Welcome the Guide for faculty & staff
UBC Vancouver Campus
UBC is committed to sustainability. Bearing in mind the environment, social and economic outcomes of our every decision and action please think carefully before printing this document (sustain.ubc.ca).
A MESSAGE FROM HUMAN RESOURCES

Hello, and a warm welcome from UBC Human Resources.

It is my pleasure to introduce you to UBC Human Resource’s role within the University community. UBC’s human resources professionals, both within the HR unit and in UBC’s faculties and departments, work hard to ensure our people practices are congruent with Place and Promise, the University’s strategic plan.

Our intent is to create and sustain partnerships that enable UBC to achieve its vision through innovative and supportive people practices, and we are committed to doing so through Focus on People – a framework that arose from the feedback of faculty and staff.

UBC is 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.

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 personal and professional development opportunities for faculty and staff.

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

Sincerely,

Lisa Castle
Associate Vice President, Human Resources.

UBC’s Values

academic freedom, advancing and sharing knowledge, excellence, integrity, mutual respect & equity, public interest.

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.
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 is in the dynamic city of Kelowna in the Okanagan Valley, approximately four to five hours away from Vancouver. UBC Okanagan, open since 2005, provides an intimate learning community in the spectacular wine growing region of British Columbia. Learn more about UBC (ubc.ca/about).

Quick Facts

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<th>University</th>
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<td>1</td>
<td>University</td>
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<tr>
<td>2</td>
<td>major campuses in Vancouver and Kelowna</td>
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<tr>
<td>&gt; 10</td>
<td>billion dollar contribution to British Columbia's economy</td>
</tr>
<tr>
<td>35</td>
<td>faculties, schools and colleges</td>
</tr>
<tr>
<td>&lt; 40</td>
<td>consistently ranked one of the world's top 40 universities</td>
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<tr>
<td>&gt; 175</td>
<td>million dollars in donor gifts received from alumni, students, parents, corporations and foundations</td>
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<tr>
<td>&gt; 480</td>
<td>undergraduate and graduate programs</td>
</tr>
<tr>
<td>&gt; 550</td>
<td>million dollars in annual research funding</td>
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<tr>
<td>&gt; 2,000</td>
<td>students participating in community service learning initiatives</td>
</tr>
<tr>
<td>&gt; 7,000</td>
<td>international students</td>
</tr>
<tr>
<td>&gt; 9,500</td>
<td>staff members</td>
</tr>
<tr>
<td>&gt; 10,000</td>
<td>undergraduate and graduate degrees awarded annually</td>
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<tr>
<td>&gt; 11,000</td>
<td>faculty members (including professional, teaching, clinical, and term)</td>
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<tr>
<td>&gt; 54,000</td>
<td>undergraduate and graduate students</td>
</tr>
<tr>
<td>&gt; 250,000</td>
<td>alumni in over 120 countries around the world</td>
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Source: publicaffairs.ubc.ca | ubc.ca/about | pair.ubc.ca
ABOUT VANCOUVER/B.C

Vancouver is the largest city in Western Canada, located in the southwestern corner of the province of British Columbia. Situated between the North Shore and coastal mountains and the edge of the Pacific Ocean, Vancouver is one of North America’s most beautiful cities. For the fifth year in a row, Vancouver has been ranked as the world’s most desirable place to live by the Economist magazine.

The vibrant downtown core offers all of the amenities of an international destination - from hundreds of restaurants and clubs, to countless parks and recreation facilities, to world-class entertainment and sporting events. UBC’s downtown site, UBC Robson Square, is also located in the heart of the city of Vancouver.

Learn more about Vancouver (vancouver.ca & tourismvancouver.com).

