

New Employee Onboarding Toolkit

The information in this handbook is subject to change in accordance with updates to central UBC and departmental policies, procedures, and guidelines and applicable Employment Agreements



WELCOME TO BUILDING OPERATIONS

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WELCOME STATEMENT FROM MANAGING DIRECTOR, KARYN MAGNUSSON

Welcome to UBC! It is my pleasure to welcome you to the University of British Columbia, one of the top universities in the world. The transformational activities on this campus contribute to UBC's international reputation for excellence in advanced research and learning. UBC's enrolment exceeds 45,000 students on the UBC Vancouver campus.



UBC contributes to the economic development of our province and country adding \$10 billion annually in local income with nearly 40,000 jobs. Campus attractions include the Museum of Anthropology, the Pacific Museum of the Earth, the Beatty Biodiversity Building, one of the world's largest sub-atomic particle accelerators, three superb concert halls, a contemporary art gallery, and our very own botanical gardens.

Our role on this campus is integral to the overall success of the university. Our mission is to

“...create outstanding university experiences by operating and maintaining the learning environment in the safest, simplest, most sustainable and efficient way...”

Intrinsic in the statement is that the learning environment is more than just the classrooms; it extends into the corridors and out beyond the courtyards. Your engagement in your role is crucial in realizing our vision and I ask you to think about how you can deliver the best customer service while ensuring safety to yourself and your co-workers.

A unique development on our campus is the utilization of the campus as a living lab. The living lab concept brings together our researchers, faculty, students, and operational staff to demonstrate solutions to operational and behavioral based challenges that are not only faced in every community around the world, but also right here on our campus. The living lab represents a very exciting platform for all staff to get engaged in the mission of the university.

In addition, UBC and UBC Building Operations are committed to developing a sustainable, healthy workplace in an effort to create our own outstanding work environment. Creating and sustaining this type of environment involves increasing your awareness, encouraging healthy behaviors, and engaging in positive social communities to support overall health. I encourage you to take advantage of the Health and Wellness opportunities offered at UBC.

In short, UBC is a very exciting place to work. There is tremendous knowledge and experience within our workforce, and the best part of working at UBC is your co-workers. It is in your interest to engage your co-workers and share your experiences. UBC is a workplace full of a wealth of opportunities and in the end it is up to you on whether you make the most of them.

Congratulations on choosing to join us here at UBC. I offer my sincerest welcome and look forward to seeing your contributions to the success of this beautiful campus and distinguished university.

BUILDING OPERATIONS VISION, MISSION AND VALUES



Our vision

Our vision is the lighthouse in the distance that we travel towards. We support [the vision of UBC](#), by working towards being known as a team who:

- Has individual respect for the impact our work has on students, staff, and faculty.
- Understands how we individually contribute to creating a top-10 public institution.
- Is known for our pride of ownership and passion for our team.

Our mission

Our mission is the day-to-day work we do that drives us towards our vision.

We work to provide incredible value by maintaining and operating UBC's assets in-house to create the foundation for [UBC's academic mission](#).

Our values

Our values are the approach we will use to achieve our mission and vision. In addition to supporting [the values of UBC](#), Building Operations strives to achieve our mission and vision through a lens of:

- **Safety** – We always evaluate the safest approach to the work: for ourselves and the people we serve.
- **Simplicity** – We strive to find the solutions that have the least points of failure.
- **Sustainability** – We strive to find the solutions that have the greatest usable life with the lowest use of resources.
- **Efficiency** – We strive to find the solutions that have the greatest return on investment for UBC.

NEW EMPLOYEE ONBOARDING TOOLKIT STATEMENT OF PURPOSE

This New Employee Onboarding Toolkit will assist with your integration into the team – throughout your first few weeks and the year to follow and will provide you with the tools and resources required to help you successfully begin your role with Building Operations.

We warmly welcome you to the department and wish you well in what we hope will be a long and developing career with us.

Please do not hesitate to forward any questions or comments along the way to:

Andrea Lovely
HR Coordinator
UBC Building Operations
Phone: (604) 822-2962
Email: andrea.lovely@ubc.ca

UBC BUILDING OPERATIONS NEW EMPLOYEE ORIENTATION AGENDA

1st and 3rd Monday of each Month:

Time	Topic	Presenter
7:45 – 8:00am	Welcome to Building Operations	Karyn Magnusson
8:00 – 9:30am	Health and Safety – Mandatory Topics	RMS Representative
9:30 - 9:45 am	BREAK	
9:45 – 10:15am	Bullying and Harassment	RMS / HR Representative
10:15 – 11:00am	Human Resources	HR Representative
11:00 – 11:30am	Shop Orientation: <ul style="list-style-type: none"> • Welcome • Team Introduction • Tour of Work Space 	Manager
11:30 - 12:00 pm	LUNCH	
12:00 - 1:45 pm	Shop Orientation Continued: <ul style="list-style-type: none"> • Review new employee reference guide • Review hours of work, schedule, breaks, lunch, pay schedule, overtime policy and vacation planning 	Manager / Head
1:45 - 2:00 pm	BREAK	
2:00 - 3:20 pm	Shop Orientation continued: <ul style="list-style-type: none"> • Policies and Procedures • Review Job Description, Organizational Charts, Unit Calendar 	Manager / Head
3:20 - 3:30 pm	Onboarding Peer to check-in and answer questions.	Onboarding Peer
	*Meet BOLT leader by end of day	

1st Tuesday of each Month:

Time	Topic	Presenter
7:30- 9:45 am	Safety	RMS Representative
9:45 - 10:00am	BREAK	
10:00 - 10:15am	UBC Fleet Presentation: Vehicle safety, Policies, Parking	Steve Henzel
10:15 - 10:30am	Customer Service	Denise Pearce
10:30 - 11:30 am	Building Operations Programs and Policies	Kishani Gibbons
11:30– 12:00pm	LUNCH	
12:00 – 3:30	Back to Shop/ Work Space, resume regular duties	

NEW EMPLOYEE ONBOARDING TOOLKIT

New Employee Name:
Crew Number:
Department:
Hire Date:

KEY INFORMATION

my UBC Employee ID is:	
My UBC email address is:	
My UBC phone number is:	
My CWL user ID is:	

KEY CONTACTS LIST

Title	Name	Phone Number	Cell Phone Number	Email Address
Head				
Sub Head				
Onboarding Peer				
Manager				
Superintendent				
Union Rep				
Payroll				
IT Help Desk				

PHONE NUMBERS (EMERGENCY AND NON-EMERGENCY)

Emergency Phone Numbers

Service	Phone Number
Fire, Ambulance, Police	911
Campus Security	604-822-2222
Hazardous Materials Response	911 (Vancouver Fire Department)
UBC Hospital Urgent Care (8:00am – 10:00pm)	604-822-7662
Poison Control Centre	604-682-5050
Campus First Aid	604-822-4444

Non-Emergency Numbers

Service	Phone Number
Ambulance	604.872.5151
Campus Security	604.822.2222
RCMP (E-Comm Non-Emergency, University Detachment)	604.224.1322
Risk Management Services (General Inquiries) <ul style="list-style-type: none"> • Biosafety • Chemical Safety • Environmental Services • Occupational Hygiene • Radiation Safety 	604.822.9527 604.822.2273 604.822.9280 604.822.6098 604.822.7052
Maintenance Calls (Building Operations)	604.822.2173

TRANSPORTATION

Driving to UBC

If you are traveling by car, from Kitsilano drive westbound along 4th Avenue, 10th Avenue, 16th Avenue, or 41st Avenue into Southwest Marine Drive

Transit to UBC

If you are traveling by Public Transit, Translink's free Trip Planning service allows you to plan your trip to UBC from virtually any Lower Mainland location. Full bus, Skytrain (rapid transit), and Seabus route and schedule information, including bus frequency listings and route maps, are also available on the Translink website at www.translink.ca or call 604.953.3333.

Vanpool to UBC:

Jack Bell Ride-Share owns and operates a fleet of vehicles (vans and cars) that people pay a monthly fee to drive and ride-in to-and-from work. This is ideally suited to a commuter who has a fixed work schedule from M-F and is traveling at least 15km between home and work. For information on availability and how to sign up for a vanpool please see the vanpool notice board in the USB and the link below

<https://ubc.ride-share.com/en/my/index.php>

Cycling to UBC

If you are traveling to UBC by bike, there are designated bike routes into campus illustrated on the map below:

http://planning.ubc.ca/sites/planning.ubc.ca/files/images/transportation/UBC_CycleRoutes_0.jpg

STAFF PARKING

UBC Parking Services & Access oversees the operation of 9,268 parking spaces on the campus. An official unit of the University of British Columbia, UBC Parking Services & Access has two primary functions:

1. Regulates and manages parking on campus
2. Manages access to university buildings.

In addition to operating UBC parking lots and facilities, UBC Parking Services & Access, also provide a wide range of other related services including:

- Issuing parking permits and passes
- Meter parking
- Ticketing and towing of illegally parked cars
- Operation of a small compound for towed vehicles.

The parking offices are located at 6200 University Boulevard in the UBC Bookstore.

UBC has numerous meter, permit and pay lots. See the Parking Map of all meter and pay lots.

Whether you are a full or part-time faculty or staff of UBC, UBC Parking Services & Access can tailor a FlexPass Parking permit to fit your needs. You can use one for a little as a month and as long as a year. The FlexPass gives you access to faculty/ staff permit lots and all parkades, with you having the flexibility of choosing different packages, from daily, weekly, monthly, and yearly.

If you only work at UBC occasionally but still want to take advantage of the cost-benefits of the FlexPass, there is a Multi-day Saver option, which includes between 10 and 20 individual passes at a much lower rate than if you purchased them individually.

As a faculty or staff member, you are eligible to pay for your parking through monthly payroll deductions.

Faculty and Staff Rates for the FlexPass and are effective until August 31, 2015 (taxes not included):

Faculty and staff have access to all parkades and signed faculty/ staff permit holder surface lots

Permits for 2014-2015	Pricing	Payroll Deduction
Two Year Permit	\$ 1872.00	\$78.00/ month
One Year Permit	\$ 936.00	\$78.00/ month
1 Term Permit (4 months)	\$ 340.00	\$85.00 / month

30 Day Permit	\$ 92.00	Not available
Weekly	\$ 31.00	Not available
Day Permit (taxes included)	\$ 9.97	Not available

FlexSaver Faculty and Staff Rates (taxes included):

Faculty and staff have access to all parkades and signed faculty/ staff permit holder surface lots

Permits for 2014-2015	Pricing
FlexSaver 10 day pass Includes 1 FREE Bonus Pass	\$105.00
FlexSaver 20 day pass Includes 3 FREE Bonus Passes	\$210.00

Hourly Street and Pay Lot Rates:

North of Thunderbird Blvd.		
Peak	6 am – Midnight	\$1.75 per half hour, 4 hours max
Overnight	Midnight – 6 am	\$0.50 per half hour, \$3.00 max

South of Thunderbird Blvd.		
Peak	6 am – Midnight	\$1.00 per half hour, 4 hours max
Overnight	Midnight – 6 am	\$0.50 per half hour, \$3.00 max

B4 & C2 Surface Lots	6 am – Midnight	\$2.00 per hour, \$10.00 max
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To purchase a UBC Parking Services & Access FlexPass or FlexSaver Pass, visit www.parking.ubc.ca or visit their main office located at 6200 University Boulevard in the UBC Bookstore. Office Hours are Monday to Friday 9:30 am to 5:30 pm or call 604.822.6786 or drop them an email at parking.support@ubc.ca.

