



EMPLOYEE HANDBOOK



University
of Victoria

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ABOUT UVIC

We acknowledge and respect the Lw'w'w' (Songhees and Esquimalt) Peoples on whose territory the university stands, and the kw'w'w'w' DQG :6É1(ý 3HR SOHV ZKRVH KLVWRULFDO UHC continue to this day.

We are grateful to be working for an institution that is committed to the ongoing work of decolonizing and Indigenizing the campus community both inside and outside the

Respectful Workplace

We all have the right to work in an environment that is respectful. Every employee at the University of Victoria shares the responsibility of building and maintaining a respectful workplace. A respectful workplace means that everyone is treated fairly and with consideration, difference is acknowledged and valued, communication is open and civil, conflict is addressed early, and there is a culture of empowerment and cooperation. All members of the UVic community are expected to demonstrate personal integrity and professionalism, practice fairness and understanding, demonstrate respect for individual rights and differences, and encourage accountability for one's actions. We believe respectful workplaces don't just happen—they are built.

Sustainability

Living and working to a better world's L7renaijwor(t)467-1((2 0 Tw 2(u)051e)3c.2 (746(4)95 Tc 4 Tc 0 Tw 1.663 (to

Here are some ways to get involved:

[Annual United Way Campaign](#)

[Volunteer at convocation](#)

[English Language Centre](#) – volunteer in a conversation club, the study centre and in the classroom

Amenities On and Off Campus

[Food on Campus](#)

We have [12 unique food outlets](#) on campus that offer a wide range of options from hot meal service (905) 675-1934

Cycling

UVic is a bike-friendly campus offering a number of services to support your cycling needs. For more information, visit [uvic.ca/bikefriendly](#).



GETTING STARTED AT UVIC

Onboarding Before You Arrive

After accepting our offer of employment you

- [vTraining and Development for CUPE951](#)
- [vTravel and Hospitality Policy](#)
- [vUniversity of Victoria Library Loan Policy](#)
- [vUse of Vehicles and Parking on UVic campus](#)

Health & Safety Orientation

An important and required first step is completing the [online Health and Safety Orientation](#). All new employees will receive an automated email after their start date to complete this course. UVic Health and Safety Orientation is the first step to help prepare you for the job before you start working. The goals are to create an ongoing commitment to health and safety during your time at UVic and to ensure compliance with WorkSafeBC.

Safehaven/Safewalk/Campus Alone

Campus Security Services has a number of programs to promote a safe and welcoming campus and to ensure your personal safety.

Safehaven: The Campus Security Buildings open 24 hours a day, 7 days a week for assistance.

SafeWalk: Is available 24 hours a day, 7 days a week to provide a safewalk service within the campus. To access this service call 250-721-7599.

Campus Alone: Is available to all members of the campus community who work or study on campus during the quiet hours of evenings, weekends, holidays, etc. To access this service call 250-721-6683.

In the event of an emergency or to report suspicious activity, contact Campus Security Services Emergency line at 250-721-7599 or 9-1-1 (Emergency) for Police/Ambulance/Fire.

Online Tools: Employee Self-Service

[Online Tools](#) is your source for access to personalized computing resources at UVic. It is a single login site that gives members of the UVic community access to secured information on the UVic network (finance reporting, student reporting, etc.), pay information, email and much more.

The Employee Services portion of the website allows you to access pay and job-related information. Some of that information includes:

- vPay Information:** job summary, pay stubs and direct deposit allocation.
- vLeaves & Benefits:** benefit statement and leave balances (includes your sick and vacation entitlements).
- vTax forms:** downloadable T4 slips, tax credits, and deduction update forms.

ONECard

The UVic ONECard is the single official identification card for the University of Victoria. It is used for access to campus facilities, library, and other services. For more information, visit [http://www.uvic.ca/onecard](#).

Employee Groups (Unions)

We have several employee groups on campus. Copies of the union collective agreements are available online.

[CUPE 917](#) represents the University of Victoria's trades, grounds workers, security officers, facility attendants and janitorial, maintenance and food service workers among others. CUPE 917 represents approximately 500 workers (430 FTE positions).

[CUPE 951](#) represents approximately 850 workers (755 FTE positions) including office employees, library assistants, technicians and child care workers.

[CUPE 4163](#) is known as the University of Victoria's Educational Employees Union. The local is made up of three "components," each with separate collective agreement language.

CUPE Local 4163 application form can be found at CUPE 4163 website.

[University of Victoria Faculty Association](#) represents approximately 850 faculty and librarians at J 0 Tc 0 Tw 0.804 0

YOUR COMPENSATION AND BENEFITS

In addition to competitive salaries, UVic contributes to your and your family's health and security through its comprehensive medical, dental, and pension benefits. We also offer:

- ✓ generous vacation time off
- ✓ equity and diversity support and initiatives
- ✓ career development funding
- ✓ a diverse range of learning and development opportunities, including discounted continuing education courses
- ✓ on-site childcare
- ✓ subsidized athletic facility memberships
- ✓ sustainability initiatives, including discounted transit passes and a pedestrian and bike-friendly campus
- ✓ financial and retirement planning sessions

Benefits

Your benefits package will depend on your employee group and type of employment.

The [benefit handbooks](#) will provide you with more detail on your benefits.*

*The information provided in the benefit documents is intended as a guide to understanding the major provisions of the various benefit plans. It in no way constitutes or is intended to constitute a contract with you.

Job Postings

Most of our staff positions are posted through our job management system [UVic Careers](#).

CUPE 4163 positions are filled through postings advertised by individual departments through their own websites or other communication tools.

Academic positions are posted on the [Opportunities for faculty and librarians](#) site.

Learning and Development

An important part of being successful at the University of Victoria is developing your career. There are several opportunities to learn more about you, the work we do here at UVic, and about career growth options.

Human Resources