Quick Facts

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<tr>
<td>1</td>
<td>of the world’s most livable cities and voted Canada’s greenest city</td>
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<td>2</td>
<td>Canada’s second busiest airport is Vancouver International</td>
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<tr>
<td>3</td>
<td>most populated province in Canada, after Ontario and Quebec</td>
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<tr>
<td>&gt; 70</td>
<td>languages spoken by its residents</td>
</tr>
<tr>
<td>&gt; 75</td>
<td>billion dollars in goods traded annually</td>
</tr>
<tr>
<td>&gt; 144</td>
<td>square kilometers or 44 square miles</td>
</tr>
<tr>
<td>&gt; 200</td>
<td>diverse parks</td>
</tr>
<tr>
<td>&gt; 210</td>
<td>hotels, motels and inns available in Metro Vancouver</td>
</tr>
<tr>
<td>&gt; 400</td>
<td>kilometers of bike lanes across the city – and growing!</td>
</tr>
<tr>
<td>&gt; 2,900</td>
<td>acres of parks and other spaces</td>
</tr>
<tr>
<td>&gt; 38,000</td>
<td>immigrants to the Vancouver area each year</td>
</tr>
<tr>
<td>&gt; 850,000</td>
<td>cruise ship passengers to Vancouver’s port each year</td>
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<tr>
<td>&gt; 1,100,000</td>
<td>jobs in Metro Vancouver</td>
</tr>
<tr>
<td>&gt; 2,100,000</td>
<td>residents call Metro Vancouver home</td>
</tr>
<tr>
<td>&gt; 7,500,000</td>
<td>annual visitors to Vancouver from around the world</td>
</tr>
</tbody>
</table>
Learn more about Vancouver & British Columbia

> Vancouver.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, and take advantage of special offers.

> TourismVancouver.com
Find things to do, places to stay or eat, and see listings of current events around town.
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 BC and Vancouver.

**Attractions**

Vancouver 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:

- **Canada Place** ([canadaplace.ca](http://canadaplace.ca)): home to Vancouver Convention Centre, the Pan Pacific Hotel, Port Metro Vancouver Corporate Offices and Cruise Ship Terminal, the World Trade Centre Office Complex and VINCI Park parking facility.

- **Capilano Suspension Bridge and Park** ([capbridge.com](http://capbridge.com)): a 230 foot suspension bridge, tree top walk and nature trails in North Vancouver.

- **Granville Island** ([granvilleisland.com](http://granvilleisland.com)): take a boat over to Granville Island to explore the fun market, original crafts, and entertaining shows daily.

- **Grouse Mountain** ([grousemountain.com](http://grousemountain.com)): features panoramic views of Vancouver, as well as hiking, skiing, zip lining and more.

- **Pacific National Exhibition** ([pne.bc.ca](http://pne.bc.ca)): experience amusement park rides, animal shows, performers and the fun of a country fair during the summer months.

- **Science World** ([scienceworld.bc.ca](http://scienceworld.bc.ca)): learn about science through hands-on exhibitions, demonstrations and the impressive OmniMax movie theatre.

- **Stanley Park** ([vancouver.ca/parks/parks/stanley](http://vancouver.ca/parks/parks/stanley)): see Vancouver’s most visited attraction – a beautiful 1,000 acre park close to the downtown core.

- **Vancouver Art Gallery** ([vanartgallery.bc.ca](http://vanartgallery.bc.ca)): houses a permanent collection of more than 10,000 artworks by local and international artists.

- **Vancouver Aquarium** ([vanaqua.org](http://vanaqua.org)): a self-supporting, non-profit association dedicated to affecting the conservation of aquatic life through display and interpretation, education, research, and direct action.

- **VanDusen Botanical Gardens** ([vandusengarden.org](http://vandusengarden.org)): see this 55 acre garden featuring plants from every continent.

- **Vancouver Lookout at Harbour Centre Tower** ([vancouverlookout.com](http://vancouverlookout.com)): experience 360 degree bird’s eye views of the city.

**Climate**

Climate in British Columbia is influenced by latitude, mountainous topography and the Pacific Ocean. Vancouver is known for its warm moderate climate. The summer months June - September, are sunny in contrast to the winter which tends to be rainy, especially between October and March.

**Average Temperature**

<table>
<thead>
<tr>
<th>Month</th>
<th>Celsius</th>
<th>Farenheit</th>
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<tbody>
<tr>
<td>January</td>
<td>5</td>
<td>42</td>
</tr>
<tr>
<td>February</td>
<td>7</td>
<td>44</td>
</tr>
<tr>
<td>March</td>
<td>10</td>
<td>50</td>
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<tr>
<td>April</td>
<td>14</td>
<td>58</td>
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<td>May</td>
<td>18</td>
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<td>21</td>
<td>69</td>
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<td>July</td>
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<td>August</td>
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<td>September</td>
<td>18</td>
<td>65</td>
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<tr>
<td>October</td>
<td>14</td>
<td>58</td>
</tr>
<tr>
<td>November</td>
<td>9</td>
<td>48</td>
</tr>
<tr>
<td>December</td>
<td>6</td>
<td>43</td>
</tr>
</tbody>
</table>

Source: tourismvancouver.com | hellobc.com | bcpassport.com
Currency

Canadian currency is expressed in dollars and cents. Units of currency include 1¢ (penny), 5¢, 10¢, 25¢ and $1.00 (coin), $2.00 (coin), $5.00, $10.00, $20.00, $50.00, $100.00 (bills/notes). Most Metro Vancouver 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, hairstylists, taxis, 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. More than half of Vancouver’s school-age children have been raised speaking a language other than English.

