

CAMPUS SECURITY

For an emergency, or to report a security incident, contact UBC Campus Security at 250.807.8111 or local 78111. SafeWalk is a program available to students, staff and faculty 24 hours per day. Trained students provide the service every evening until midnight. During off hours Campus Security personnel provide the service (security.ok.ubc.ca).

CAMPUS RESOURCES & SERVICES

CAREER DEVELOPMENT PLAN

The Career Development Plan is a personalized action plan used by individuals to map their careers. It is like a road map consisting of: Starting Point (Where Am I Now?), Destination (Where Do I Want to Go?), and Route (How Will I get There?). Create and develop a personalized Career Development Plan (hr.ubc.ca/career-navigation/career-development-plan).

NEW TO UBC

Human Resources 'New to UBC' website provides access to Faculty & Staff Self Service (SSC), information on orientation, benefits and pension, Payroll, Faculty and Staff Perks, and Collective Agreements (hr.ubc.ca/faculty-staff-resources/new-to-ubc).

WELCOME AND RELOCATION SERVICES CENTRE

The Welcome and Relocation Service Centre on the Okanagan campus helps with the smooth transition of new faculty, postdoctoral fellows, staff and their families who have relocated from outside Kelowna into the UBC Community and Okanagan neighbourhoods. Our goal is to assist newcomers to settle quickly into their new home by providing answers or directing you to where you can find them (www.hr.ubc.ca/housing-relocation/).

TIP

LOOKING FOR A...

Person: ok.ubc.ca/directories

Place: maps.ok.ubc.ca

Thing: ok.ubc.ca/events



OTHER POPULAR UBC WEBSITES

President.ubc.ca

Learn about the President, and University's governing bodies.



Strategicplan.ubc.ca

Learn about UBC's strategic plan and direction for the future.

Students.ok.ubc.ca

Working with students? Learn about access to Student Information Service Centre.

Calendar.ubc.ca/okanagan

See the comprehensive guide to all programs, courses, services and academic policies.

hr.ubc.ca/hr-networks/2015/02/summary-for-ubc-policies-and-expectations-for-faculty-staff/

The Summary for UBC Policies and Expectations for Faculty and Staff is an information resource for UBC employees and it intended to provide an overview of existing policies and procedures.

Hr.ubc.ca/careers/why-ubc/perks/

Perks and discounts.

PERSONAL CHECKLIST

The list below is intended to provide you with a general overview of the many items involved in a relocation/move. It is not an all-inclusive list and can be customized to suit your needs.

PRE-ARRIVAL

- Receive confirmation of employment (offer letter)
- Arrange for immigration - visas/passports/health exams if required
- Arrange for interim health care insurance, if required
- Arrange house move (legal, rent/purchase/sale, moving company)
- Arrange office move (equipment, supplies, personnel), if applicable
- Check feasibility and cost of relocating a vehicle (registration/insurance)
- Arrange for personal/family needs (child, school, eldercare and pets etc.)

WHEN YOU ARRIVE...YOUR NEW HOME

- Apply for Social Insurance Number (SIN) for employment (if applicable)
- Apply for Medical Services Plan (MSP) for health coverage
- Arrange for home insurance coverage
- Arrange set up of home services – cable, telephone, internet, gas, electricity
- Confirm personal/family needs (child, school, eldercare and pets etc.)
- Arrange personal banking and financial information/accounts
- Validate driver's license and arrange for car insurance
- Explore community centres and recreational programs