CAMPUS WIDE LOGIN

One of the first things you need to do when you start your employment at UBC is to sign up for your Campus Wide Login (CWL).

A CWL account provides access to the front end of the human resources management system which allows employees to view their paycheque, benefit registration, professional development information etc.

In order to set this up you will need to visit

<https://www.cwl.ubc.ca/SignUp/cwlsubscribe/SelfSubscribeIndex.do> and follow the instructions on the website using your employee ID and your 4 digit CWL pin which is provided by your manager along with your offer letter.

Access from Home

Once you have your CWL account, you can configure your computer for myVPN service which allows you to access the front end of the HRMS from home. Instructions for how to configure your computer for VPN are located here:

Mac:

<https://it.ubc.ca/services/email-voice-internet/myvpn/myvpn-setup-mac-os-x>

Windows:

<https://it.ubc.ca/services/email-voice-internet/myvpn/myvpn-setup-windows>

ONLINE ENROLMENT FOR PAYROLL AND BENEFITS

You will also need to enroll for your payroll and benefits. UBC operates online enrolment systems for the payroll and benefits, allowing employees to complete all their forms in one sitting, in a secure, web-based environment. Please review your Benefits package at www.hr.ubc.ca/benefits/ It is important for you to learn what UBC benefits you are eligible for and when coverage becomes effective so that you can consider the continuity of your coverage between your group plan with your former employer (or individual coverage) and UBC.

What Will You Need?

A few things you will need before you begin your online benefit enrolment:

Your Enrolment Code – Your Enrolment Code can be found on your Offer Letter and will begin with SEP0xx. This Code is critical as the system will automatically select the package of forms you will require based on your employee group eligibility. If you have not received your offer letter, contact the HR Coordinator or your Department Administrator.

Your Social Insurance Number (SIN) – Where applicable, you will need to enter your social insurance number. Your spouse's social insurance number is required if you are applying for optional life insurance.

Your Banking Information – Including account number(s), branch number, and your address for direct deposit information.

Your Medical Service Plan (MSP) Care Card Number – You will need your own individual card number, as well as those of your dependents (spouse and/or children). If you and/or your dependents do not have individual Care Cards, they will be generated and mailed to you by MSP upon receipt of your MSP enrolment form and documentation from UBC.

Dependent Information – Including full names, dates of birth, ages, and addresses.

Begin Your Session:

Begin your online enrolment session at www.hr.ubc.ca/benefits/enroling using these 5 easy steps:

Step 1: Enter Your Personal Data

Step 2: Complete Your Checklist of Forms

Step 3: Print Your Forms

Step 4: Compile your Forms Package

Step 5: Send in Your Forms Package

If you need assistance while you are completing your forms there are full instructions and guidance for each step at: www.hr.ubc.ca/benefits/enroling/online-enrolment-assistance

Upon completing the enrolment process, you will need to print, sign, and return the entire package to:

UBC – Vancouver:

UBC Payroll

Payment and Procurement Services

TEF III Building – 5th floor

6190 Agronomy Road

V6T 1Z3

UBC Retirement and Survivor Benefits Plan

www.hr.ubc.ca/benefits/retirement-and-survivor-benefits/enrol

NOTE: It is not possible to 'save' the information to the forms unless you 'file save as'. Due to the high volume of forms employees should retain a copy of all forms submitted to the Benefits office and follow up with benefits if you do not see your registration completed within a month of your start date.

UBC STAFF CARDS

All Building Operations staff are required to obtain a UBC Staff Card. This card is free of charge and serves as your official UBC identification card, your library card, secure access card for secure work locations and provides faculty/staff discounts in several food services outlets, the Aquatic Centre and the Student Recreation Centre.

You will obtain your UBC Card during your New Employee First Day Orientation. If you need to obtain another card, you can do so in person at the UBC Carding Office located within the UBC Bookstore (6200 University Blvd.).

Regular hours of operation are:

Monday/Tuesday/Thursday/Friday 9:30am – 5:30pm and Wednesday 9:30am – 7:00pm

For further information: <http://ubccard.ubc.ca/>

ON BOARDING PEER PROGRAM

Building Operations has an on boarding peer program to help employees adjust to their first few days on the job. You will be matched up with a peer from your shop who will help you acclimatize to the department, introduce you to team members, answer any questions you may have and provide helpful first day information. Your on boarding peer will contact you to meet up on your first and second day and then schedule subsequent coffee breaks together over the following weeks.

SECURITY AT UBC

Campus Security - Personal safety and security of the campus community is of the greatest importance. Campus Security is a 'community based' service which seeks collegial and inclusive solutions to security problems for the campus. There are a number of security services available to UBC employees including:

Campus Blue Phones – Blue phones are located around campus and are easily identified by their blue lights. These are directly connected to Campus Security and may be used for emergencies, to report safety concerns, general assistance, and information or directions.

Key Watch – Campus Security can provide key tags with identification numbers. Lost keys can be dropped in any Canada Post or campus mailbox for free return to Campus Security.

Jump Start Program – contact Campus Security at 604.822.2222 for a free jump start, 24 hours a day, 7 days a week.

Lost & Found – A central lost and found is located at Campus Security. Secondary lost and found locations are in various buildings on campus (See Campus Security for a complete list).

AMS Safewalk – Safewalk is a free foot patrol service that provides a co-ed walking team to escort employees after dark.

For more information visit <http://www.ams.ubc.ca/services/ams-safewalk/safewalk-services>

UBC Emergency Alerts - a program that alerts participating individuals by voice or text messages to their cell phones in the event of emergency situations on campus. To sign up:

Log in to My UBC with your Campus-Wide Log-in ID (CWL). If you do not have a CWL, visit <http://www.it.ubc.ca/cwl>.

1. Enter the self-service web portal by clicking on "The Management Systems Portal".
2. Click on "Faculty and Staff Self-Service" button and "continue".
3. Click on "personal summary" and enter your cell phone number

For more information visit: www.security.ubc.ca/index.html

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

Shepell, UBC's Employee and Family Assistance Provider provides confidential support and assistance to employees and their immediate family members in assessing and resolving work, health and life issues. Shepell offers a full range of counselling services, health and wellbeing management services, and financial, legal and career services as well as additional support and assistance on managing further life events.

We encourage you to log on to Shepell's website and explore the many resources available to you and your family <https://www.workhealthlife.com/>

If you would like to contact Shepell you can do so by utilizing one of the following options:

For immediate and confidential assistance 24/7/365, please contact Shepell by:

1. Phone: 1.866.833.7690
2. Online at <https://www.workhealthlife.com/> choosing one of the following e-resources



Secure Support Services Booking



Instant chat with a counsellor, make a service inquiry or book a service.



Exchange written messages with a professional counsellor via secure online portal.

COLLECTIVE AGREEMENTS AND HANDBOOKS

Collective agreements and handbooks for all employee groups are available online on the HR website

CUPE 116 <http://www.hr.ubc.ca/wp-content/uploads/CUPE-116-Agreement-2010-2014.pdf>

IUOE 882 <http://www.hr.ubc.ca/wp-content/uploads/IUOE-882-Collective-Agreement-2010-2014.pdf>

M&P <http://www.hr.ubc.ca/wp-content/uploads/AAPS-Agreement-2012-2014.pdf>

Type of Plan - The UBC Staff Pension Plan is a Defined Benefit (DB) plan. That means your pension, at retirement, is a defined amount that is calculated according to a formula. The formula takes into account your pensionable service and your average annual basic salary. Each month, you and UBC make required contributions to the Plan and when you retire, you will receive a monthly pension for your lifetime and the lifetime of your spouse, if applicable.

New Employees - Online Enrollment Process

When you are first hired, you will receive an offer letter with an enrollment package code (SEP002 or SEP003) for use with the benefits on-line enrollment process at UBC. To enroll in the Staff Pension Plan (SPP), just follow the instructions within the on-line session and complete the optional pension enrollment form. Your forms will be sent directly to the Pension Administration Office (PAO) once they have been received by payroll

Note: Proof of age is REQUIRED for all plan members and their spouses. A copy of any one (1) of the following documents will be accepted to verify the date of birth:

- BC Driver's License and Services Card* (combined)
- BC Photo ID Card*
- BC Services Card*
- Birth Certificate
- Canadian Citizenship Card (issued prior to February 2012)
- Driver's License* (regular or enhanced)
- Passport* or Permanent Resident Card
- Secure Certificate of Indian Status*

POLICIES AND PROCEDURES

Policy 104: Responsible Use of Information Technology Facilities and Services

Communications facilities are to be used for authorized purposes. Incidental personal use is acceptable as long as it does not interfere with use of the facility for its intended purpose and, in the case of employees, as long as it does not interfere with his or her job performance.

Users must:

- preserve the privacy of data to which they have access;
- respect the privacy of others
- respect the integrity of computing systems and data.

For further information please see the full policy at:

<http://www.universitycounsel.ubc.ca/files/2010/08/policy104.pdf>

Personally Identifiable Information:

All personally identifiable information shall be kept in Staff Records and will be protected according to UBC Policies and Procedures 104&106 and the UBC Information Security Manual

Examples of Personally Identifiable Information:

- Social Insurance Number
- Date of Birth
- Visa and Passport Information
- Work Permits
- Financial Information
- Home Address

For more information:

<http://universitycounsel.ubc.ca/files/2012/08/Fact-Sheet-What-is-Personal-Information.pdf>

UBC RESPECTFUL ENVIRONMENT STATEMENT

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working, including an environment that is dedicated to excellence, equity and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment

EQUITY AND INCLUSION AT UBC

The University of British Columbia is committed to creating an environment “dedicated to excellence, equity, and mutual respect.” The work of the Equity and Inclusion Office is central to that commitment. Equity is, at its heart, about fairness. Whether we are promoting the removal of barriers to fair employment opportunities under UBC’s Employment Equity Policy, or addressing conduct that treats individuals unfairly because of irrelevant personal or group characteristic contrary to the Discrimination and Harassment Policy, we work to ensure that UBC is a place where faculty, student and staff are treated fairly and with respect

Positive Space Campaign:

The Equity and inclusion Office’s Positive Space Campaign is an initiative intended to help make UBC more receptive to and welcoming of its lesbian, gay, bisexual, trans* (transgender, transsexual, trans-identified), two-spirit, queer, questioning, intersex and asexual (LGBT*TQIA+) communities, individuals and issues of sexual and gender diversity on campus.