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 most of British Columbia outside the 604 calling area.
- 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. 1-604-555-1212). For calls outside North America, dial the international country code, the city code and phone number you wish to reach.

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”.

For Dialing Assistance...

Dial “0” for the Operator or “411” for Directory Assistance or use an online directory (e.g., superpages.ca).
Workdays, Business Hours & Public Holidays

Greater Vancouver, like all major cities, runs 24 hours a day, seven days a week. The main workdays are Monday to Friday, from roughly 8am to 6pm, but hours may vary. A number of large retail stores, nearly every hotel and motel, and 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.

ACCOMMODATION

Neighborhoods

Vancouver has a mosaic of neighbourhoods that are ethnically and culturally diverse. Depending on your personal needs, there are neighbourhoods around UBC that offer various lifestyles and amenities to suit. Learn more about Vancouver’s neighbourhoods (blocktalk.ca/Vancouver) and see page 10 for an overview map.

Rental Accommodation

The cost of renting in Vancouver 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 $1,000+. A one- bedroom apartment costs around $1,200+ and a two-bedroom apartment is typically $1,500 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

The Point Grey site of the University district is divided into eight distinct neighbourhoods, mixing housing, businesses, parks and community centres, nestled close to the centre of the University’s academic, cultural and recreational facilities. These neighbourhoods are administered by the University Neighborhood Association (myuna.ca).

If you need short or long term accommodation on or near UBC’s Vancouver campus, you can consider the following:

UBC Conferences: short term contemporary, standard or deluxe apartment hotel suites to private rooms on a budget.

Village Gate Homes: UBC subsidized apartments and town homes for faculty and staff (villagegatehomes.com).

Greenwood Commons: a combination of pet-friendly studio apartments and two bedroom townhomes (greenwoodcommons.ca).

Sabbatical Homes: search local listings for rent by owner both on and off campus (sabbaticalhomes.com).

UBC AMS Rentsline: search local listings for rent by owner both on and off campus (amsrentsline.com).

TIP: See the rental unit first before paying the landlord any funds.
Vancouver neighborhoods. Source: City of Vancouver

Pan Pacific Hotel, Canada Place convention centre  Grouse Mountain  Coal Harbour neighborhood, downtown Vancouver
Classified Listings of Rental Accommodation On and Off Campus
Many other local websites and agencies provide services or classified listings of rental accommodation in/around UBC, Vancouver and other local municipalities.

- Canada.com Classifieds – Vancouver (classifieds.canada.com/vancouver): search rentals listings through our two major newspapers – the Vancouver Sun or the Province.
- Craigslist – Vancouver (vancouver.en.craigslist.ca): search public listings of apartments, suites and homes for rent, either furnished or unfurnished.
- Make Yourself at Home (makeyourselfathome.com): offers a personally-inspected selection of privately-owned, furnished accommodations for rent which includes anything from quaint, heritage-style homes to luxury downtown apartments.
- RentBC (rentbc.com): search public rental listings in Vancouver and throughout the BC Lower Mainland.

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

- Residential Tenancy Office (rto.gov.bc.ca): 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
With Vancouver being one of the world’s most livable cities, it can also be expensive. There are a variety of housing 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 Vancouver 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.

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*  
Century 21  
Coldwell Banker  
Dexter Realty  
HomeLife  
Park Georgia Realty  
Prudential  
RE/MAX  
Realty World  
Royal LePage  
Sutton Group  
*Other agencies are available. Check online for more listings.
• Realtor.ca (realtor.ca): search comprehensive real estate listings and for realtors in Vancouver and the surrounding areas.

• Real Estate Board of Greater Vancouver (rebgv.org): provides information on housing prices by municipality, dwellings as well as tips on selling and buying a home.

• RealtyLink (realtylink.org): search listings of homes for sale, list your home, view monthly averages of home prices (housing price index), and read the home buyer's guide and more.

Buying on Campus

UBC Properties Trust (ubcproperties.com) has constructed a variety of quality townhouses and apartments on campus available for market purchase. Examples of some of the current projects on the Point Grey site include:

• Pacific Spirit (adera.com): one, two and three bedroom urban homes.

