



**University
of Victoria**

**EMPLOYEE
HANDBOOK**

AUGUST 2011

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Contact Information

Emergency Numbers

Fire, Ambulance, Police	911	
Campus Security	250.721.6683	
Emergency Number and Safe Walk	250.721.7599	http://web.uvic.ca/security

UVic Services

Benefits	250.721.8085	http://web.uvic.ca/hr/benefits/
Bookstore	250.721.8311	http://www.uvicbookstore.ca
Child Care Services	250.721.8500	http://stas.uvic.ca/childcare
Employee Family Assistance Plan	1.800.663.9099	http://web.uvic.ca/hr/benefits.efap.html
Equity and Human Rights Office	250.721.7077	http://web.uvic.ca/eqhr
Food Services	250.721.8395	http://www.hfcs.uvic.ca/food
Human Resources	250.721.8085	http://web.uvic.ca/hr/
Training and Development	250.853.3181	http://web.uvic.ca/hr/training
Occupational Health, Safety & Environment	250.721.8971	http://ohs.uvic.ca
Parking Services	250.721.6386	http://www.uvic.ca/maps/index.html
Payroll (HRIS)	250.721.7034	http://www.finance.uvic.ca/hris/contacts.shtml
Pension Services	250.721.8330	http://web.uvic.ca/vpfin/budget
Printing Services	250.721.8301	http://web.uvic.ca/print
Purchasing Services	250.721.8326	http://web.uvic.ca/purc
Sustainability Office	250.853.3758	http://www.uvic.ca/sustainability

Unions

CUPE Local 951 http://951.cupe.ca	CUPE Local 917 http://917.cupe.ca
CUPE Local 4163 http://web.uvic.ca/cupe4163/	PEA http://web.uvic.ca/uvicpea/

Welcome

You have joined a leading Canadian University with:

- Over 18,000 students
- Over 5,000 employees
- 790 faculty
- More than 70,000 alumni
- \$390M annual budget
- \$140M endowment
- \$1.66B in economic impact on the region

The [About UVic](http://uvic.ca/about/index.html)¹ website contains a lot more details and you can also find more statistics on the [Facts and Figures](http://uvic.ca/resources/factsfigures.php)² page.

As a new employee, your manager will arrange for your departmental orientation. The Human Resources Department has created an Orientation³ to assist you and your manager with this process.

¹ <http://uvic.ca/about/index.html>

² <http://uvic.ca/resources/factsfigures.php>

³ <http://web.uvic.ca/hr/employment/stafforientation.html>

President's Message



It is my honour to serve as the sixth president of the University of Victoria. I take great pride in UVic's reputation as a leading Canadian destination university, attracting remarkably creative and intelligent students and faculty members from across Canada and around the world.

UVic is an intellectually vibrant place where both undergraduate and graduate students have ready access to some of the most dedicated and productive scholars – and the most inspiring teachers – across a wide variety of fields.

Our students benefit from one of Canada's most diverse sets of experiential learning opportunities. These relevant, engaged and practical learning opportunities include cooperative education placements, practica and internships locally and around the world.

Our researchers are engaged in addressing the crucial issues of our times – from climate change and culture change to fuel cells and cancer cells – creating and applying knowledge for the betterment of society.

It is my pleasure to invite you to learn more about UVic and to become involved in our dynamic and supportive learning community.

David H. Turpin, PhD, FRSC
President and Vice-Chancellor

Vision, Mission and Values⁴

Vision

OUR VISION IS TO BE A UNIVERSITY OF CHOICE for outstanding students, faculty and staff from British Columbia, Canada and the world. We aspire to be the Canadian university that best integrates outstanding scholarship, inspired teaching and real-life involvement. As members of a diverse and dynamic learning community, we challenge one another to become thoughtful, engaged citizens and leaders, prepared to contribute to the betterment of a rapidly changing global society.