It aims to foster a welcoming atmosphere and inclusive, respectful dialogue on campus for people of all sexual orientations and gender identities by identifying spaces where sexual and gender diversity is supported and valued. Workshops are offered through the Equity and Inclusion Office at UBC Okanagan and Equity and Inclusion Office at UBC Vancouver

For more information on the Positive Space Campaign or to learn more about the Equity and Inclusion Office’s educational programs and workshops please log on to <http://equity.ubc.ca/> or contact:

Tel: 604.822.6353

Email: equity@equity.ubc.ca

EMPLOYEE FEEDBACK AND PERFORMANCE REVIEWS

10 day check in

After 10 days in your new role your Manager and Head will check in with you to see how your first few days are going. This is your opportunity to share your initial experience in the department and provide any feedback you may have on the orientation process. This is also a great opportunity to ask questions and request any additional support or coaching that will help you in your new role.

30 day performance review

CUPE 116 and IUOE 882:

After your first month in your new role, your Manager and Head will meet with you again to discuss your experience thus far as well as your performance in your position. You and your manager will identify your principle strengths as well as any areas that require extra training and development. Please take this opportunity to discuss your successes, challenges and any areas requiring additional support

60 day performance review

CUPE 116 and IUOE 882:

After your second month in your new role, your Manager and Head will meet with you again to discuss your experiences and your performance. You and your manager will review your successes and discuss plans for addressing any areas requiring additional support before your probationary period is over.

M&P:

M&P Employees have a longer probationary period of 1 year. During this first you can expect to have 2 performance reviews; one at the 5 month mark and one at the ten month mark

PROFESSIONAL DEVELOPMENT

UBC offers a number of learning opportunities and staff are encouraged to take advantage of these opportunities:

- Tuition Fee Benefit For CUPE 116 and IUOE 882 Employees: The Tuition Fee Benefit provides tuition assistance to eligible employees, up to a maximum of twelve credits of undergraduate credit courses per year, or the dollar equivalent in tuition for non-credit courses offered by UBC Continuing Studies <http://www.hr.ubc.ca/benefits/professional-development/>
- AAPS Professional Development Fund: Management and Professional (M&P) employees www.hr.ubc.ca/odl/funding/AAPS.html

For more information on professional development at UBC please visit <http://www.hr.ubc.ca/learning-development/>

UBC Continuing Studies

UBC Continuing Studies is an academic unit offering innovative educational programs that advance our students' careers, enrich their lives and inform their role in a civil and sustainable society.

Learning Opportunities

What do we offer lifelong learners?

- Flexible learning through part-time schedules and online formats
- Award-winning UBC programs specifically designed for adult learners
- Outstanding instructors drawn from campus and off-campus communities
- Enriched educational experiences based on proven teaching methods
- Personalized educational guidance from lifelong learning professionals

Whether you prefer to study in-class or online, in a one-day course or a two-year certificate program, UBC Continuing Studies offers flexible ways to learn at a pace that works for you.

UBC Continuing Studies offers over 1200 course offerings each year, or explore topics in more depth through one of our award of achievement or certificate programs

Phone: 604.822.1444

Website: www.cstudies.ubc.ca

LEAVE OF ABSENCE INFORMATION

From time to time, circumstances may arise that will require you to take a leave of absence. It's important to know the UBC employee group to which you belong as this determines:

The type of leave for which you are eligible,
How long a leave you can take,
What supplemental benefits you may qualify for, and
Whether you are entitled to a paid or unpaid leave.

Types of Leaves at UBC

CUPE 116:

The following list provides an overview of the various types of leaves that CUPE 116 Employees are eligible for:

- Sick Leave (includes medical/dental appointments)
- Maternity, Parental and Adoption Leave
- General Leave
- Study Leave
- Jury or Court Witness Duty Leave
- Bereavement Leave
- Mourner's Leave
- Citizenship Leave
- Leave for Union Business
- Negotiations and Grievance Provisions
- Full-time Union or Public Duties
- Christmas Leave
- Compassionate Care Leave

IUOE 882:

The following list provides an overview of the various types of leaves that IUOE 882 Employees are eligible for:

- Sick Leave
- Maternity, Parental and Adoption Leave
- General Leave
- Professional Development/Leave for Improving Basic Qualifications
- Jury or Court Witness Duty Leave
- Bereavement Leave
- Compassionate Leave

Compassionate Care Leave

Christmas Leave

Management and Professional:

The following list provides an overview of the various types of leaves that IUOE 882 Employees are eligible for:

Sick Leave (includes dependent leave)

Pre-Placement Adoption Leave

Maternity, Parental and Adoption Leave

General Leave

Professional Development/Leave for Improving Basic Qualifications

Study Leave

Deferred Salary Leave

Jury or Court Witness Duty Leave

Compassionate Leave

Christmas Leave

Compassionate Care Leave

For more information about leave specific entitlements and to learn how to apply for a where you will also find information on how to apply for a temporary leave please log on to

<http://www.hr.ubc.ca/benefits/leaves/>

BUILDING OPERATIONS BUSINESS UNITS

Building Operations consists of five inter-related groups dedicated to enhancing and sustaining UBC's Vancouver campus infrastructure

Customer Services

The Customer Service group has been assembled to help with any building-related problems and to serve as the connection between the University community and the custom services provided by UBC Building Operations.

Municipal Services

The Municipal Services group is responsible for providing Waste Management services, soft and hard landscape services, automotive and equipment maintenance as well as moving and general labour services to the University.

Custodial Services

Custodial Services is responsible for the custodial care of UBC buildings. The custodial team provides cleaning services and locking and unlocking of exterior doors, as well as set up for University functions and events.

Trades

The Trades group is responsible for the operation, maintenance and repair of HVAC systems, lighting and electrical power systems, automated building controls, conveyance devices, fire / life safety systems and architectural building systems in all core-funded University buildings.

Asset Stewardship

Asset Stewardship leads the deferred maintenance program and fosters an environment to generate creative ideas on how to improve and maintain the university's facilities and grounds. The four main areas of focus for Asset Stewardship are: Annual and 5 year Capital programming, New Building Commissioning and Handover, Quality Assurance and Engineering support to Building Operations

Process Improvement

The Continuous Improvement, Informatics and Planning team's (CIIP) vision is to be a catalyst for change. Our mission is "recognizing opportunities through fostering engagement, enabling evidence based decision making and leading initiatives that achieve extraordinary results". The work we do supports all departments within Building Operations and is focused on developing strategic plans, process and business improvements, decision support and implementing initiatives.