• Sage (sageliving.ca): two and three bedroom urban homes.

• Tapestry (discovertapestry.com): campus lifestyle seniors living with both rental and condominium apartments.

• The Wesbrook (thewesbrook.com): luxury condominiums and townhomes.

Relocation Support

UBC provides travel and relocation funding and assistance to faculty members and senior management staff as necessary to help establish them at UBC. The amount you may be eligible for depends on how many people are moving with you and where you are relocating from, in accordance with the University’s policy. The University’s designated vendor is Quality Move Management (QMM). An overview of the relocation process can be found at hr.ubc.ca/relocation. If you are not eligible to UBC funding for relocation, UBC offers preferred rates to all newcomers through QMM.

Within Canada & the USA: 1-888-523-3734 | International: 1-866-523-3708
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 Homewood Human Solutions (humansolutions.ca), a recognized industry leader and pioneer in organizational health, employee wellness programs. Homewood Human Solutions provides faculty and staff with professional counseling, coaching and a childcare registry. For more details visit UBC HR (hr.ubc.ca/benefits).

The Old Barn Community Centre (oldbarn.ca) is committed to supporting a healthy, diverse, and sustainable community. Located on the UBC Point Grey site, friendly staff provide various programs and classes for all members of the family.

UBC’s Work-Life and Relocation Services Centre (hr.ubc.ca/worklife-relocation) helps with the smooth transition of new faculty, senior staff and their families who are relocating from outside Metro Vancouver to the UBC community and Vancouver neighbourhoods. This Centre can provide you and your family with childcare resources, spousal support and information for seniors.

Childcare

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

UBC Childcare (childcare.ubc.ca) is the largest campus-based provider in North America and continues to be the largest provider of infant/toddler child care in Vancouver. Child Care Services operates licensed group care for children infant to school age as well as a preschool program and independent kindergarten. All programs are located on the UBC Point Grey site. The University subsidizes the operation of the service approximately $1,500.00 per child per annum though there is a one to two year waitlist due to demand (depending on the child’s age). Parents are advised to consider alternative solutions in case space is not immediately available.

The Development Disabilities Association (DDA) (develop.bc.ca) provides over 50 community-based programs and services for all children (including special needs), youths, and adults and is one of the largest daycare providers in the Lower Mainland. UBC has partnered with the DDA to enhance the availability of child care for faculty and staff in five of their centres.

Kids & Co. (kidsandcompany.ca) is a national childcare company. UBC is a member of Kids & Co. and this gives faculty and staff access to ongoing childcare and emergency childcare.
Other Childcare Resources
Westcoast Child Care Resource Centre (wstcoast.org) provides information, referrals, training and resources to families and care givers. Initiatives include the active recruitment of “license not required” caregivers (LNR’s) around Vancouver and the accessibility to toy library services.

Nannies on Call (nanniesoncall.com) will identify a nanny for a fee and have parents follow their own screening process. 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 (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 publicly funded and privately funded schools, kindergarten through grade 12 (ages 5 - 17).

The Vancouver School District (vsb.bc.ca) is among the most diverse public school systems in Canada with an annual enrolment of approximately 56,000 students.

Upon arrival in Vancouver, children are required to go to the District Reception and Placement Centre (DRPC) for Vancouver School Board (VSB) placement testing (if they are not born in Canada or if they are Kindergarten to Grade 12 students born in Canada who do not speak English as their home language.) Children can enroll in school after your family arrives in the country and a tenancy agreement shows that you have a Vancouver address. After your children are successfully enrolled, they will be allocated to a preferred school in your catchment area or one close by if the preferred school is full.

If you want to live in a municipal area outside of Vancouver, please note that each School District has its own system for enrolling and placing children. To see a comparison of how schools measure based on objective indicators, you can view School Rankings as an indicator (britishcolumbia.compareschoolrankings.org).

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

A unit of UBC Continuing Studies, the UBC Life & Career Centre (lifeandcareer.ubc.ca) is a place to build practical skills, cultivate self-awareness, and access resources to support career and personal development. They are conveniently located in downtown Vancouver at the UBC Robson Square site.