Mission

The University of Victoria enriches its students and society by creating knowledge, fostering academic and experiential learning and serving communities in British Columbia, in Canada and around the world. We build on the strength and diversity of our people – students, faculty, staff and alumni – to strengthen our position among the best universities in Canada, recognized for excellence in teaching, learning, research, artistic creativity, professional practice and service to the community. We are committed to:

- providing a high-quality learning and research environment, both in and outside the classroom
- integrating teaching, learning, research and community engagement across the disciplines
- employing our core strengths to benefit our external communities – locally, regionally, nationally and internationally – and promoting civic engagement and global citizenship.
- promoting the development of a sustainable society through our programs of education and research and the stewardship of our own financial and physical resources
- collegial forms of governance that provide appropriate opportunities for all members of the university community to participate
- environments for work and study that are safe, supportive, inclusive and healthy, foster mutual respect and civility, recognizing that people are our primary strength
- public and internal accountability.

⁴ <http://web.uvic.ca/strategicplan/pdf/strategicplan.pdf>

Fundamental Values

The following fundamental values will inform all of our actions and are a prerequisite to fulfilling the purpose of the university:

- intellectual and ethical integrity
- freedom of speech and freedom of inquiry

Organizational Chart

The [UVic Organization chart](#)⁵ is updated as required.

⁵ http://www.uvic.ca/shared/shared_rootsite/documents/pdfs/UVic_Org_Chart.pdf

Top Ten Things to do on Campus

- 1 Hike through [Mystic Vale](#)⁶
- 2 Enjoy [Friday Music](#)⁷ in the MacLaurin Building
- 3 Wander around [Finnerty Gardens](#)⁸
- 4 Browse in the [Bookstore](#)⁹
- 5 Catch a movie at the [Cinecenta](#)¹⁰
- 6 Get cultured at the [Phoenix Theatre](#)¹¹
- 7 See the exhibits at the [Maltwood Art Museum & Gallery](#)¹²
- 8 Workout at the [Gyms](#)¹³
- 9 Enjoy the [Food and Beverage outlets](#)¹⁴
- 10 Take a [Campus Walking Tour](#)¹⁵

⁶ <http://www.bseng.uvic.ca/design/uvicimpressions/vtours/mv/mv.html>

⁷ <http://finearts.uvic.ca/music/events/>

⁸ <http://www.external.uvic.ca/gardens/>

⁹ <http://www.uvicbookstore.ca/>

¹⁰ <http://www.cinecenta.com/>

¹¹ <http://finearts.uvic.ca/theatre/season/>

¹² <http://www.maltwood.uvic.ca/>

¹³ <http://vikesrec.uvic.ca/>

¹⁴ <http://www.hfcs.uvic.ca/food/outlets.php>

¹⁵ <http://registrar.uvic.ca/recruiting/documents/SelfGuidedWalkingTour.pdf>

General Information

[Parking permits](#)¹⁶ can be purchased at the Campus Security office located beside the Bookstore. You must bring your vehicle registration papers with you. There is a simple, color-coded system for parking on campus: "General" (Blue) and "Reserved" (Red). User-pay parking is available in all main campus lots 24 hours / day from Monday to Saturday. There is no charge for parking on Sunday or Statutory Holidays. *Telephone: 250.721.6386*

[Bus Passes](#)¹⁷ are available for to purchase for eligible UVic employees at Campus Security, located by the bus loop. The discounted current price (as of April 2, 2010) is \$36 per month, a discount of \$44 off the regular price of \$80. This provides you with unlimited access to all Greater Victoria [BC Transit](#)¹⁸ routes, seven days a week. *Telephone: 250.721.6386*

[Employee Car Share Co-Op Program \(Victoria Car Share Co-Op\)](#)¹⁹ has a free membership and is available to full time continuing employees who do not have a parking permit. This membership has a value of \$400 and offers you full access to all vehicles in the co-op fleet, with four vehicles conveniently located on campus. Book online and pay by the hour and kilometer only when you need a car.

[UVic ID Cards](#)²⁰ can be obtained from the UVic Photo ID Centre, located in the foyer of the [University Centre](#)²¹. The ID card provides:

- Visual cardholder identification
- Access to Library privileges
- Access to Athletic facility privileges
- Access to Food Service where funds can be applied to the card

Telephone: 250.472.4554

¹⁶ <http://web.uvic.ca/security/parking/types.html>

¹⁷ <http://web.uvic.ca/security/parking/transit.html>

¹⁸ <http://www.bctransit.com>

¹⁹ <http://victoriacarshare.ca>

²⁰ <http://stas.uvic.ca/photoid>

²¹ <http://www.uvic.ca/buildings/uvc.html>

Food and Beverage outlets²³ can be found all across campus from Residence Dining²⁴ outlets to five retail outlets. Food Services also offer the **Dining Plus Program**²⁵ - your UVic ID card can be used much like a debit card by depositing money into an account established with Food Services to receive a 10% bonus on the value you deposit.