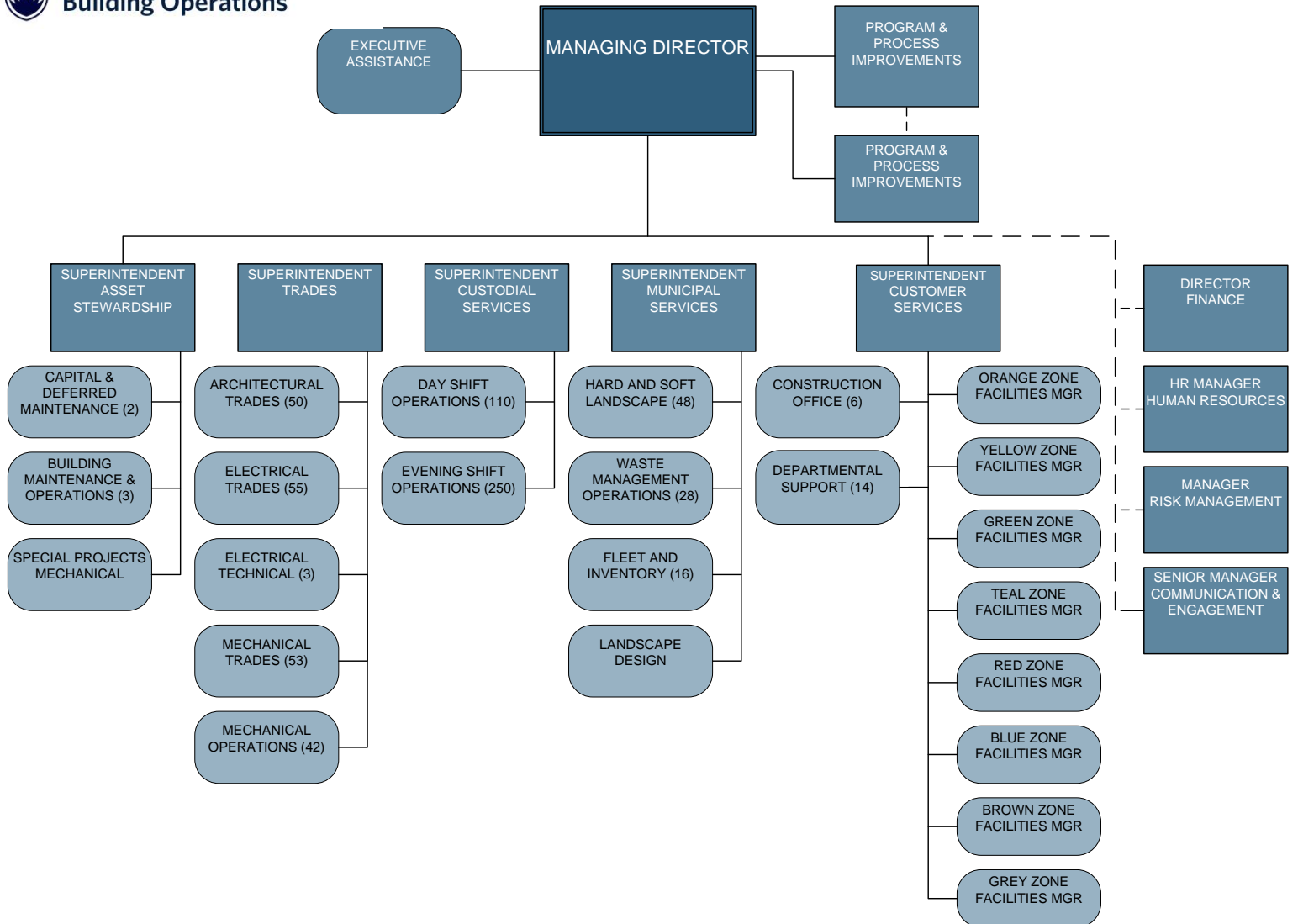
ORGANIZATIONAL CHARTS

Building Operations

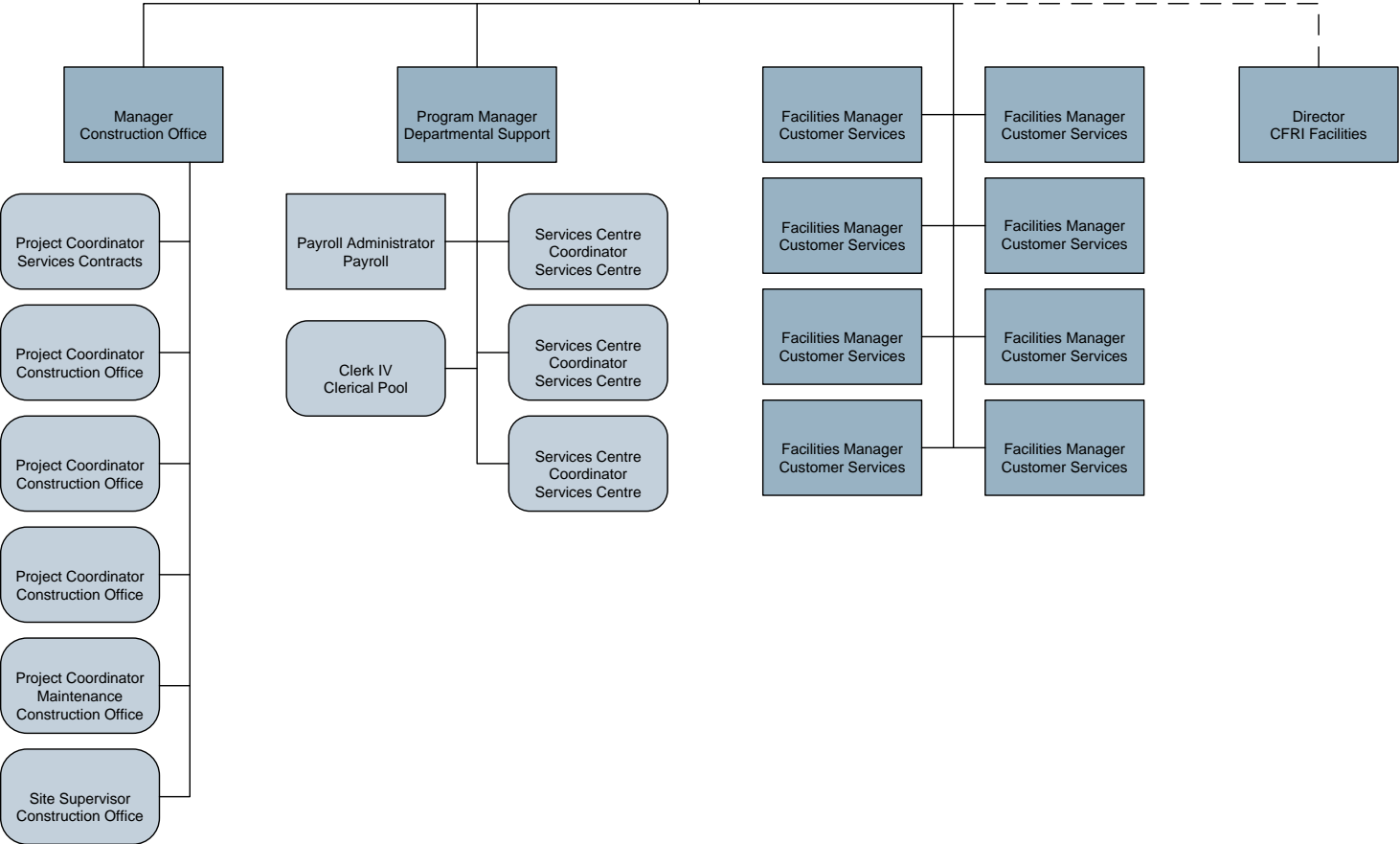
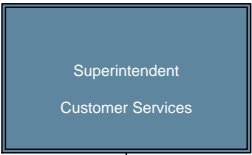