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

UBC’s Staff Finders (hr.ubc.ca/staff-finders) hire workers to fill temporary positions around campus. Staff Finders is a division of the Human Resources department who provides UBC units and associated host-pitals with skilled, professional workers at all levels of expertise.
External Services
As a large metropolitan city, Vancouver has a number of external resources, services and organizations designed to assist individuals and families with their needs:

- Service Canada ([servicecanada.gc.ca](http://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](http://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.ca](http://workopolis.ca)) hosts information and resources on various careers, an online job searching tool and the ability to create your own work profile.
- Eluta ([eluta.ca](http://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), the Old Barn Community Centre and the Work-Life 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 ([health.gov.bc.ca/seniors](http://health.gov.bc.ca/seniors)) 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. ([health.gov.bc.ca/seniors](http://health.gov.bc.ca/seniors)).

The 411 Seniors Centre ([411seniors.bc.ca](http://411seniors.bc.ca)) is an easily accessible, multi-purpose social and recreational drop-in facility for seniors. The Centre is centrally located in downtown Vancouver and offers a variety of programs, services and special projects for seniors. Examples of services include leisure programming (health & wellness, classes/ workshops, and travel) and information about diversity and multiculturalism.

The Vancouver Community Centre ([vancouver.ca](http://vancouver.ca)) is one of the many that offer seniors courses and classes on fitness, health and wellness, arts and crafts, drop-in programs and excursions. There are other resources available at various community centres in the Lower Mainland.
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. There are many people at UBC who can help you navigate this process. Your department will work with UBC Faculty Relations (for faculty) or Human Resources (for staff) to obtain permission for you to be able to work in Canada. 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. Renewing your work permit is a simple online process that can be done from within Canada, well in advance of the expiry date. 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.

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).
Basic Immigration Process/ Steps for Foreign Nationals

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 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 Opinion (LMO) exemption or 2) through a Labour Market Opinion. Faculty Relations arranges for all LMOs and LMO 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).

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).

[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.
HEALTH CARE

Medical Coverage

The Medical Services Plan (MSP) (health.gov.bc.ca/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. Monthly rates (as of 2012) are $64.00 for one person, $116 for a family of two and $128 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).

Extended Benefits

UBC (hr.ubc.ca/benefits) offers extended health benefits to employees who meet the eligibility requirements. UBC’s benefits are designed for the continuing health and well-being of faculty, staff and their families. The extended benefits range from prescription drugs to physiotherapy to dental care.

Finding Medical or Dental Professionals

Dentists
There are thousands of general dental practices and specialists 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 Vancouver, 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. Vancouver based hospitals include:

- BC Children’s Hospital (bcchildrens.ca)
- BC Women’s Hospital (bcwomens.ca)
- Vancouver General Hospital and UBC Hospital (vch.ca)
- St. Paul’s Hospital (providencehealthcare.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.ca)
- London Drugs (londondrugs.com)
- Shopper’s Drug Mart (shoppersdrugmart.com)

If you have an emergency while visiting or once you have arrived in Canada, dial 9-1-1 to reach fire, police or emergency services. Operators will dispatch the appropriate service to your location as soon as possible.

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

Banking
All the major Canadian banks have branches in Vancouver. 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 VanCity. 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 Capers, Choices, Whole Foods and other independent stores that usually carry a small supply of more urgent “staples” or alternative food choices (e.g., organics).

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: British Columbia’s Harmonized Sales Tax (HST) is a 12% federal tax applicable to most goods and services purchased in British Columbia. There are a number of exemptions, rebates and credits that help to offset the impact of the HST. For example, people do not pay any HST on basic groceries, prescription drugs, residential rent, most health and dental services and most educational services.

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. General guides and forms for submitting tax can be picked up at any postal outlet or Service Canada Office. It is advised you file your tax returns as soon as you can, but the end of April is the due date. Visit the Canada Customs & Revenue Agency website (cra-arc.gc.ca/tx/nrsdnts/ndvds/nwcmr-eng.html).

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.bc.ca).

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.

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

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

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

TRANSPORTATION

Vancouver and the Lower Mainland have a great rapid transit system in place for getting you around. From driving to buses to trains or walking or riding your bike, there are various accessible ways to take you around the city.

Public Transportation

Information on public transit is available from TransLink (translink.ca) which oversees transportation via buses, sea bus or our rapid transit system called “Sky Train”. As a UBC employee, you can get 15% off the monthly transit pass price, if you can commit to being a part of the Employer Pass Program (EPP) for one year (transportation.ubc.ca).

Taking Transit?

Plan your public transit trip in advance using the Travelsmart website (travelsmart.ca).