Telephone: 250.721.8395

Banner²⁶ is where you can find all your resources and online tools including:

- Email
- Famis (facilities management)
- Fast (accounting)
- Personal resources including
 - payment information (cheques are issued semi-monthly, via direct deposit or cheque)
 - tax slips
 - pay stubs
 - UVic personal profiles
 - Leaves and Benefits
- Campus News

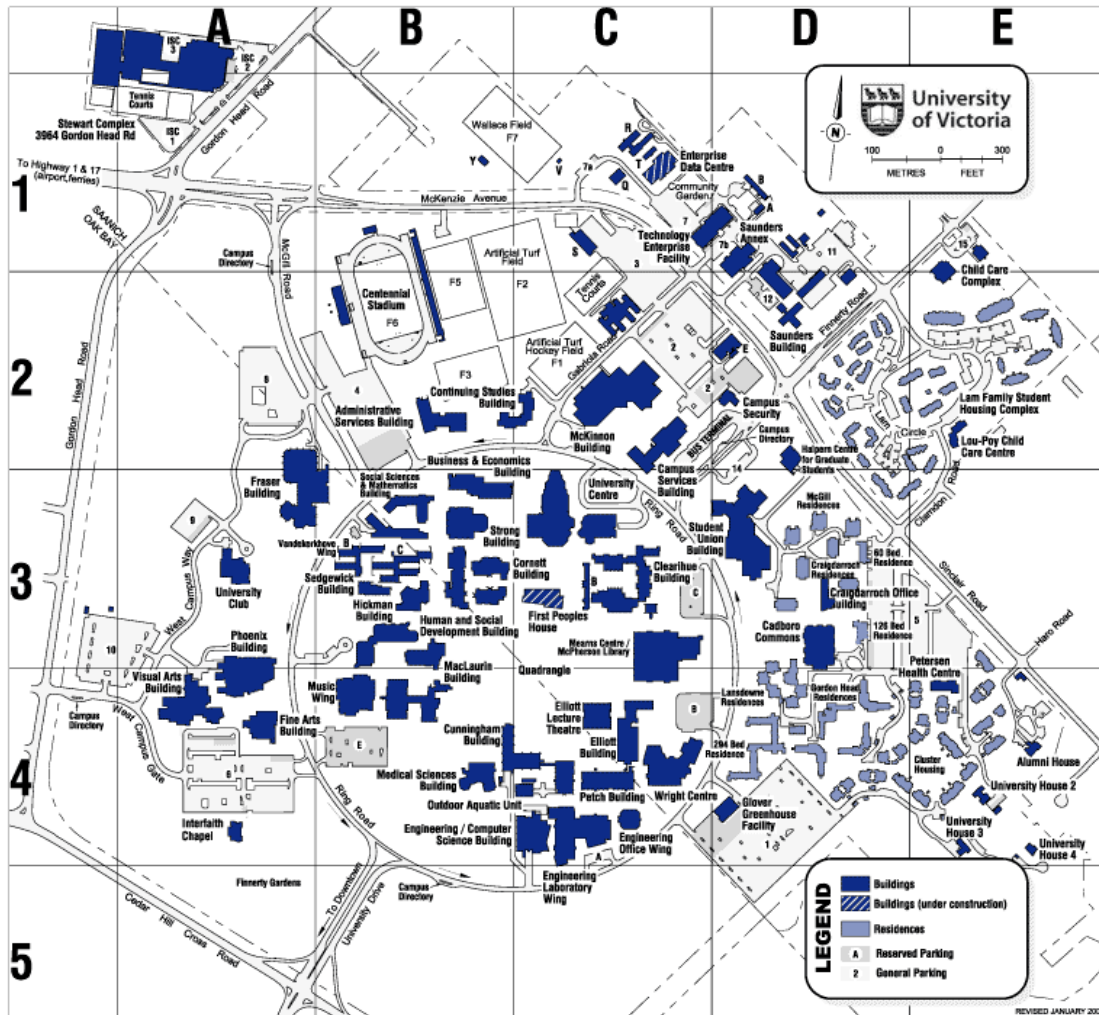
²³<http://www.hfcs.uvic.ca/food/outlets.php>

