

Subject: Work Learn Winter 2022 Funding Announcement Details: External Posting
From: StudentAffairs Careers Work Learn <work.learn@ubc.ca>
Date: 9/8/22, 7:28 PM
To: "Loughnan, Deirdre" <deirdre.loughnan@ubc.ca>
CC: "Chan, Andrea" <andrea.chan@ubc.ca>, "Wolkovich, Elizabeth" <e.wolkovich@ubc.ca>

Dear Work Learn Supervisor & Administrator,

Thank you for your interest in the additional funding opportunity through the UBC Vancouver Work Learn Program.

We are pleased to inform you that **your proposal was successful – congratulations!** The funding details for your proposed position(s) can be found in the chart below.

In some cases, Work Learn is unable to fund 100% of all openings associated with one proposal. If there is a discrepancy in openings you requested vs funded, this means your proposal is partially funded. Please refer to the chart below for funds granted.

We have created a guide to ensure that all UBC supervisors and administrators are aware of, and adhere to all of the criteria for receiving wage subsidy through this program. Ensure you review the document [Work Learn Winter 2022 Terms and Conditions](#) for a comprehensive guideline for accepting the Work Learn subsidy for your position(s).

Your Funding Details: Your posting will be posted on [CareersOnline](#) from **September 12th to 25th, 2022**.

Position Title	WL W22 Project Worker for the Temporal Ecology Lab
CareersOnline Job ID	957739
Work Learn Project Number	221275
Number of Openings	1
Total Hours per Opening	300hours
Position Classification	Project Worker (\$15.77/hr or \$16.28/hr or \$16.86/hr)
Hourly Wage	\$15.77 <i>Wages may be increased within the appropriate job category steps</i>
Supervisor	Deirdre Loughnan, Elizabeth Wolkovich
Administrator	Andrea Chan
Subsidy Amount	\$9/hour
BP Job Profile (Workday) <i>Make sure to select Winter session profile</i>	International Undergraduate students only: Student Hourly - Work Learn International (UBCV) (Winter Session)

To accept and secure your funding, you will need to submit your Hire BPs in Workday as indicated on the [Work Learn Winter 2022 Terms and Conditions](#).

- **Hiring Your Work Learn Student Employee in Workday:** All Work Learn appointments must have the Hire Business Process (BP) submitted by the following deadlines,
 - September 13 (start dates between September 1* - October 15);
 - September 29 (start dates between October 16 – 30);
 - **October 6: Final Deadline to submit ALL Winter Appointments**

**Please ensure that a student is eligible to hold a Work Learn position as [an international undergraduate student](#) before appointing them, and for retroactive appointments, kindly coordinate with your HR to be sure that they get paid appropriately.*

- Refer to the guide [Appointing Your Work Learn Student Employee in Workday](#) to learn how to hire your student employee on Workday.
- **Note:** If you intend to split hours for your Work Learn appointment between multiple student employees, you must email work.learn@ubc.ca with the details of your split **before** you submit your student employee appointment(s) onto Workday.
- **Payroll & Reimbursement:** Refer to the [Work Learn Terms and Conditions](#) for full details.
 - **Winter reimbursements (hours worked September 1 – April 30)** are processed in December 2022,

March and June 2023. Work Learn will not reimburse hours outside of set reimbursement dates. For Winter 2022, supervisors must approve hours on Workday **by May 5, 2023**. Hours approved after this deadline, will **NOT** be eligible for reimbursement. See dates on the [PDF Work Learn deadlines on UBC Payroll Calendar](#).

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

A few additional reminders:

- **Equitable Hiring Practices and Inclusive workplaces.** The [Equitable Hiring Guide](#) is designed to help supervisors facilitate equitable selection processes to help recruit and select diverse student talent.
 - Note: Interviews should only be conducted after your Work Learn position has closed on CareersOnline. If you wish to interview on a rolling basis, please email work.learn@ubc.ca to state this clearly on your posting.
- **Remote Work.** Work Learn students are considered a UBC employee, thus to assess if their position is conducive to remote work please refer to [UBC Human Remote Work Guidelines](#). If you have any questions, please contact your HR Department or Administrator.
- **Paid Sick Leave.** Effective January 1, 2022, the [British Columbia Employment Standards Act](#), has implemented five **(5) days of mandatory paid sick leave** for all workers in BC. Student employees will see their balance reflected on Workday. Refer to [UBC HR Legislative Sick Leave](#) for details.
- **Supervisors are critical to 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, please make sure you take the time to review this document as you prepare to welcome your student employee(s).
- **Site Visits.** All projects are subject to participating in a site visit. If selected for a site visit, supervisors are responsible for ensuring all individuals directly responsible for the supervision of the student employee, as well as the student employee are in attendance.
- **End-of-Session survey.** Supervisors and their student employees must complete the WL End-of-Session Survey. Supervisors are expected to complete the survey by April 30, and ensure completion by their student employee(s). The feedback from the surveys is used to expand resources and program improvements.
- Review the [Winter 2022 Frequently Asked Questions](#)

Sincerely,

Work Learn

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