Work Learn | Summer 2024
Terms & Conditions

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1. Work Learn

1.1 The Work Learn program strives to facilitate quality experiential learning opportunities that provide mentorship, guidance, support, and supervision from UBC-Vancouver faculty, staff, and/or community partners.

1.2 The Work Learn program is managed by the UBC Career Centre. Work Learn supports and subsidizes meaningful work experiences on campus that offer the opportunity for all eligible current UBC Vancouver students to develop their professional skills and learn in a work environment.

1.3 Work Learn positions are part-time hourly appointments and must fit within the appropriate rates and conditions as outlined in the Work Learn Position Classification Guide Summer 2024.

1.4 Supervisors are expected to adhere to the UBC Respectful Environment Guidelines when supervising Work Learn students.

1.5 Supervisors within the Work Learn program are faculty, staff, and affiliates with UBC Vancouver Payroll accounts with which to pay student employees.

1.6 The Work Learn program provides a subsidy of $9 per hour. The benefit cost to supervisors/departments is approximately 14.43% for Vacation Pay, Employment Insurance (EI), Canada Pension Plan (CPP), Workers Compensation Board (WCB), and the BC Employer Health Tax (BC EHT). The student employee's actual earnings are the hourly wage plus 4% vacation pay.

1.7 Supervisors are expected to pay the student employee's full hourly wage as the student incurs hours.

1.8 All projects are subject to participating in a site visit. If selected for a site visit, supervisors are responsible for ensuring all individuals are directly responsible for the supervision of the student employee, as well as the student employee are in attendance.

1.9 Supervisors and their student employees must complete the Work Learn End-of-Cycle Survey. Work Learn emails this survey to both supervisors and student employees in the last month of the session (April for Winter term, August for Summer term). Supervisors are expected to complete the survey prior to the end of session, and ensure completion by their student employee(s).

1.10 The British Columbia Employment Standard Acts (ESA) sets out all legislated limitations and benefits of employment within the province. The ESA stipulates the sole minimum standard for student employees.

1.11 The UBC HR Student Handbook contains essential information about the university's terms, conditions, practices, and procedures as they relate to Work Learn student employees. Regardless of the content of the handbook, the ESA applies to all Work Learn student employees.

2. Student Recruitment

2.1 Supervisors must ensure that each student employee is eligible through the entire session to hold a Work Learn position as per the Work Learn Student Eligibility Requirements.

- Students can **hold only one Work Learn position at a time**. This policy is set in place to ensure the broadest possible access to experiential learning opportunities for students applying for Work Learn.
- Your student's research for the Work Learn position is not based on their own thesis work.
- Students are **not holding a Co-op position** for the term they are holding a Work Learn position.
- Students are not holding an NSERC Undergraduate Student Research Award (USRA) or Work Learn International Undergraduate Research Award for the term they are holding a Work Learn position.

2.2 If you have not selected 'internal candidate' in your Work Learn proposal, your Work Learn position will be posted on CareersOnline (UBC's opportunity posting portal) and will be accessible for all UBC students to view and apply for during recruitment period **March 11 to March 24, 2024.**

2.2.1 Review the Work Learn Recruiting and Hiring Strategies Guide for suggestions on how to promote your Work Learn position to attract the right candidates to apply.

2.2.2 The UBC Career Centre directs all UBC students to explore Work Learn opportunities that are posted through CareersOnline and all of its affiliated digital channels.

2.2.3 It is expected that interviews will not be held while your Work Learn position is posted. Ensure interviews are only conducted after your Work Learn position is no longer posted on CareersOnline. This ensures equitable opportunity for all students to apply to your position. If you wish to interview on a rolling basis, please email work.learn@ubc.ca to state this clearly on your posting.

2.2.4 If you wish to post your job posting outside the identified period of July 31 to August 14, email your CareersOnline Job ID and preferred posting dates to work.learn@ubc.ca.

2.2.5 Minor edits in the posting are possible - email work.learn@ubc.ca with the changes needed to be made. Edits must be minor and cannot change the proposal substantially.

2.3 If your internal candidate is no longer available and you wish to post your position, you can request to repost by emailing work.learn@ubc.ca. Be sure to include your CareersOnline Job ID and preferred recruitment dates.

2.4 As per **UBC's Hybrid Work Guidelines:** Remote and on-campus work are subject to the same

regulatory and statutory obligations. Work that would normally be performed on campus within British Columbia (BC) must continue to be performed at a location within the province. Work that would normally be performed outside of BC as a job requirement (such as research, field work, instruction, or study or administrative leave) is not subject to this restriction.

3. Accepting Funding

3.1 To accept and secure your funding, you must complete and submit the appropriate **Workday Hire Business Process (BP)** which appoints the student employee into the Work Learn position in Workday. This process allows Work Learn to verify student eligibility and approve the appointment of the student employee into the Work Learn position in Workday. See Appointing Your Work Learn Student Employee in Workday.

3.2 You must submit the unique Work Learn project ID and the student number of the student employee you wish to hire into the first comments field in your **Hire BP**, using the exact following format **{{14XXXX; 12345678}}**. This code allows Work Learn to verify that the information submitted in the Hire BP is what was approved for funding, and it helps us to confirm the student eligibility.

3.3 If any information does not match what you received funding for, the student is not eligible to hold a Work Learn appointment as per Work Learn student eligibility, or any other changes need to be made, Work Learn will not approve the Hire BP and will 'send back' the BP to the owner for review and resubmission.

3.3.1 To avoid potential issues with funding and student ineligibility, we require supervisors to wait for their student employee's full BP approval on Workday before having the student start their Work Learn position. It is important to have students appointed in their positions PRIOR to starting work to confirm student eligibility.