²⁴<http://hfcs.uvic.ca/food/resfood.php>

²⁵<http://www.hfcs.uvic.ca/food/foodcards.php>

²⁶<https://www.uvic.ca/cas/login?service=http%3A%2F%2Fwww.uvic.ca%2F>

Getting Around



Online Campus Maps²⁷ are extremely helpful and there are lot of varieties available on the website including:

- Emergency phones
- Directions to UVic
- Cycling to UVic
- Bus routes
- Parking
- Jogging map
- Cell phone map
- Compost bin map
- Classrooms
- Theatres and auditoriums
- Housing
- McPherson Library Floor Map

²⁷ <http://www.uvic.ca/maps>

Services

Accounting Services²⁸ is responsible for managing the University's financial and accounting affairs. This includes the management of banking functions, cashier functions, tuition fee assessments, ledgers, financial systems, payroll, accounts payable, research accounting, endowment accounting, pension functions and all internal and external financial reporting.

Telephone: 250.721.7034

Athletics and Recreation²⁹ website is a source of information for UVic's sixteen varsity athletic teams, event schedules and results. **Vikes Recreation**³⁰ offers a broad spectrum of activities including aquatics, strength and fitness, instruction, and intramurals. Memberships can be purchased, and members enjoy a member rate for programs and leagues.

Telephone: 250.721.8406

UVic Bookstore³¹ has a large merchandise department which carries everything from clothing to unique gifts. You can purchase official UVic class rings, backpacks, computer disks, flash drives, bathing suits, magazines, school supplies, calculators, diploma frames, film and more. You can also purchase text books, general books, and graduation items. Attached to the bookstore **Finnerty's**³² - a spot for coffee and snacks. *Bookstore*

Telephone: 250.721.8311

Campus Security Services³³ provides a wide range of services including: Campus Alone, First Aid/Medical Emergencies/Alarm Response/Safewalk/Crime Prevention and Parking.

Telephone: 250.721.6683

Child Care Services³⁴ provides safe, quality care for children aged birth to 12 years of age while their parents pursue their studies or work. Your child can also participate in after school care as well as summer programs.

Telephone: 250.721.8500

Computing and Systems Services Division³⁵ (CASS) provides the central computing and media technology facilities employed by members of the University of Victoria in support of their learning, teaching, research, and administrative activities.

Telephone: 250.721.7687

²⁸ <http://www.finance.uvic.ca>

²⁹ <http://athrec.uvic.ca>

³⁰ <http://vikesrec.uvic.ca>

³¹ <http://www.uvicbookstore.ca>

³² <http://www.uvicbookstore.ca/info/finnerty.php>

³³ <http://web.uvic.ca/security>

³⁴ <http://childcare.uvic.ca/>

³⁵ <http://cass.uvic.ca>

Employee Family Assistance Program (EFAP)³⁶ is an employer paid benefit for eligible UVic faculty and staff and dependents. EFAP is a confidential program that includes professional counselling, information and referral services. For further details, please refer to the EFAP Policy and Procedures, or call the Benefits Office at 250.721.6522, or link directly to PPC Canada Employee and Family Assistance Programs, who is the service provider for UVic's EFAP program.

Telephone: 1.800.663.9099

Equity and Human Rights³⁷ office provides leadership in the development and coordination of plans, policies and procedures which support the University's organizational and legislative commitments to provide equitable access to and participation in employment and educational opportunities. This includes the development and implementation of educational programs, investigating human rights complaints, assisting with dispute resolution, providing consultation on implementing equity plans and advising the University on reaching its strategic goals in these areas.

Telephone: 250.721.8486

Human Resources³⁸ at the University of Victoria provides a wide range of services to support you, including; Recruitment, Classification, Benefits, Learning & Development, Labour Relations, and Work-Life Support. Your Department or Faculty will have an HR Consultant assigned to provide general HR advice, support and coaching. Human Resources general office is located in the Vandekerkhove Wing in the Sedgewick Building. Office hours are 8:30-4:30.

Telephone: 250.721.8085

Multifaith Services³⁹ is managed by the Department of Student and Ancillary Services. The Chapel exists to provide members of the University Community with a venue for individual and group reflection, meditation, and celebration of religious services.