THE UNIVERSITY OF BRITISH COLUMBIA

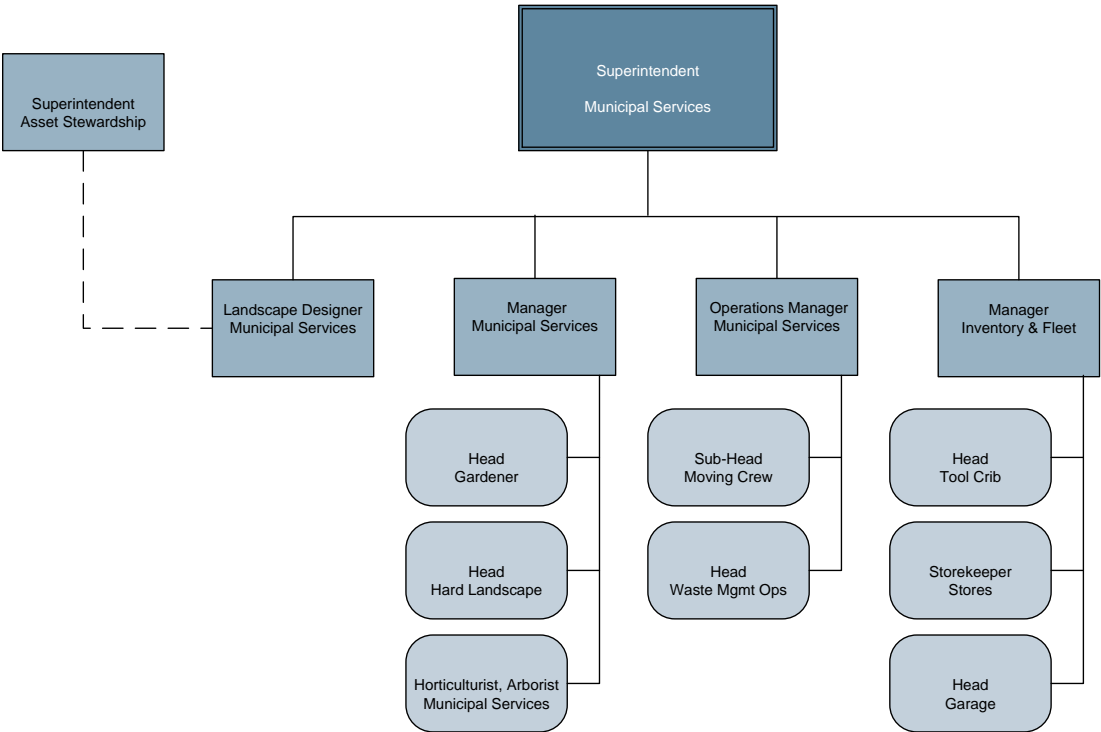
Building Operations



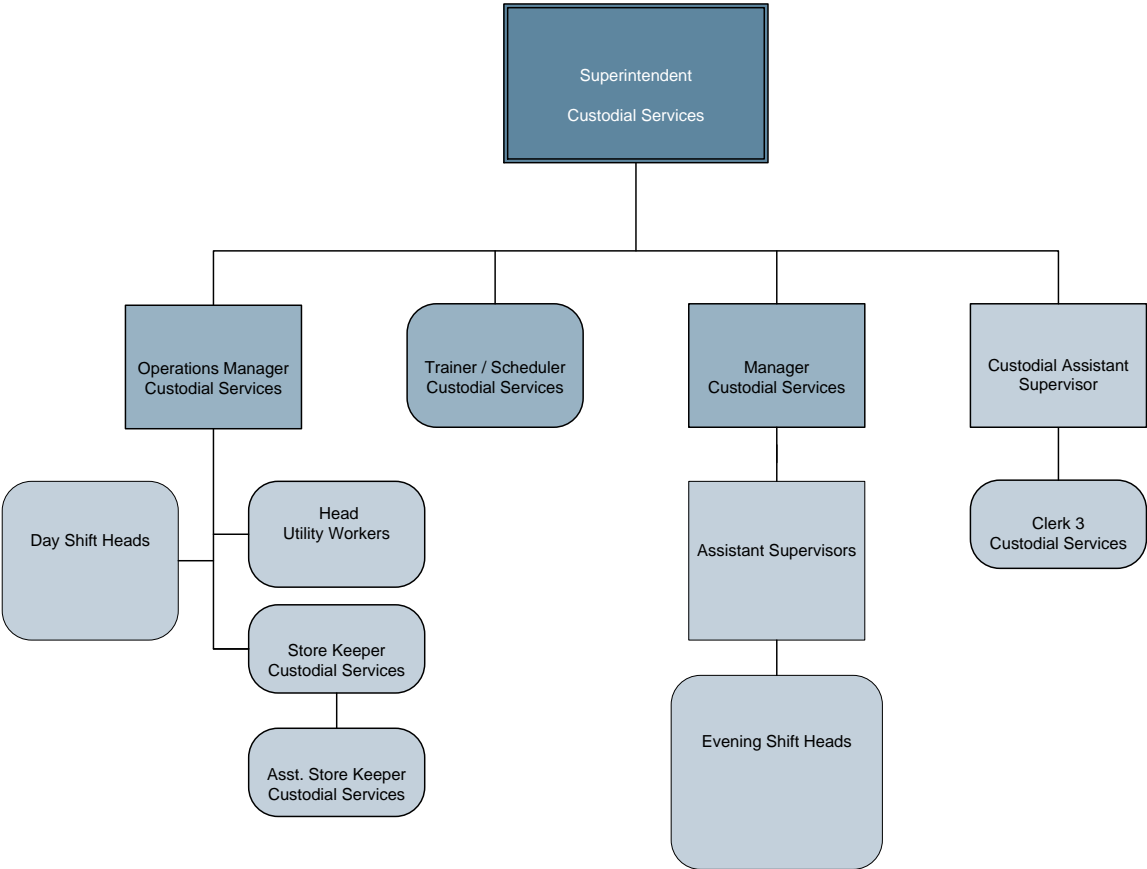
Customer Services



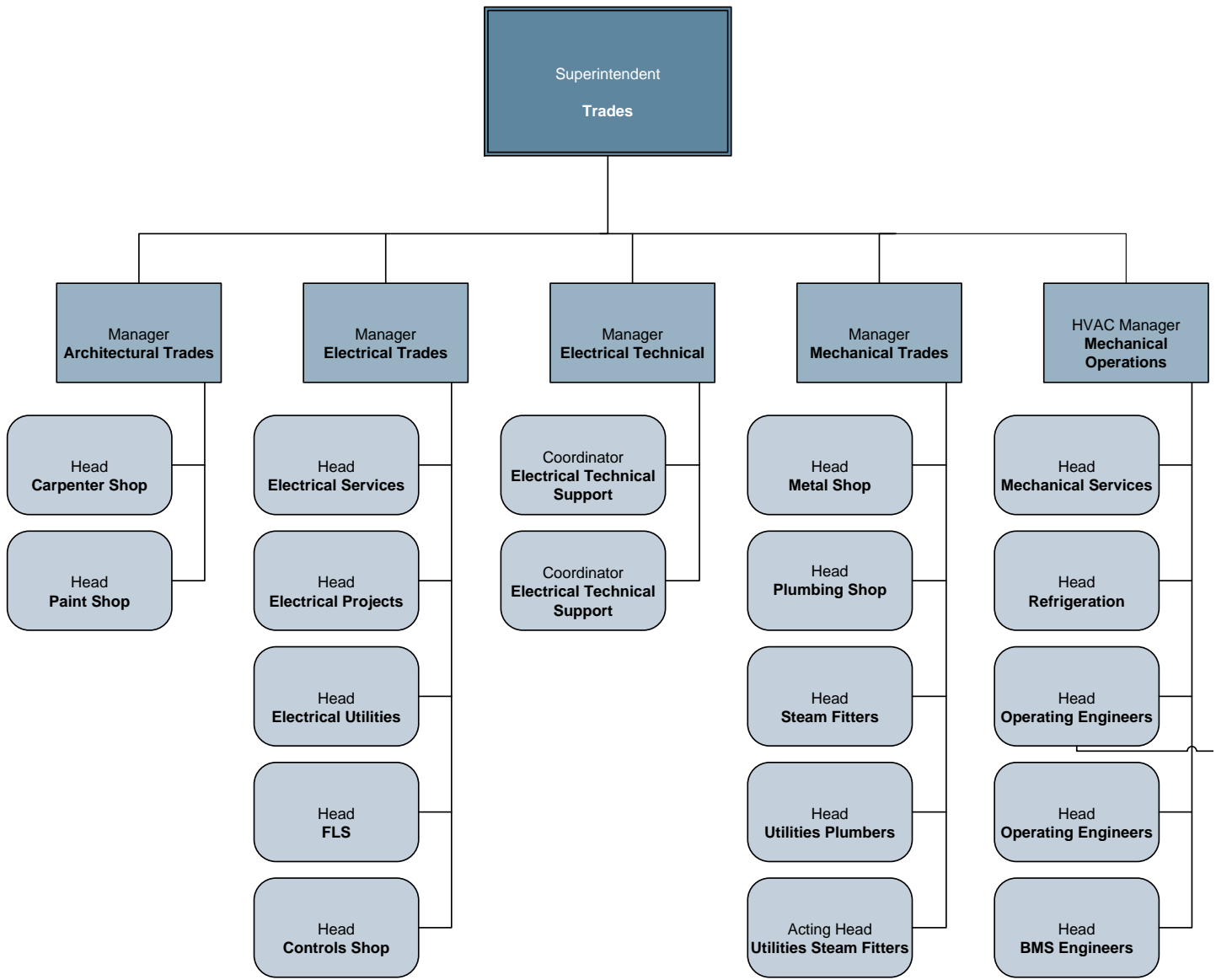
Municipal Services



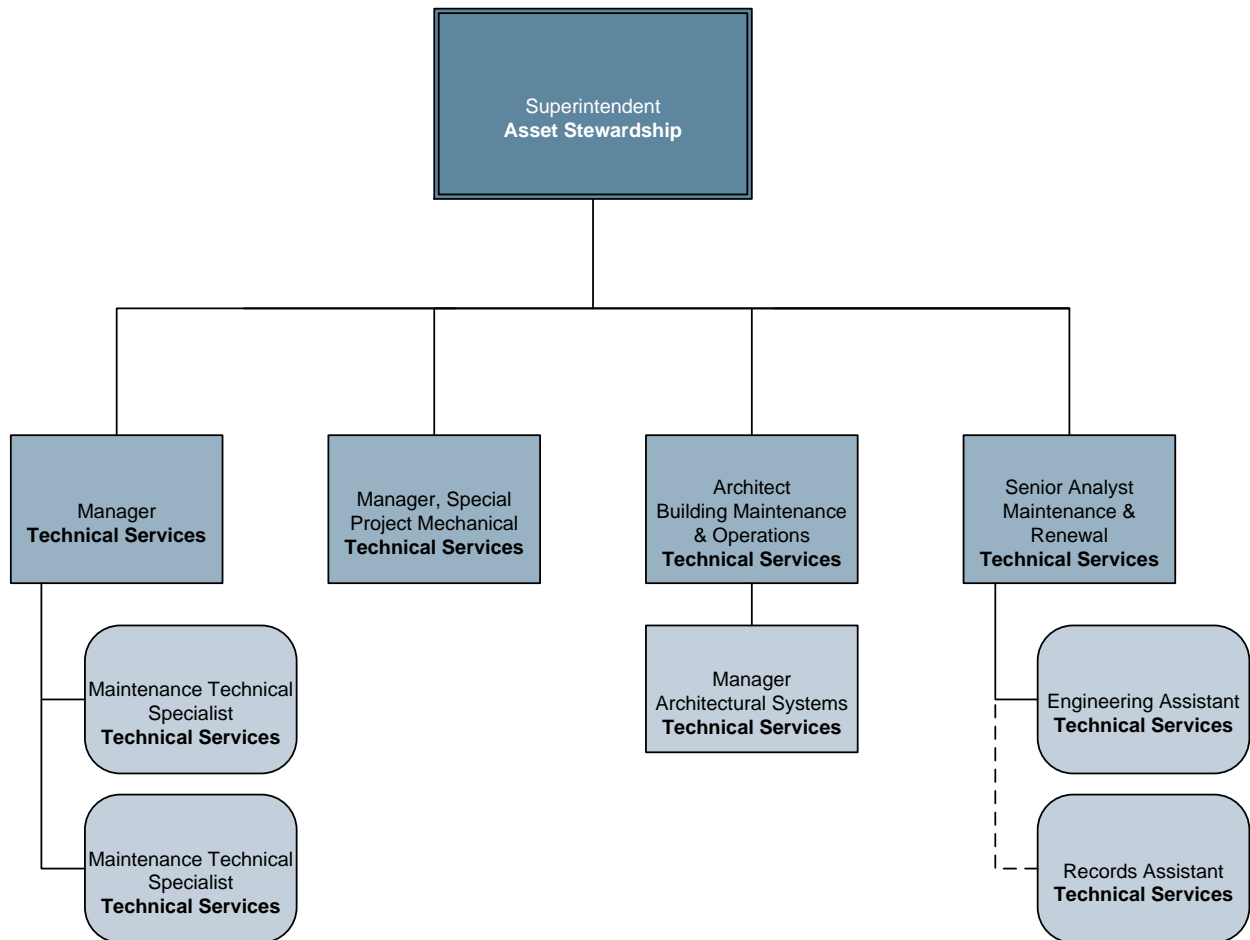
Custodial Services



Trades



Asset Stewardship



PORTFOLIO LISTINGS

Customer Services:

Superintendent	Denise Pearce
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Manager	Paul Hays, Construction Office Manager
Portfolio	Construction Office

Manager	Kishani Gibbons, Program Manager
Portfolio	Payroll, Clerical Pool, Service Center

Manager	James Bellavance, Facilities Manager
Portfolio	Orange Zone
Manager	Deb Capps, Facilities Manager
Portfolio	Green Zone
Manager	Chris Skipper, Facilities Manager
Portfolio	Yellow Zone
Manager	Greig Samodien, Facilities Manager
Portfolio	Grey Zone
Manager	Lou Maznik, Facilities Manager
Portfolio	Red Zone
Manager	Rob MacDonald, Facilities Manager
Portfolio	Teal Zone
Manager	Francois Desmarais, Facilities Manager
Portfolio	Brown Zone

Municipal Services:

Superintendent	Frank Crudo
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Manager	Municipal Manager
Portfolio	Soft Landscape Hard Landscape Horticulture

Manager	Tamas Weidner, Operations Manager
Portfolio	Moving Crew Waste Management

Manager	Steve Henzel
Portfolio	Tool Crib Stores Garage

Custodial Services:

Superintendent	Azmina Manji
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Manager	Elroy Fernandes, Operations Manager
Portfolio	Building Service Workers Custodial Stores Utility Workers

Manager	Pamela Wasylyshen
Portfolio	Custodial Administration

Manager	Barry Brooks (Acting)
Portfolio	Custodial Assistant Supervisors Evening Building Service Workers

Trades:

Superintendent	Karl Fox
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Manager	Mike Devolin, Architectural Trades Manager	
Portfolio	Painters	Carpenters
	Glaziers	Masons
	Plasterers	Roofers
	Sign Shop	Upholsterers

Manager	Chris Newell, Electrical Trades Manager	
Portfolio	Electricians and Utilities Electricians	
	Controls and Instrumentation Technicians	
	Elevator Electricians	
	Fire Life Safety Electricians	

Manager	Richard Hugli, Electrical Technical Specialist	
Portfolio	Electrical Technical Support	

Manager	Mike Chapman, Mechanical Trades Manager	
Portfolio	Sheet Metal Workers	
	Steamfitters and Utilities Steamfitters	
	Plumbers and Utilities Plumbers	

Manager	Larry Schofield, HVAC & Mechanical Systems Manager	
Portfolio	Millwrights	Refrigeration Mechanics
	BMS Engineers	Operating Engineers

Asset Stewardship:

Superintendent	John Sacre
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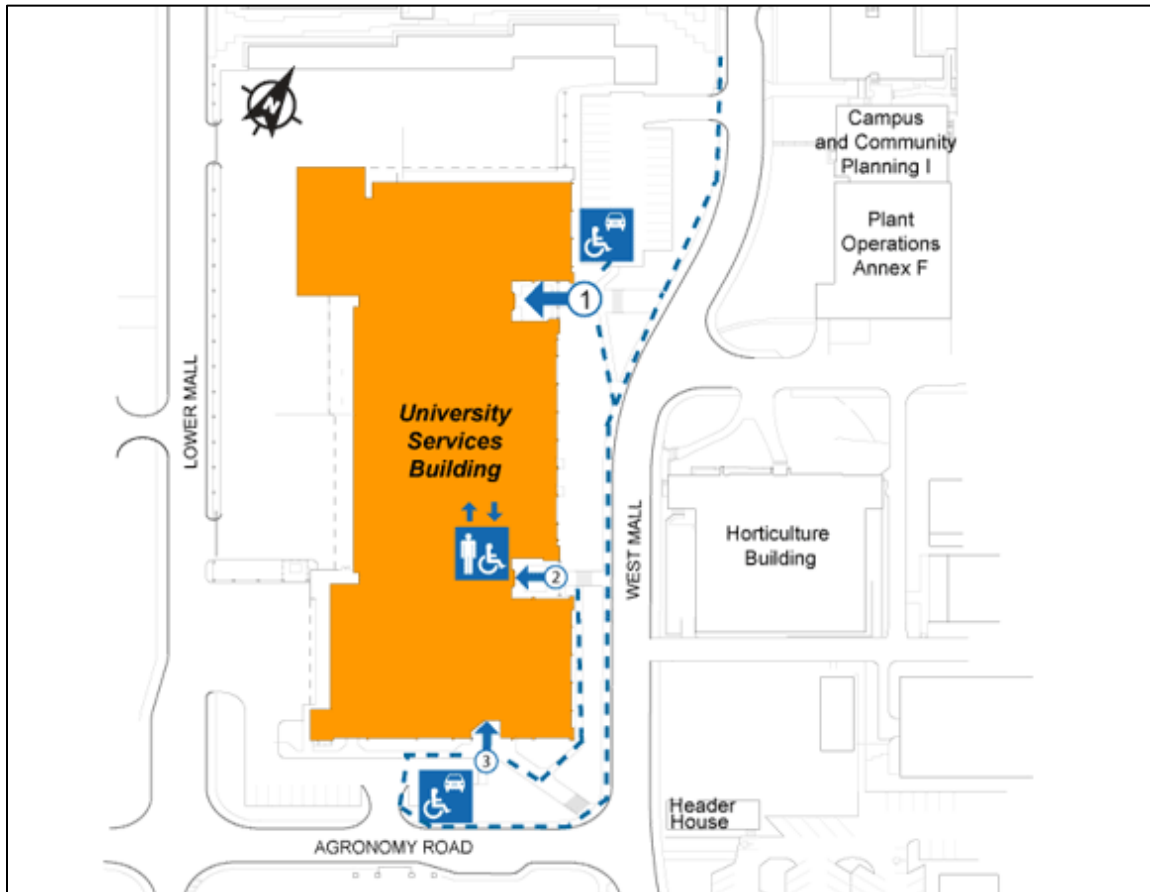
Manager	Manager, Technical Services
Portfolio	Maintenance Technical Specialists