3.3.2 Work Learn will **not reimburse funds for students not eligible for the Work Learn program**. If an ineligible student works prior to the BP approval from the Work Learn team, the supervisor is fully responsible for ensuring the student employee receives compensation for any work done.

3.3.3 If you would like to hire the student at a higher wage rate, you may choose from within the Steps of the corresponding job category as per the Work Learn Position Classification Guide. Email work.learn@ubc.ca the new step to have your record updated.

3.4 All Work Learn appointments must have the Hire Business Process (BP) submitted by the following deadlines,

- Monday, April 22 (start dates between May 1 – May 15);
- Monday, May 6 (start dates between May 16 – May 31);
- Wednesday, May 22 (start dates between June 1 – June 15);
- **Friday, May 31: Final Deadline to declare INTENT or submit ALL Summer appointments**

3.5 If you intend to split hours for your Work Learn appointment between multiple student employees, please email work.learn@ubc.ca with the details of the split **prior** to completing the Hire BP in Workday.

3.6 If you anticipate your student employee(s) will work fewer than the total hours approved, or if you no longer intend to fill your position(s), please notify work.learn@ubc.ca as early as possible.

3.7 Work Learn funds are not transferable between sessions. For example, you cannot bank Work Learn hours from the Summer session (May to August) to save them for the Winter session (September to April).

3.8 Work Learn funding will be rescinded for Summer 2024 projects that do not hire a student employee or that fail to declare their intent of hire by **Friday, May 31st 2024.**

3.9 If your student employee resigns during the session, you may hire a new student employee to replace them and utilize the unused hours. Email work.learn@ubc.ca to inform of the end of job and declare the intent to hire a replacement. Indicate if you need to repost the position on CareersOnline, and if so, include Job ID and the preferred recruitment dates.

4. Tracking Hours & Pay Periods

4.1 Supervisors are responsible for ensuring student employees know how and when they should report their hours, whether directly into Workday or by using some other method such as a departmental timesheet.

4.1.1 Supervisors must ensure that students holding multiple appointments report their Work Learn hours correctly. Any discrepancies must be reported and fixed prior to **September 9, 2024.**

4.2 Supervisors must inform student employees of the **UBC Payroll calendar deadlines** for hourly employees and of any internal reporting deadlines to ensure that student employees are paid on time.

4.3 Each pay period, supervisors (or an appropriate designate) are accountable for approving their student employee's hours by the deadlines established by **UBC Payroll** to ensure their student employees are paid in a timely manner. The banking of Work Learn hours is not permitted.

4.4 Supervisors are responsible for ensuring student employees do not exceed the maximum hours approved as per the funding announcement. Hours worked in excess of the approved maximum hours will **not** be reimbursed.

4.4.1 Managers can track a Work Learn student employee's hours on Workday using the *"View Time Blocks by Position"* report.

4.4.2 Work Learn reimburses hours the student has worked based on what has been submitted on Workday. As a supervisor, please ensure to check that your student employee's hours are accurate before they are submitted on Workday.

4.5 For instructions on how to submit hours on Workday, please refer your student employees to complete the "Workday Essentials for Student Workers" course.

5. Payroll & Reimbursement

5.1 Supervisors are responsible for appointing student employees in Workday. Supervisors must ensure student employees are paid timely the correct full wages according to their job category as designated in the Work Learn Position Classification Guide.

5.2 Work Learn operates on two sessions; Summer (May 1 – August 31) and Winter (September 1 – April 30). Summer reimbursements are processed in October. Winter reimbursements are processed in December, March, and June.

5.3 **Work Learn will not reimburse hours outside of the set reimbursement dates**. For Winter 2023, supervisors must approve hours on Workday by **May 9, 2024.** For Summer 2024, supervisors must approve hours on Workday by **September 9, 2024.** Hours approved and/or submitted retroactively after this deadline, will NOT be eligible for reimbursement.

5.4 Work Learn manually processes $9/hr reimbursements based on the hours worked and submitted by each student employee, and approved by the supervisor in Workday.

5.5 Supervisors must ensure each Work Learn appointment has **ONE costing allocation** associated in Workday.

5.5.1 If multiple costing allocations are provided, Work Learn staff will choose ONE costing allocation to file the reimbursement. No changes will be permitted once the reimbursement has taken place. Supervisors may choose to update to ONE costing allocation for future reimbursements.

5.6 In Workday, you will see the Work Learn **reimbursement reflected in the ledger account "Salaries | Student Work Learn Subsidy**" in the ledger of the Worktag used to pay the Work Learn student.

6. Additional Resources for Supervising Student Employees

Supervisors are critical to the student employee's success in their Work Learn position. The Work Learn Supervisor Resource package has been designed to support you in the supervision of your

student employee – connecting you to valuable resources and information.

Work Learn has many resources accessible to you to support you in your supervision of your student employee. From best practices in **equitable hiring**, to designing effective **onboarding programming** and **getting to know your student(s)**, and **remote supervision strategies**, there are digital resources you can review on your own time. Our team also offers synchronous offerings available to learn and discuss various topics with other Work Learn supervisors.

To access these resources or to register for these synchronous sessions, please visit our Faculty and Staff website: **https://facultystaff.students.ubc.ca/student-affairs/ubc-career-centre/work-learn**

For Student Eligibility, please refer to Work Learn Student website:
https://students.ubc.ca/career/ubc-experiences/work-learn-program

Resources for Work Learn Students:

- Self-enroll link for the Work Learn Fundamentals Canvas Course

Contact Work Learn

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