
THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
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<http://www.hr.ubc.ca>

Date: August 25, 2008
To: Deans, Directors, Department Heads and Administrators
From: Linda McKnight, Director, HR – Advisory Services
CC: HR Networks
Re: New Handbook / Forums for Technicians & Research Assistants

Please be advised that a revised handbook for Technicians & Research Assistants (TRAs) has now been completed.

You can access this new handbook on the HR website at http://www.hr.ubc.ca/collective_agreements/.

Both the previous handbook and the new handbook will remain on the website for the next month. This will allow Administrators and TRAs the opportunity to review what changes have been made. The new handbook will remain in draft form until we have had the opportunity to hold a number of forums across our sites.

The forums are an opportunity for Administrators and TRAs to hear about the more significant changes and to ask questions.

Please ensure all TRAs (non-union) that report to you are made aware that a new handbook is available on-line and that the following forums will be held:

Date	Time	Location
Wed., Sept 10/08	2:30 pm – 4 pm	Diamond Health Centre, Rm. 9299
Tues., Sept 16/08	2:30 pm – 4 pm	Michael Smith Lab, Rm. 102
Tues., Sept 23/08	9 am – 10:30 am	Child & Family Research Institute, Rm. 2108

If you are unable to attend one of the forums and have a question with regard to the handbook, please contact your HR Advisor.