Manager	Marian Lis, Senior Engineer, Technical Services
Portfolio	Special Mechanical Projects

Manager	Michael Thayer, Architect
Portfolio	Building Maintenance and Operations

Manager	Andy Plumridge, Senior Analyst
Portfolio	Maintenance and Renewal

UNIVERSITY SERVICES BUILDING



The main building and central hub for UBC Building Operations is the University Services Building. The USB houses:

- All of the central shops for Building Operations
- Stores
- Tool Crib
- First Aid
- Meeting Rooms
- Management offices
- Human Resources
- Finance
- Risk Management Services
- The Center for Occupational Health and Wellbeing

BUILDING OPERATIONS STAFF EXCELLENCE AWARDS

Building Operations provides recognition and rewards to staff who have consistently demonstrated excellence in the performance of their work duties and service to the University through the Staff Excellence Award Program. Each year staff are invited to nominate one (or more!) of their colleagues who, in their view, have achieved excellence in one of the following Award categories:

Inspiration

Awarded to an individual who has a minimum of 5 years of continuous employment with Building Operations and has demonstrated criteria from a minimum of 3 of the other award categories (Innovation, Leadership, Teamwork, Health, Wellness and Safety, Customer Service) as well as:

- ❑ Commitment to continuous improvement and development;
- ❑ Positively influencing others to build consensus around departmental and University initiatives;
- ❑ High level of problem-solving skills.

Innovation

Awarded to an individual or team who has demonstrated several of the following:

- ❑ Developed or improved methods, processes and/or procedures through original thinking and creativity, with significant positive impacts within Building Operations, or on the University community;
- ❑ Employed emerging technology to achieve new standards of efficiency and effectiveness in the workplace;
- ❑ Positively affected staff morale, productivity, budget, work quality, or customer service;
- ❑ Demonstrated a strong commitment to teamwork, respect, a positive work environment and the highest level of achievement.

Leadership

Awarded to an individual who has demonstrated several of the following:

- ❑ Motivated and inspired the people around her/him to accomplish more than they usually would have normally;
- ❑ Actively shared responsibility, authority, information and credit when working towards the achievement of a goal;
- ❑ Provided the leadership, guidance, tools, authority and trust needed for all team members to achieve their goals;
- ❑ Exhibited outstanding abilities in planning, implementation, and impact evaluation;
- ❑ Fostered a culture of service excellence through positive attitude and performance in the workplace;

- ❑ Has served as a role model for the values of respect, integrity, trustworthiness, commitment and accountability;
- ❑ Takes prompt action to resolve issues quickly and effectively;
- ❑ Communicates in a manner that is fair, straightforward, honourable and open.

Teamwork

Awarded to a team that has demonstrated several of the following:

- ❑ Exemplary collaboration, cooperation, reliability and flexibility within and between all levels of Building Operations;
- ❑ A willingness to share task responsibilities, provide support and show respect for other team members;
- ❑ A high level of cohesion, participation and commitment to team and organizational objectives without consideration for personal gain or recognition;
- ❑ Has overcome significant challenges or obstacles to achieve a goal through perseverance and hard work;

Health, Wellness and Safety

Awarded to an individual or team having demonstrated several of the following:

- ❑ Leadership and dedication to workplace health, safety and wellness;
- ❑ Tangible improvements in workplace environments, employee wellness, safe work procedures and practices, and accident prevention and reduction.

Customer Service

Awarded to an individual or team having demonstrated several of the following:

- ❑ Strong leadership, cooperation and credibility with both internal and external Building Operations' clients;
- ❑ An ability to anticipate and proactively meet client needs, and deliver on-time and within budget;
- ❑ Maintains an efficient, professional, respectful and positive manner;
- ❑ Consistently provides superior service and is willing to go the “extra mile” to find mutually satisfactory solutions.

Eligibility

All Building Operations employees are eligible for these awards, however to be nominated and considered for the Inspiration award a minimum of 5 years of continuous employment with Building Operations is required.

UNIVERSITY COMMUNITY INFORMATION

The vibrant life of UBC is experienced through the many diverse community activities and events that make up the social, cultural, and recreational spirit which students, staff, faculty, and the public participate in together on campus. Whether you are looking for something to do or something to watch, the UBC community provides a dynamic menu of choices year-round for students, staff, faculty, and the public to enjoy and participate in.

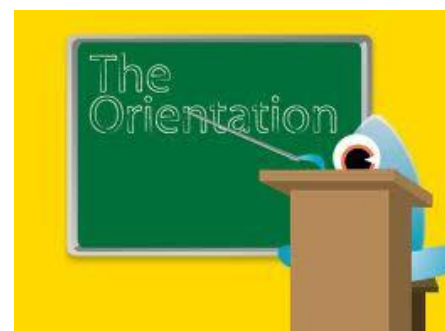
This toolkit provides a sampling of resources that will give you the opportunity to experience the campus community to its fullest.

UBC CAMPUS ORIENTATIONS

Welcome to UBC! We have many orientation events to introduce campus life to new faculty and staff. Please consider taking part in the following fun and informative events.

In-Person Orientations

University-wide orientations are a great way to connect with others who are new to campus. The orientations are coordinated by the Department of Human Resources.



Visit our University-Wide Orientations page to view upcoming staff orientation dates.

www.hr.ubc.ca/orientation/orientations-vancouver

Online Orientations

Virtual Welcome and Resource Centre: A centralized online hub of information for new and current faculty and staff www.hr.ubc.ca/vwc/index.php

UBC ATTRACTIONS

The university is home to some of the city's best events, attractions, from museums and galleries, to gardens, music and performing arts.

MUSEUMS & GALLERIES

Beaty Biodiversity Museum

Explore UBC's spectacular biological collections through exhibits and programs. More than two million specimens of plants, marine invertebrates, insects, fish, vertebrates, fungi, and fossils showcase the stunning natural history of British Columbia and beyond. The Beaty Biodiversity Museum is also home to the largest blue whale skeleton on display in Canada.

Website: www.beatymuseum.ubc.ca

Phone: 604.827.4955

Email: info@beatymuseum.ubc.ca

Irving K. Barber Learning Centre

The Learning Centre's spectacular 250,000 sq.ft. facility features contemporary artworks – including a piece from Musqueam artist Brent Sparrow – a dazzling chandelier by John Nutter, and the exceptional Chung Collection. Take in a reading, or relax at Ike's Café.

Website: www.ikebarberlearningcentre.ubc.ca

Phone: 604.822.3310

Morris and Helen Belkin Art Gallery

Internationally recognized for its exhibitions, programs, and online projects, the Belkin Art Gallery is one of Canada's premier showcases for contemporary art. They specialize in Canadian avant-garde art of the 1960s and 1970s. Download the UBC Outdoor Art Tour and discover UBC in a new way. Free admission and tours.

Website: www.belkin.ubc.ca

Phone: 604.822.2759

Email: Belkin.gallery@ubc.ca

Museum of Anthropology

The Museum of Anthropology is a place of extraordinary architectural beauty, provocative programming, and exciting exhibitions. From towering totem poles in its spectacular Great Hall, to more than 10,000 objects from around the world housed in their Multiversity Galleries, MOA offers endless opportunities for visitors to discover and learn about their own and other cultures. They also offer an elegant Shop, Café MOA, free guided gallery walks, and customized tours by special arrangement.

Website: www.moa.ubc.ca

Phone: 604.822.5087

Email: info@moa.ubc.ca

Pacific Museum of the Earth

Across the street from The Beaty Biodiversity Museum, the Pacific Museum of the Earth displays rocks and minerals, fossils, a seismograph, tornado machine, and exhibits relating to ocean and atmospheric sciences. Also on display is a skeleton of the dinosaur *Lambeosaurus* – over 80 million years old!

Website: www.eos.ubc.ca/resources/museum

Phone: 604.822.6992

Email: pme@eos.ubc.ca

Nitobe Memorial Garden

The Nitobe Memorial Garden is a traditional Japanese Tea and Stroll garden. A place of reflection, where each step reveals new harmony, the garden is designed to suggest a span of time – a day, a week or a lifetime – with a beginning, choice of paths, and ending.

Website: www.botanicalgarden.ubc.ca/nitobe

Phone: 604.822.6038

Email: garden.nitobe@ubc.ca

UBC Botanical Garden

In addition to unique displays of plants from around the world, the Botanical Garden includes the Greenheart Canopy Walkway eco-adventure, a well-stocked gift shop, and a plant centre full of rare specimens for purchase.

Website: www.botanicalgarden.ubc.ca

Phone: 604.822.4208

Email: garden.admissions@ubc.ca

MUSIC AND PERFORMING ARTS

Chan Centre for the Performing Arts

Since opening in the spring of 1997, this world class venue has earned high praise for its striking design and stellar acoustics. Inside there are three unique performance spaces: the 1200-seat Chan Shun Concert Hall, the flexible Telus Studio Theatre, and the intimate Royal Bank Cinema. The Chan Centre offers a variety of performances and events year-round, from classical recital and jazz concerts, to avant-garde theatre and opera productions. In addition, the Chan Centre presents its own annual season of world, jazz, and folk music concerts featuring internationally-renowned artists such as Zakir Hussain, Mavis Staples, Lila Downs, and the Punch Brothers.

Website: www.chancentre.com

Phone: 604.822.2697

Email: chan.centre@ubc.ca

Dorothy Somerset Studio Theatre

One of UBC's hidden treasures, this intimate 120 seat black box theatre is a venue for work by UBC theatres students, as well as many professional productions and exciting guest speakers. Many shows are free, others range from \$5 - \$10.

Website: www.theatre.ubc.ca

Phone: 604.822.2678

Frederic Wood Theatre

This historic theatre showcases the leading edge of new theatre practice. Discover everything from premieres to classics of the world stage and free talks by visiting scholars. The full season of plays features graduate and undergraduate theatre students as well as the work of faculty artists-in-residence and internationally renowned performers. Tickets \$2 - \$22.