Telephone: 250.721.8338

Learning and Development⁴⁰ program is intended to assist administrative and academic departments and employees in increasing individual and collective capacity. Our learning and development system supports the development of our agreed upon **Core and Leadership Competencies**⁴¹. The system is designed to develop the leader in each of us - from executives to individual staff members. Please visit the Human Resources website to see the **calendar off courses**⁴² and certificate programs offered.

³⁶ <http://web.uvic.ca/hr/benefits/efap.html>

³⁷ <http://web.uvic.ca/eqhr/>

³⁸ <http://web.uvic.ca/hr/>

³⁹ <http://web.uvic.ca/multifaith/index.html>

⁴⁰ <http://web.uvic.ca/hr/training/Development/courses.html>

⁴¹ <http://web.uvic.ca/hr/managertoolkit/>

⁴² <http://web.uvic.ca/hr/training/>

Libraries⁴³ on campus, include: McPherson Library Building, Curriculum Lab (MacLaurin Building D201), Electronic Business Library (BEB Room 123), and Diana M. Priestly Law Library (Fraser Building). Library orientations are available.

Telephone: 250.721.6673

Occupational Health, Safety and Environment⁴⁴ department at the University of Victoria has a mandate to provide information, training, interpretation of regulations, legislation and standards, as well as to coordinate hazardous waste services and to oversee emergency planning. The General Office is located in the Sedgewick Building, Vandekerkhove Wing, Room B127.

Telephone 250.721.8971

Office of Campus Planning and Sustainability⁴⁵ provides the campus community with useful and timely information on how to work and live in a sustainable way, including tips on waste reduction, sustainable transportation choices, reducing energy consumption, water conservation, and sustainable education opportunities.

Printing Services⁴⁶ offers a wide range of services for the printing needs of 165 UVic departments. Materials produced include course manuals, class handouts, Bookstore Course packs, UVic promotional materials, stationery and business cards.

Telephone: 250.721.8301

Purchasing Services⁴⁷ provides assistance to departments and faculties to acquire products, services, technology, printing and business solutions. Each department or faculty will normally have an assigned person responsible for purchasing.

Telephone: 250.721.8326.

uHire⁴⁸ is a web-based hiring system for CUPE 915, CUPE 917, Exempt support staff, Professional Employees Association (PEA) and Management Excluded (ME) positions at UVic.

University Centre Farquhar Auditorium⁴⁹ is a unique architectural design. Built as part of the eight million dollar University Centre complex designed by the Wade Williams Partnership of Victoria, the Auditorium is the first "surround" hall built in Canada

University Club⁵⁰ offers free membership for the first year of your employment as a regular continuing employee. You can enjoy the beautiful dining and lounge facilities. After the first year you can purchase a membership for a monthly fee.

Telephone: 250.721.7935

⁴³ <http://gateway.uvic.ca/index.html>

⁴⁴ <http://ohs.uvic.ca>

⁴⁵ <http://www.uvic.ca/sustainability>

⁴⁶ <http://web.uvic.ca/print>

⁴⁷ <http://web.uvic.ca/purc>

⁴⁸ <https://uhire.uvic.ca/cgi-bin/WebObjects/uhire>

⁴⁹ <http://auditorium.uvic.ca/>

⁵⁰ <http://club.uvic.ca>

Employment Information and Benefits

What You Can Expect From Your Supervisor

The following guidelines define the boundaries of reasonable support that you can expect from your supervisor. **Allow these guidelines to supplement, not replace, your own reasonable expectations.**

Positive and Respectful Workplace

The law is clear: all employees have a joint obligation to maintain a respectful and harassment-free workplace. Managers and supervisors have additional obligations to 1) role model acceptable behavior and 2) monitor for and 'manage out' unacceptable behavior.

You can expect your supervisor to encourage every member of the workplace to treat each other with respect, in every interaction.

You can expect your supervisor to take action to encourage a positive and respectful workplace. Such actions are reflected in the 'Basic Principles for a Positive and Respectful Workplace' which should be shared and discussed with all staff. The principles are:

- Focus on the situation, issue, or behavior, not on the person
- Maintain the self-confidence and self esteem of others
- Maintain good working relationships
- Take initiative to make things better
- Lead by example
- Think beyond the moment

Job Description and Expectations

When you are hired, you can reasonably expect to come into a well-defined role, with clear expectations that are applied consistent with the job description. Normally, the role and expectations would begin with a job description or job profile enhanced by the *UVic Core and Leadership Competencies*.