Buses

Bussing in Vancouver is an easy and efficient way to get around. Some of the available transportation options include conventional bus and rapid service, emission-free trolley buses, late night bus service, community shuttles, and express coaches. Buses operate on a zone system, with fares varying depending on the time of day, day of the week and the number of zones travelled. You can buy tickets or passes at stores or station machines located throughout the city, or when boarding. Fares must be paid in exact change. To get around much of Vancouver, purchase a “one zone” fare and ask for a “transfer” ticket when you board, which is good for a window of time travelling in any direction of the bus, SkyTrain, and SeaBus.

Need a mobile cell phone?
Bell, Rogers and Telus offer personal and corporate plans to UBC faculty and staff. Visit it.ubc.ca.
Rapid Transit
The “SkyTrain” is a high speed, automated, monorail-type system spanning the Metro area offering efficient service between downtown Vancouver and the suburbs. SkyTrain stations and cars are wheelchair accessible and are closely linked with bus service at almost all stations. SkyTrain operates daily with frequent train service.

Ferries and SeaBus
BC Ferries (bcferries.com) have two Vancouver mainland ferry terminals, Tsaww-as-sen (pronounced sa-wah-sen) and Horseshoe Bay, which provide access to Vancouver Island, the Gulf Islands and the Sunshine Coast. Schedules change depending on the season. The SeaBus is a passenger only ferry that connects the Downtown Vancouver with the North Shore (North Shore is another name for where North Vancouver and West Vancouver are located). You can even bring a bike along as they allow a maximum of 20 bicycles on every sailing at no extra charge. Visit the TransLink site for departure times.

Taxis
Taxi companies are regulated and are at a set rate, but tipping is expected. Taxis are not always the cheapest transportation method so bear in mind if you get caught in traffic at peak time; you will be charged by the minute. Some examples of well known taxi companies include YellowCab (yellowcabonline.com) and Blacktop & Checker (btccabs.ca). Other listings are available through the Yellow Pages (directory).

Cycling
Cycling is not only a form of exercise but is becoming a more popular mode of transportation amongst Vancouverites, as the city of Vancouver expands its bike lanes and routes. The Cycle Route Planner (cyclevancouver.ubc.ca) is an online service that can help you arrange cycling trips using bike friendly routes. To learn more about cycling in Vancouver, visit the City’s website (vancouver.ca/engsvcs/transport/cycling).

Driving and Licensing
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.

Airports
Vancouver International Airport (YVR) (yvr.ca) is British Columbia’s major international airport, located just outside Vancouver in Richmond, BC. YVR has grown and expanded into an award winning airport served by 67 airlines and connecting businesses and passengers to 119 destinations around the world.
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

Transit, Carpooling/ Ridesharing, Cycling, and Tele-working
The UBC Transportation office (transportation.ubc.ca) provides information about forms of transportation including public transit, ridesharing/ carpooling, and cycling options and resources for commuters. Information about employee transit discounts can also be found at this office.

Driving
If you are interested in buying a parking pass for the Point Grey site, UBC faculty and staff employees can sign up for the Flex-pass, online. The Flex-pass lets you choose where you want to park, and how you want to pay for parking – for example, on a daily, weekly or monthly basis – through payroll deduction. Learn more about the Flex-pass and parking on campus (parking.ubc.ca). For off-campus parking, contact the local facilities or parking office for your site/ location (e.g., a hospital).

Inter-hospital Shuttle Service
The Provincial Health Services Authority (phsa.ca) offers free shuttle van service be-tween the UBC Point Grey site and most major teaching hospital facilities in Vancouver such as Vancouver General Hospital, St Paul’s Hospital and the Children & Women’s Health Centre of BC. UBC Faculty of Medicine faculty, staff, and students or hospital staff, physicians and medical related grad students have priority seating.

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)
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).

Directions and maps for UBC can be obtained at maps.ubc.ca.
Payroll, Benefits, ID & Account Access

Benefits & Payroll
All new eligible faculty and staff hires can enroll for their payroll, benefits, and pension package through our online Benefits Sign-up (hr.ubc.ca/benefits). Be sure to review the checklist of items you’ll need before beginning this process. Inquiries about pay-roll can be directed to UBC Financial Services (finance.ubc.ca). Direct deposit of pay cheques is mandatory for all new employees.

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 provides access to the “myUBC” online portal (my.ubc.ca) to provide information about your paycheck, pension and benefits.