Website: www.theatre.ubc.ca

Phone: 604.822.2678

UBC School of Music: Old Auditorium

Restored and renovated in 2010, this historic 1925 theatre is home to the UBC Opera Ensemble for their rehearsals and many of their performances. The 2010 renovation included a new 60-person orchestra pit; new stage lighting and rigging systems; modern classroom

technology; two rehearsal halls; expanded lobby, box office and reception spaces. Each season the UBC Opera Ensemble presents two fully staged operas at the Old Auditorium (plus one at the Chan Centre), as well as their popular Opera Tea on the Stage series. This 53 seat venue is also used for large lecture classes, special events, guest speakers and performance.

Website: www.ubcopera.com

Phone: 604.822.6725

Email: tickets@ubcopera.com

UBC School of Music: Roy Barnett Recital Hall

This 255 seat recital hall in the Music Building is a centre of activity at the UBC School of Music. From September through April, enjoy intimate solo recitals, chamber music and a myriad of small ensemble performances by student performers. In addition, there is the Wednesday Noon Hour Series and other special events featuring faculty, local and visiting guest artists. Many events are free, the Wednesday series tickets are only \$5. In the summer, the School of Music is host to the Vancouver International Song Institute, Early Music Vancouver Festival, and UBC Summer Music Institutes.

Website: www.music.ubc.ca

Phone: 604.822.5574

DINING OPTIONS AT UBC



UBC Food Services provides a wide range of sustainable, affordable, and nutritious dining options to our community through excellent service, skillful food preparation and a commitment to our environment.

Website: <http://www.food.ubc.ca/home/places-to-eat/>

CAMPUS FOOD PLANS

UBC Food Services are all about variety, convenience and flexibility. As a staff member, you can choose from 31 Food Services locations to make on campus purchases, including a select number of campus partners, and campus food plans that make it easy for you to get exactly what you want, when and where you want it.

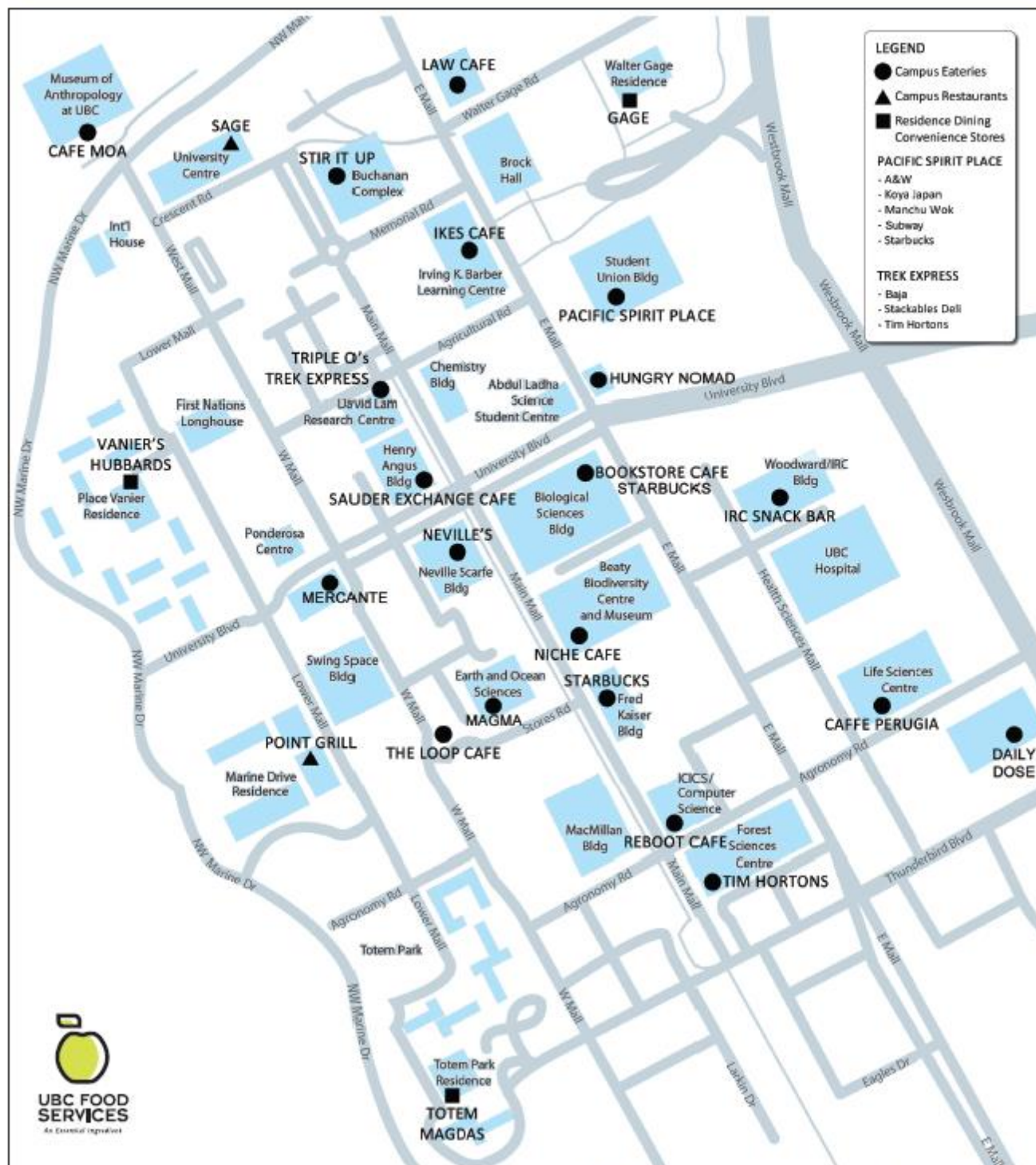
With the wonders of technology, your faculty or staff ID UBCcard can be turned into a campus membership card which is packed with unlimited buying potential and provides the ability to eat when and where you like.

The UBCcard Plan works like a pre-paid debit card to which you can add money to the plan and swipe to make purchases. Plan members enjoy 5% savings on food and non-alcoholic beverages at almost 30 UBC Food Services locations.

Visit <https://secure.housing.ubc.ca/> to open a UBCcard Plan, make a payment, check your plan balance or add dollars to your plan.

FIND A RESTAURANT NEAR YOU

UBC FOOD SERVICES CAMPUS DINING LOCATIONS



Hours subject to change, please visit www.food.ubc.ca for current hours of operation

HEALTH, WELLBEING AND RECREATION AT UBC

UBC is committed to developing and promoting health and sustainable workplaces. There are many resources, programs and facilities available to help you develop and maintain your health and wellbeing.

CENTRE FOR OCCUPATIONAL HEALTH, SAFETY AND WELLBEING

Opened in October, 2014, Risk Management Services offers preventative health services to select high-risk UBC employees at The Centre for Occupational Health, Safety and Wellbeing. Located in the University Services Building, The Centre offers UBC's world-leading health providers all working in a state-of-the-art conditioning and treatment centre.

The Centre for Occupational Health, Safety and Wellbeing operates in collaboration with the Allan McGavin Sport Medicine Physiotherapy, and The Pharmacists Clinic, Faculty of Pharmaceutical Sciences and with the support of CUPE 116, CUPE 2950, IUSO 882 and APPS.

SERVICES IN THE CENTRE

Physiotherapy & Massage

Physiotherapists and Massage Therapist from UBC's world-leading Allan McGavin Sports Medicine Centre will assist staff with rehabilitation, injury and disease prevention, mobility optimization and more.

Functional Movement Assessments

Functional Movement Screening (FMS) evaluates basic movement patterns – such as a squat or deadlift – that staff uses every day at work. FMS assists clinicians when created your personalized exercise routine to decrease injury risks.

Certified Personal Training and Facility Orientations

The UBC School of Kinesiology's Co-Op Program will provide targeted staff with the top kinesiology students and personal trainers on campus. These trainers can help you with lifestyle changes, strength and conditioning, goal specific training and more.

Other Programs

- Injury prevention and conditioning programs
- Healthy Living Workshops
- Health Screenings
- Safety and occupational development training
- Services from The Pharmacists Clinic

Training Areas

- Conditioning and stretching area
- Two multi-purpose rooms
- Two physiotherapy treatment rooms
- One massage therapy treatment room
- Men & Women's showers and change rooms
- Lockers and filtered water

Cardio Equipment

- Cybex treadmills, Upright and recumbent bicycles and ARC Elliptical Trainers
- Octane Standing and Seated Elliptical Trainers
- Keiser Spin Bicycles
- Concept II Rowing Machine
- SciFit Hand Ergo
- Steps and Risers

Strength Training Equipment

The Centre offers a variety of free weight and functional weight training equipment with incremental adjustments, variable resistance and isolateral movement (right and left sides function independently).

- Cybex Functional Trainers, Smith Machine and 4-station Trainer
- Free weights from 2 lbs. to 75 lbs.
- Variety of Functional Training Tools including body balls, BOSU Trainers, Wobble Boards, Foam Rollers and Resistance Bands.

Additional Equipment

- Yoga mats and blocks
- Small hand weights
- Stretching Mats

ACCESS TO THE CENTRE

As a part of UBC Building Operations, you are eligible for access to The Centre, its services and programs. Complete the attached Waiver and return it to The Centre for processing and you will be notified of your access status. (See Appendix B)

UBC RECREATION

From skating to rowing, yoga to tennis, recreation at UBC has something for everyone. Take a lesson, discover a new sport or get social on the court – enjoy the year-round recreation fun at UBC.

UBC Athletics and Recreation facilities include:

- **UBC Aquatic Centre**
 - Offers drop-in swims, aqua fitness classes, and swimming lessons. The Aquatic Centre offers year-round aquatics programming for adults and youth of all ages and abilities.
www.recreation.ubc.ca/aquatics/
- **UBC Student Recreation Centre**
 - UBC Recreations offers a variety of programs, such as dance, yoga, martial arts and league sports at the Student Recreation Centre for students, staff and faculty.
www.recreation.ubc.ca
- **UBC BirdCoop Fitness Centre**
 - Through the BirdCoop Fitness Centre, UBC Recreations offers memberships, boot camps, group and individual personal training and be fit and cycle fit classes. The BirdCoop is also the home to a climbing cave that is open during club hours to climbers of all abilities.
www.recreation.ubc.ca/fitness/
- **UBC Tennis Centre**
 - The UBC Tennis Centre provides a comprehensive tennis program with professional staff for people of all ages and playing abilities.
www.recreation.ubc.ca/tennis/

- **Doug Mitchell Thunderbird Sports Centre**
 - The Doug Mitchell Thunderbird Sports Centre offers ice based programs such as hockey and skating lessons for youth and adults. They also offer drop-in sessions of public skating, figure skating, hockey and stick and puck.
www.recreation.ubc.ca/ice/

- **John M.S. Lecky UBC Boathouse**
 - Home to the UBC Men's and Women's Varsity and Novice rowing teams, St. George's school rowing programs, and the community rowing programs which compete as the Thunderbird Rowing Club (TBRC), programs include learn to row, recreational and competitive Junior athletes, as well as a recreational program for university students and adults.
www.recreation.ubc.ca/rowing/

UBC SPORTS



Varsity sports have a rich history at UBC beginning with how they got their name. In November 1933, UBC's Blue and Gold Varsity Teams were named the Thunderbirds after a contest held through the Ubyyssey to select a name for the university's sports teams. On October 30, 1948, the Kwicksutaineuk people of the B.C. west coast officially granted permission to UBC to use the Thunderbird name and emblem. The Thunderbird is a high-ranking, mythical, powerful creature, indigenous to the West Coast and under whose protection come brotherhood, peace and goodwill.