The job description and expectations form the basis for [Performance Development](#)⁵¹ including Probationary and Annual Performance Planning and Review.

⁵¹ <http://web.uvic.ca/hr/hrhandbook/performancedevelopment/index.html>

Orientation⁵²

You can expect your supervisor to ensure you are oriented to your job and role, as well as to your supervisor's role, and the roles of colleagues. Your orientation should also include departmental and University policies and procedures as well as any health, safety and environment rules and regulations that impact on your work and personal safety.

Performance Development⁵³

The University has a performance development process in place for most employee groups on campus that includes both Probationary and Annual Planning and Review. Performance planning will normally begin in the probationary or trial period. This is the opportunity for your supervisor and you to assess the fit of the position. The assigned [Human Resource Consultant](#)⁵⁴ can assist in this. Once you have passed your probation or trial period, your supervisor should begin the annual performance planning and review process, including regular 'check-ins' except for those employees in CUPE 917. The plans ensure you are clear on expectations, the "check-ins" allow for progress updates. The final reviews 'close-off' the year in preparation for a new plan and year.

Feedback and Coaching⁵⁵

Your supervisor has the responsibility to support you in the performance of your duties and this sometimes requires constructive feedback on performance or behaviour inconsistent with expectations. This is not discipline; rather it is mentoring and guidance. Your supervisor should also provide recognition for work well done and for work that is 'on the right track'. Your supervisor is also expected to provide practical coaching on the technical and other aspects of your position as well as development opportunities that fit with your career and performance plan.

Performance Improvement⁵⁶

In situations where your supervisor has concerns related to your performance, your supervisor is responsible for developing and implementing a performance improvement plan. This process precedes, and hopefully negates the need for, either progressive discipline or non-culpable actions.

You can find details of this process on the Human Resources Web-Site.

Team Building, Change, Communication and Dealing with Conflicts⁵⁷

Your supervisor is responsible for ensuring the smooth operation of your area. This includes building strong teamwork, managing change, ensuring regular and clear communication and dealing with conflicts as they arise. You can expect your supervisor to take actions that will ensure a positive and productive work environment.

⁵² <http://web.uvic.ca/hr/employment/index.html>

⁵³ <http://web.uvic.ca/hr/hrhandbook/performancedevelopment/index.html>

⁵⁴ <http://web.uvic.ca/hr/contact/hrcontactbyfacultydepart.html#advising>

⁵⁵ <http://web.uvic.ca/hr/managertoolkit/>

⁵⁶ <http://web.uvic.ca/hr/hrhandbook/performancedevelopment/performanceimprovement.html>

Taking Corrective Action

Your supervisor has an obligation to both the University and to employees to appropriately determine the need for corrective action and assess whether progressive discipline is required. This process is in place to develop corrective strategies and actions, with employees, before the employment relationship is put at risk. You can ask for and expect support from your union representatives should such action be required.

What We Expect of You as a UVic Employee

The following guidelines will help define the boundaries of reasonable performance and conduct that supervisors will expect from you.

Positive and Respectful Workplace

The law is clear: all employees have a joint obligation to maintain a respectful and harassment-free workplace. We expect employees to treat each other with respect, in every interaction. We also expect employees to take action to help create a positive and respectful workplace. Such actions are reflected in the Basic Principles for a Positive and Respectful Workplace which we expect all staff to follow.

The principles are:

- Focus on the situation, issue, or behavior, not on the person
- Maintain the self-confidence and self esteem of others
- Maintain good working relationships
- Take initiative to make things better
- Lead by example
- Think beyond the moment

Honesty and Integrity

You have an obligation to represent the University in a responsible manner. We expect you to conduct yourself with honesty and integrity.

This includes, for example:

- not removing or using private documents where it is reasonable for you to assume the documents are confidential
- safeguarding, and not stealing property of the University, co-workers and students
- having scrupulous regard for the confidentiality of student, employee, and University information
- respecting the privacy of other staff (e.g. avoiding listening in to telephone or other conversations)
- using University property or equipment appropriately (i.e. internet, telephone, fax, printers)

⁵⁷ <http://web.uvic.ca/hr/hrhandbook/organizdev/organddevfirst.htm#d1234>

Performance

When performing your job, you must meet a reasonable and acceptable standard.

