



Work Learn Summer 2020 | Frequently Asked Questions (FAQs)

- **Are we still able to hire a Work Learn student for the summer 2020 session?**
The wage subsidy for Work Learn remains available. Please ensure that you consult with your departmental/administrative unit head to confirm that you are able to proceed with this hire. Work Learn will process appointments that have been approved by departmental/administrative unit heads and are conducive to remote work.
- **Are Work Learn students eligible to work remotely during the COVID-19 pandemic response?**
Yes. UBC has [extended remote work arrangements](#), where feasible, for all employees, including students. You may consider whether your Work Learn position is suitable for remote work, in keeping with the [position classification](#).
- **Where may students work?**
To maintain appropriate work safety coverage and information privacy, student employees are generally required to work within Canada. Work Learn students are permitted to work remotely, in Canada, from a different province or territory. Those students who will be working remotely outside of BC must be registered as a worker in the province or territory where the work will take place. To do so, your HR Advisor/Department should alert UBC's WSBC Claims Associate Aidan Gregory by email at aidan.gregory@ubc.ca. **If students are residing outside of Canada, they will not generally be eligible to work remotely. Please contact work.learn@ubc.ca in these circumstances.**

For more information, please refer to UBC HR's guidelines [here](#).
- **What IT considerations must be made in determining whether remote work is feasible?**
Please refer to [UBC's HR guidance](#) for managers and supervisors, which includes a [Telecommuting Checklist](#), and UBC IT's [online guide to working remotely](#). The guide outlines resources when working remotely, including: how to access emails and files, tools for virtual meetings, and security requirements. When considering the use of personal devices, it is important to ensure that security and privacy requirements are met.
- **What information do I need to provide to my finance/HR/administrator for setting up the student appointment (ePAF)?**
In order to appoint a student into your Work Learn position you must submit an ePAF to the Work Learn Program Office. It is important to have students appointed in their positions prior to starting work. Please refer to [UBC Payroll's Appointment Notice Cut-off Schedule](#). Due to recent adjustments to student eligibility for remote work, please attach the student's Personal Data Form to the appointment. **Please do not send this Personal Data Form via email.**

For more information on how to appoint students into a Work Learn position, please visit the [Faculty and Staff Work Learn website](#).



- **Can I assign alternative projects/work responsibilities to my Work Learn student?**
Given shifting operational needs associated with UBC's pandemic response, you may consider whether modified projects or alternate duties are possible, in keeping with the [position classification](#) under which your Work Learn position was approved. Your [Human Resources Advisor](#) can also provide advice. Remote work responsibilities may be converted back to on-campus projects, should physical distancing restrictions be adjusted.
- **The duties associated with our Work Learn position are not feasible for remote work. What should I do?**
You can delay hiring a student employee for your Summer 2020 Work Learn position until later in the summer, should the circumstances of pandemic response change, such that it **may** be possible to undertake in-person work. Please inform Work Learn (work.learn@ubc.ca) on how you wish to utilize your Work Learn funding by **May 29, 2020**.
- **Can my funding for my Summer 2020 Work Learn position be carried forward into Winter 2020?**
Yes. If you would like to carry forward the funding you received for your Summer 2020 Work Learn position into Winter 2020 (September 2020 - April 2021), please email work.learn@ubc.ca. Please note that hourly maximums for Work Learn positions in Winter are 10 hrs/week (over 8 months), whereas Summer session positions are 20 hrs/week (over 4 months).
- **Can my funding for my Summer 2020 Work Learn position be transferred to another Work Learn project?**
If you have received Work Learn funding for multiple projects, it is possible to transfer funding from a project that may not be conducive to remote work to one that is, however, this would be a new recruitment process and you will need to consult with your departmental/administrative unit head for approval.
- **Can my funding for my Winter 2019 Work Learn position be extended into Summer 2020 due to reduced number of hours during the summer months because of COVID-19?**
If you would like to carry forward the funding you received for your Winter 2019 Work Learn position into Summer 2020 (May - August 2020), please email work.learn@ubc.ca. Please note that hourly maximums for Work Learn positions in Summer are 20 hrs/week (over 4 months), whereas Winter session positions are 10 hrs/week (over 8 months).
- **Are Work Learn Summer 2020 positions still open?**
No. The posting period for Work Learn Summer 2020 positions was March 9th - 23rd. However, many supervisors have opted to continue to have their position posted on CareersOnline and extend their hiring processes.
- **Can I extend my application deadline for Work Learn Summer 2020?**
Yes. We are happy to extend your application deadline and continue to have your position posted on CareersOnline and visible to students. Please email work.learn@ubc.ca to extend your posting.



- **Are students still applying for Work Learn Summer 2020 positions?**
Yes. UBC students are still very active on CareersOnline and submitting applications for Work Learn positions. Students are being encouraged to continue to apply to positions that are posted on [CareersOnline](#) and look at each job posting for specific information regarding application processes. Students are also being directed to [CareersOnline](#) for off-campus job postings, career advising, webinars and event information to support their application to Work Learn and other opportunities during this time.
- **How will interviews for Work Learn Summer 2020 take place?**
Work Learn is encouraging supervisors to conduct remote interviews by leveraging digital technology such as Skype for Business, Zoom, or other platforms to conduct their selection processes. We encourage you to reference the Work Learn [Resources for Supervisors](#) during these challenging times. We have provided additional guidance on good practices for hiring and supervising employees remotely. We are also happy to work with supervisors 1:1 to set up remote hiring practices. We have been advising students applying for positions to confirm what technology will be used and test their connectivity, prior to the interview.
- **What are the processes for submitting timesheets, during this period of remote work?**
UBC Payroll has implemented a temporary set of guidelines to support the digital submission of hourly payroll. Please contact your [HR Advisor](#) or your [Payroll Representative](#) if you have questions about how this will be administered for your department.

If you have additional questions, please email work.learn@ubc.ca or phone 604-822-4011, from 9AM - 5PM Monday through Friday or access our virtual office hours listed on our [website](#).