You can enjoy the excitement of varsity sports at UBC and cheer on the Thunderbird teams as they continue to make UBC proud on the field, in the rink and at national championships. Choose from 13 different sports and bring your family and friends out to cheer UBC teams on.

Tickets to UBC Thunderbird sporting events are available through www.gothunderbirds.ca. Tickets can be purchases for single games or for an entire season. Group ticket options are also available.

UBC Thunderbird varsity teams include:

Men's Sports		Women's Sports	
Baseball	Rugby	Basketball	Skiing (Nordic)
Basketball	Skiing (Alpine)	Cross-country	Soccer
Cross Country	Skiing (Nordic)	Field Hockey	Softball
Field Hockey	Soccer	Golf	Swimming
Football	Swimming	Hockey	Track and Field
Golf	Track and Field	Rowing	Volleyball
Hockey	Volleyball	Rugby	
Rowing		Skiing (Alpine)	

UBC CORPORATE HEALTH, FITNESS & FAMILY DISCOUNTS

A wide range of Health, Fitness and Family discounts both on and off campus are available to UBC staff and faculty. For more information and an up-to-date list of participating businesses visit www.hr.ubc.ca/health.

ON CAMPUS DISCOUNTS

Whatever your interests are, chances are you'll discover opportunities to fulfill them here on campus. See below for a list of on campus discounts available to UBC Faculty and Staff.

- Beaty Biodiversity Museum
- Pacific Museum of the Earth
- UBC Botanical & Nitobe Gardens
- UBC Student Recreation Centre
- UBC Food Services
- University Golf Club
- Chan Centre for the Performing Arts
- The Old Barn Community Centre
- UBC Museum of Anthropology
- UBC BirdCoop Fitness Centre
- UBC Tennis Centre
- Morris and Helen Belkin Art Gallery
- UBC Aquatic Centre
- UBC School of Music
- UBC BodyWorks Fitness Centre
- UBC Theatre

OFF CAMPUS DISCOUNTS

Many businesses and service providers in the lower mainland offer discounted rates to UBC staff and faculty. All you need to take advantage of this is your valid UBC Faculty/ Staff card. Check out the full list of participating merchants to see where you can save.

- All-City Athletics
- Club 16 Trevor Linden Fitness & She's Fit
- CrossFit West 10
- Hot Box Yoga – Wesbrook Village
- Moksha Yoga Vancouver
- Sunberry Fitness Richmond
- Urban Fitness Club
- YMCA Richard Lee
- Bikram Yoga Vancouver
- Curves Women's Gym & Fitness Centre Point Grey
- Dailey Method (Vancouver)
- iDance Vancouver
- Pure Vibe Fitness Studio
- The Exercise Movement
- Vancouver Parks & Recreation
- YWCA Health & Fitness Centre
- Body and Soul Health & Fitness
- CrossFit North Vancouver
- Gold's Gym- University Village
- Life Chiropractic Health & Wellness
- Richmond Olympic Oval
- The PNE
- West Coast Hot Yoga
- YYoga

UBC WORKPLACE HEALTH SERVICES AND HEALTH, WELLBEING AND BENEFITS

The Workplace Health Services (WHS) and Health, Wellbeing and Benefits (HWB) teams are actively involved in the creation of a community that encourages employee health. These units assist in providing health and wellness initiatives; facilitating return to work of injured and ill workers; manage WorkSafeBC claims; providing guidance for those with long-term disabilities; and administering medical services for those whose work involves risk of exposure to biological, chemical, and physical hazards.

UBC BOOKSTORE

Operating since 1917, the UBC Bookstore has been part of the UBC Community for almost 100 years. They are the 14th largest campus store in North America (out of 2600) and are very proud of that fact! Whether you need textbooks, food, coffee, a laptop, tablet or other tech item, new clothes, stationery or gifts, or general books, the UBC Bookstore is the place to go. The newly re-designed UBC Bookstore offers a social experience to those who want to shop, socialize, read and enjoy the indoor and outdoor space of the new building.

Location: 6200 University Boulevard

Phone: 604.822.2665

Email: ubc.bookstore@ubc.ca

Website: www.bookstore.ubc.ca

GIVING BACK: UBC UNITED WAY CAMPAIGN

United Way of the Lower Mainland (UWLM) is a non-profit organization that delivers more than 400 programs and services to members of Lower Mainland communities. The United Way focuses on prevention and addresses the underlying causes of critical social issues such as poverty, bullying and social isolation before they become crises.

The UBC Community United Way Campaign is an annual workplace campaign that runs in the fall and creates a great opportunity for students, staff and faculty on campus to connect, network and raise funds for a great cause.

The University of British Columbia has a long history with United Way and has held a workplace campaign since 1976. The University of British Columbia (Vancouver and Okanagan) has been the top contributor to United Way for many years. Since 2009 UBC has consistently raised over \$500,000 in support of the local community!

To find out more about how you can donate or become more involved in the UBC United Way campaign please log on to <http://www.unitedway.ubc.ca/get-involved/>

APPENDIX A: PHYSICAL ACTIVITY READINESS SELF-ASSESSMENT (PAR-Q)

Regular physical activity is fun and healthy and increasing more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, this self-assessment will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: YES or NO.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you feel pain in your chest when you do physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	3. In the past month, have you had chest pain when you were not doing physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	4. Do you lose your balance because of dizziness or do you ever lose consciousness?
<input type="checkbox"/>	<input type="checkbox"/>	5. Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you know of any other reason why you should not do physical activity?

If you answered:

YES to one or more questions

Talk with your doctor by phone or in person **BEFORE** you start becoming much more physically active or **BEFORE** you have a fitness appraisal. Tell your doctor about this PAR-Q self-assessment and which questions you answered YES.

- You may be able to do any activity you want – as long as you start slowly and build up gradually. Or, you may need to restrict your activities to those which are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/ her advice.
- Find out which community programs are safe and helpful for you.

NO to all questions

If you answered NO honestly to all questions, you can be reasonably sure that you can:

- Start becoming much more physically active – begin slowly and build up gradually. This is the safest and easiest way to go.
- Take part in a fitness appraisal – this is an excellent way to determine your basic fitness so that you can plan the best way for you to live actively. It is also highly recommended that you have your blood pressure evaluated. If your reading is over 144/ 94, talk with your doctor before you start becoming much more physically active.



DELAY BECOMING MUCH MORE ACTIVE:

- If you are not feeling well because of a temporary illness such as a cold or a fever – wait until you feel better: or
- If you are or may be pregnant – talk to your doctor before you start becoming more active.

PLEASE NOTE: If your health changes so that you then answer YES to any of the above questions, tell your fitness or health professional. Ask whether you should change your physical activity plan.

APPENDIX B: THE CENTRE FOR OCCUPATIONAL HEALTH, SAFETY AND WELLBEING WAIVER

Employee 7-Digit ID# _____

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS

**BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS,
INCLUDING THE RIGHT TO SUE IN THE EVENT OF INJURY**

PLEASE READ CAREFULLY

Initial _____

TO: THE UNIVERSITY OF BRITISH COLUMBIA, including its Centre for Occupational Health, Safety and Wellbeing (the "Centre")

ASSUMPTION OF RISKS

I am aware that using the Centre and/or participating in any of Centre's programs or services involves many risks, dangers and hazards including, but not limited to: risk of bodily injury including physical impairment and serious disability; impact and collision with other participants; participating without sufficient instruction or supervision; impact with or improper use of objects or equipment used in connection with physical activity; defective, dangerous or unsafe equipment; changes in the type of surface and the conditions of each surface, including but not limited to the University Services Building, shower facilities and change rooms; failure to participate safely within one's own ability and fitness level; theft; consumption of food or drink, whether made by professionals or by non-professionals; negligence of other participants; and **NEGLIGENCE ON THE PART OF THE UNIVERSITY OF BRITISH COLUMBIA OR ITS EMPLOYEES INCLUDING THE FAILURE ON THE PART OF THE UNIVERSITY OF BRITISH COLUMBIA OR ITS EMPLOYEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE.** I am also aware that the risks, dangers and hazards referred to above exist within a variety of facilities whether on campus or off campus, including but not limited to: roadways, parking areas, shower rooms, hallways, stairs, elevators, change rooms, meeting rooms, eating areas, banquet rooms, campus buildings and other facilities.

I AM AWARE OF THE RISKS, DANGERS AND HAZARDS ASSOCIATED WITH MY USE OF THE CENTRE AND/OR MY PARTICIPATION IN ANY OF THE CENTRE'S PROGRAMS OR SERVICES, AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE AND LOSS RESULTING THEREFROM. I am also aware that the University of British Columbia does not carry accident or medical or dental insurance on my behalf.

I am also aware that it is my responsibility at all times to ensure that I am physically and mentally fit to use the Centre and/or to participate in any of the Centre's programs or services, and that it is my responsibility to obtain medical clearance from my physician prior to my use of the Centre and/or my participation in any of the Centre's programs or services if I am unsure about my ability to participate.

RELEASE OF LIABILITY, WAIVER OF CLAIMS

In consideration of the University of British Columbia allowing me to use the Centre and/or to participate in any of the Centre's programs or services, and permitting my use of its equipment, structures and other facilities, and for good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:

1. **TO WAIVE ANY AND ALL CLAIMS** that I have or may in the future have against **THE UNIVERSITY OF BRITISH COLUMBIA**, its Board of Governors, directors, officers, employees, agents and representatives, (all of whom are hereinafter collectively referred to as "THE RELEASEES") and **TO RELEASE THE RELEASEES** from any and all liability for any loss, damage, expense or injury including death that I may suffer, or that my next of kin may suffer, resulting from my use of the Centre and/or participation in any of the Centre's programs or services, **DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS LIABILITY ACT, R.S.B.C. 1996, c .337, ON THE PART OF THE RELEASEES, AND ALSO INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE;**

2. This Agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the laws of the Province of British Columbia and no other jurisdiction; and
3. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

In entering into this Agreement I am not relying upon any oral or written representations or statements made by the Releasees with respect to the safety of the Centre and/or the programs or services offered by the Centre other than what is set forth in this Agreement.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.

Signed this _____ day of _____, 20____

Signature of Participant

Please print name clearly

Dept/ Crew# _____ Phone _____ e-mail _____ i-class# _____

THIS FORM MUST BE SIGNED PRIOR TO USING THE CENTRE AND/OR PARTICIPATING IN ANY OF THE CENTRE'S PROGRAMS OR SERVICES

APPENDIX C: UBC MAP