Email
At UBC, FASmail (Faculty and Staff mail) allows you to access email from any computer connected to the internet (mail.ubc.ca). It is likely that your hiring department will be providing you with an email account which may follow the convention of first-name.lastname@ubc.ca, though some units prefer standardized accounts according to their unit (e.g., @surgery.ubc.ca; @arts.ubc.ca). More information is available online (it.ubc.ca).

UBC ID / Library Card
UBC identification card (ubccard.ubc.ca) can be used to access the UBC 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 Bookstore) or online.

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): Administrators use SISC to perform advising and administrative functions related to students. The SISC is UBC’s rec-ord 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).

University-wide orientations provide a great way to connect with others who are new to campus. Participating in one or more orientations will help get you off to a great start.

UBC has many orientation events designed to introduce campus life to new faculty and staff. The orientations are coordinated by the Department of Human Resources (hr.ubc.ca/orientation). If you are unable to attend an in-person orientation session, UBC has developed a number of online orientations.

Orientation Events

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/orientation). 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.
- The Supervisor-Supported Online Tool Kit: online modular courses designed to resemble the University course sequence experience. “UBC 101” reviews things a new hire needs to know in his/her first day/week; “UBC 201” reviews learning of materials from week two to the end of the first month; and “UBC 301” extends learning from months two onwards (you can self-enroll using your CWL account).

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 in the fall. This workshop covers items such as dossier preparation and preparing for tenure/promotion reviews (hr.ubc.ca/faculty-relations).

- 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).
• Postdoctoral Fellows – Orientation: a bi-annual orientation from the Postdoctoral Fellows Office covers a range of important campus and academic information and advice. It is an opportunity to get connected and meet other Postdocs from various faculties (grad.ubc.ca/postdocs).

• Human Resources – Pension office: offers pension plan information sessions and workshops (pensions.ubc.ca).

• Office of the Vice President, Research – Orientation for New Researchers: Research Orientation Day for new faculty covers grant writing workshops, roundtable discussions, and more. (research.ubc.ca).

Faculty/Department/Unit Orientations
Your Faculty/Department/Division/Unit may also have orientation events or information available to you 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.

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 a large University, 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 and serves (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 “who’s who”.

Attractions: UBC Point Grey is home to a number of attractions, including the Museum of Anthropology, Botanical Gardens, Beaty Museum and the Chan Centre for Performing Arts (attractions.ubc.ca).

Tours: Both virtual and in-person tours are available for the UBC campuses (Point Grey and Okanagan) (ubc.ca/about/maps).
YOUR THIRD MONTH & BEYOND

Coaching/ Mentoring Opportunities

Academic Leadership
The Academic Leadership Development Program (ALDP) is designed to prepare and provide a leadership development program for Heads, Directors and Associate Deans in their administrative roles (aldp.ubc.ca).

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

Management Development
Managing at UBC is a program designed to support new staff managers in their first year, recognizing the significant responsibility they hold for staff performance and engagement and achievement of unit goals. The program uses a self-directed learning model, to help managers identify and develop learning goals and be successful in their roles (hr.ubc.ca/managing-at-ubc).

Networking
In an institution as large as UBC, it’s nice to know that there are other peers that you can count on for information-sharing, knowledge exchange, and networking. Below are some of the common groups that meet on campus (hr.ubc.ca/faculty-staff-resources/peer-networking).

• Alumni Relations Roundtable: a group of alumni relations professionals from academic and service units on campus, who meet monthly to address strategic questions that impact our planning and practice (alumni.ubc.ca).

• Faculty Women’s Club: open to women affiliated with UBC and is extended to partners and spouses with a goal of friendship and service to the UBC community (facultywomensclub.ubc.ca).

• Research Grant Facilitators Network: consists of grant facilitators and faculty members, with the goal of sharing information and strategies on grant writing (grantfacilitation.ubc.ca).

• Sustainability Coordinators: spread a message of conservation by acting as early sustainability adopters, helping colleagues understand the impacts of their daily activities, and inspire positive change at the University (sustain.ubc.ca).

• Healthy UBC Network: faculty and staff who have an interest in sharing strategies and resources to develop a healthier UBC community (hr.ubc.ca/health).
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 (ctlt.ubc.ca).

Courses through the UBC Continuing Studies program serve the adult education needs of lifelong learners at the University as well as in the community. They offer 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.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 (hr.ubc.ca/learning-development).

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 a Member’s work at the University. Visit the site to read more on eligibility requirements (hr.ubc.ca/learning-development/funding).