YOUR FIRST DAY/ WEEK

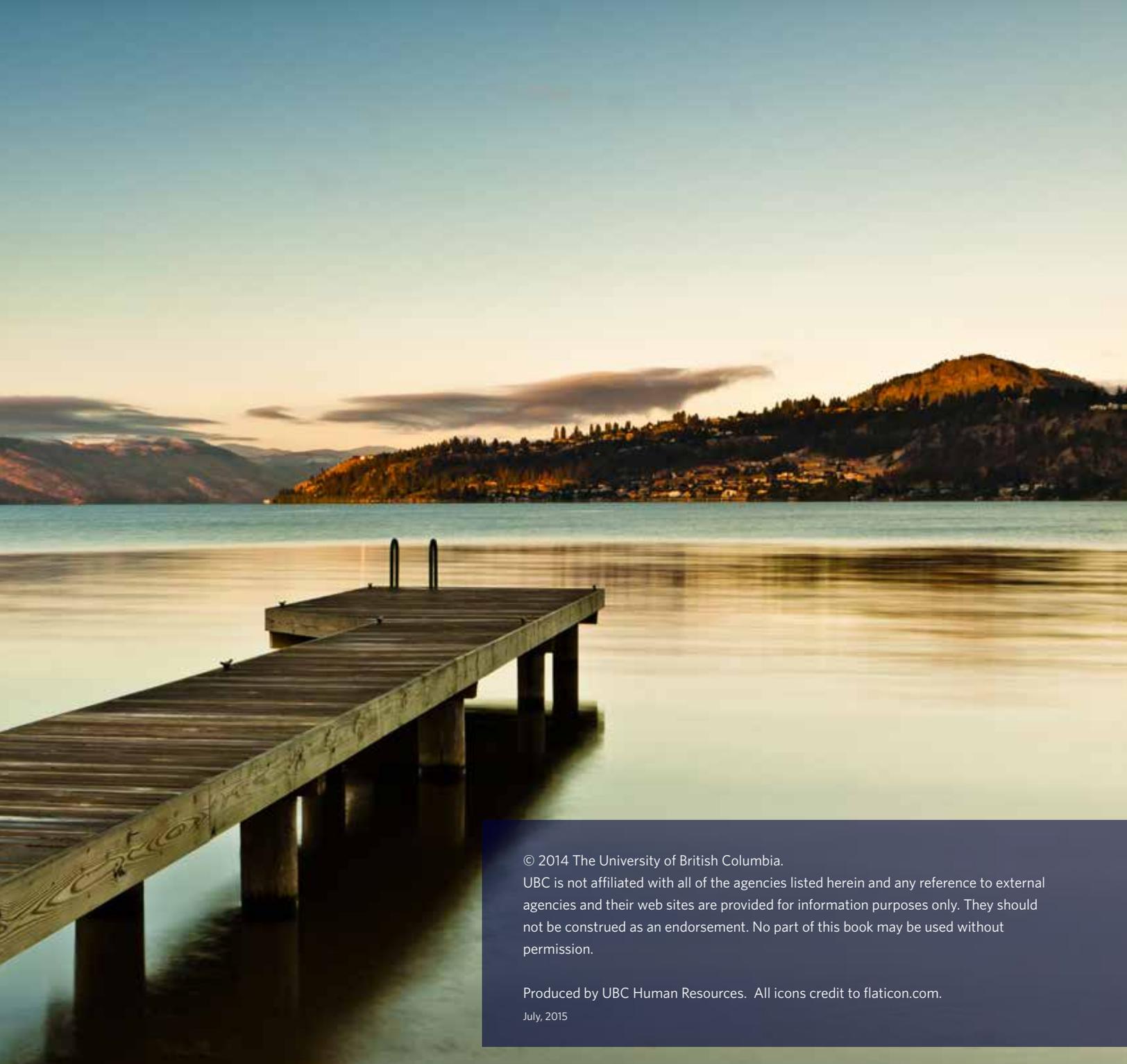
- Arrange transportation to/from work and parking, if required
- Enroll in UBC benefits and payroll automatic deposit
- Obtain photo identification/library card & other identification
- Obtain building/room keys/photo ID card access
- Obtain access to systems/software (e.g. HRMS or FMS)
- Review and begin the University-wide Orientation
- Complete orientation to your union/association/ employee group
- Complete orientation to your Faculty/Department/Division/Unit
- Complete orientation to your site/location/office/building/floor
- Complete orientation to your team/position

YOUR SECOND MONTH

- Note key dates for events at UBC/ in your Faculty/ Department/ Division/ Unit
- Note key deadlines for award applications or research grant proposals/reviews (if Faculty)
- Consider taking a campus tour to learn more about where you work
- Expand your network and meet colleagues
- Look into doctors and dentists around your neighbourhood

YOUR THIRD MONTH & BEYOND

- Explore professional development opportunities
- Consider getting involved - connecting with colleagues in your area of work or volunteering to meet others who share similar interests.



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July, 2015

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Kelowna, B.C., Canada V1V 1V7
Tel: 250.807.8000
www.ok.ubc.ca

Vancouver Campus
2329 West Mall
Vancouver, B.C., Canada V6T 1Z4
Tel: 604. 822. 2211
www.ubc.ca



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Okanagan Campus