Community Service

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

Leave for Change
Leave for Change is an overseas volunteer opportunity for UBC staff. Together with Uniterra, an international volunteer agency, UBC supports six staff members abroad every year to volunteer in developing countries, sharing their knowledge and skills with others in an international setting (focusonpeople.ubc.ca/leave-for-change).

Community Leadership Program
The Community Leadership Program is a professional development opportunity for UBC faculty and staff from our corporate partners, to explore the meaning of leadership through a series of hands-on interactive workshops. Participants will learn to mentor and lead a group of UBC students who are volunteering at a local elementary school during their Reading Week break (clp.ubc.ca).
The following list represents the units or services that you are most likely to require as you start work at UBC. A more complete listing is available online (ubc.ca/about).

**Access and Diversity**

The Access and Diversity office strives to create an inclusive living and learning environment in which everyone can thrive. Supports all disabilities, race and ethnicities, or sexual orientations and gender identities (students.ubc.ca/access/).

**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 works to educate members of the UBC community about their rights and responsibilities to prevent discrimination and harassment on campus, to provide procedures for handling complaints and to coordinate UBC’s employment and educational equity program (equity.ubc.ca).

**Financial Services**

Contact UBC Financial Services for questions about payroll, deductions and vacation pay-outs, benefits enrollment or changes to your benefits including Health and Dental, Life Insurance, Disability, Tuition fee benefit and year-end tax forms/slip (called “T4’s” and “T4A’s”) (finance.ubc.ca).

**Food Services**

Food Services is the primary food provider to the Point Grey site providing catering, cafeterias, snack bars, bistros, and diners (food.ubc.ca/about-us).

**Human Resources**

Human Resources (HR) provides support and advice to UBC departments and offer 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.ubc.ca).

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.

**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 info
- Compensation including salaries, benefits and leaves of absence
- Tenure and promotion
- The Faculty Association Collective Agreement
- Relevant policies and procedures
- Retirement

(bookstore.ubc.ca)

(ubc.ca/about).

(ubc.ca/access/).

(equity.ubc.ca).

(finance.ubc.ca).

(food.ubc.ca/about-us).

(hr.ubc.ca/faculty-relations)
Office of the Provost and Vice President Academic

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

Office of the Vice President Research & International

If you are a faculty member, this office offers a number of research-related support services and resources. The office provides an orientation for new researchers, information about conducting research at UBC, research awards and honours, and events such as the annual Celebrate Research Week (research.ubc.ca).

Security

For an on-site (Point Grey) emergency, or to report a security incident, contact UBC Campus Security (security.ubc.ca). For off-campus security emergencies, contact the local security office for your site/location (e.g., a hospital) or dial 911, the immediate way to contact local fire, police or medical services.

Treasury Office

The Treasury Office focuses on the guardianship of financial assets, debt issuance and the re-lending of working capital to UBC departments and faculties. If you are a faculty member applying to the UBC Faculty Housing Assistance Program at the Vancouver campus, the UBC Treasury office is involved in the processing of your application (treasury.ubc.ca).

Virtual Welcome Centre

The Virtual Welcome Centre (VWC) serves as a centralized online hub for new faculty and staff to get to information at their fingertips. Services such as Quick Start Orientation, Professional Development and Research can be accessed here (hr.ubc.ca/vwc).

Work/ Life and Relocation Services Centre

The Work-Life and Relocation Services Centre helps with the smooth transition of new faculty, senior staff and their families who are relocating from outside Metro Vancouver to the UBC community and Vancouver neighbourhoods. The Centre is a friendly gathering place to access a central repository of information and support (hr.ubc.ca/worklife-relocation).

Looking for a…

> Person: directory.ubc.ca
> Place: maps.ubc.ca
> Thing: events.ubc.ca

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.ubc.ca: Working with students? Learn about access to Faculty Service Centre and Student Information Service Centre.
> Calendar.ubc.ca: See the comprehensive guide to all programs, courses, services and academic policies.
> Universitycounsel.ubc.ca: Find policies or other governance-related information.

Perks and Discounts

> Hr.ubc.ca/faculty-staff-resources/perks
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
- 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
- Create UBC Campus Wide Login (CWL) account
- Obtain photo identification/library card & other identification (e.g., hospital)
- Obtain building/room keys/photo ID card access
- Obtain access to systems/software (e.g., human resources or financial)
- Complete a University 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
- Consider taking a campus or facilities 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.

Notes