This includes the following:

- being reasonably careful, and not careless, in the performance of work; being reasonably efficient in your work; properly carrying out your job duties
- carrying out the lawful directions or instructions of your supervisor in a cooperative manner
- working co-operatively with co-workers; and,
- accepting your supervisors' coaching and feedback to improve performance.

You must make every effort to attend work capable of safely performing your duties (eg. being sober and physically and mentally able). If you cannot, you are expected to ask for assistance or accommodation. You must treat your co-workers, supervisors, staff you supervise and colleagues in a respectful manner. Bullying, intimidation, sexually harassing or other similar behavior is unacceptable (See University DISCRIMINATION AND HARASSMENT POLICY AND PROCEDURES #1150).

Attendance

You are expected to organize your personal affairs so that you can attend work on a regular basis. In order to assist you with this there are provisions within the Collective Agreements or employment contracts. These may include paid or unpaid leaves, flexibility in scheduling, and other time off provisions as operations allow.

Where you may not be attending work regularly, the supervisor or manager has a responsibility to meet with you to determine what, if anything, the University can reasonably do to assist you in your efforts to come to work.

You must provide a reasonable or justifiable explanation for your absence (subject to the limits in your Collective Agreement). Concerns for privacy may allow you to refuse the details of an illness, but when you are unexpectedly away from work for justifiable reasons, your supervisor must be notified about the absence, its expected duration, and the general reasons for it.

When you intend to leave work early, even for justifiable cause, you must notify your supervisor except in rare circumstances where this would not be reasonable.

Off-Duty Conduct

We expect that you will conduct yourself away from your job in such a way as to not seriously prejudice the University's interests or reputation.

Dealing with problems or issues

If you have a complaint or issue with your work conditions, co-workers or your duties you are expected to use proper procedures (e.g. notifying your supervisor, union steward, human resources consultant) to remedy the situation.

Ultimately if your continued employment presents a serious risk to the University's property or to the well-being of co-workers, or where your behaviour persists over such a period of time so as to confirm conclusively your unwillingness to cooperate or to follow the reasonable and lawful directions of your supervisor, you may be discharged for cause.

Benefits and Handbooks⁵⁸

Benefits Information Handbooks are now available in PDF format for regular Faculty and Librarians, as well as regular Administrative and Academic Professional staff (PEA).



UVic Policies⁵⁹

All UVic policies can be found online however the following are a selection which may be of interest to:

1) All Employees:

- 1100- Equity Policy for Employees
- 1105- Human Rights, Equity and Fairness
- 1442- Professional Development Expense Policy for PEA Staff
- 1650- Worker's Compensation
- 1715- Use of Vehicles and Parking on the campus
- 1794- Sustainability Policy
- 2550- University of Victoria Library Loan Policy
- 3250- Occupational Health and Safety
- 5800- University Travel and Hospitality Policy
- 6030- Responsible Use of Information Technology Services
- 6445- Liquor Policy
- 6800- Traffic and Parking Regulations

2) Managers:

- 1110- Statement on Employment Accommodation
- 1150- Discrimination and Harassment
- 1310- Conflict of Interest and Confidentiality
- 1750- Purchasing Services
- 3700- University of Victoria Web Sites
- 3950- Casual Employment of Students
- 5400- Budget-Requests, Sources and Terms
- 5610- Determination of Employment Relationship
- 6045- Mail and Messenger
- 6105- Prevention of Violence in the Workplace
- 6210- Printing and Duplicating Services
- 6415- Furniture Policy
- 6465- Bookings Policy
- Guide-Residence and Food Facilities
- 6485- Waste Management Policy
- 6735- Keys and Locks

⁵⁸ <http://web.uvic.ca/hr/benefits/benefithandbooks.html>

⁵⁹ <http://www.uvic.ca/universitysecretary/policies/>

Awards

The [President's Distinguished Service Awards](#)⁶⁰ recognizes up to three employees for their outstanding contributions to the learning and working environment that are reflective of the university's commitment to its goals for people, quality, community and resources as set out in the strategic plan.

The Team Award for Innovation recognizes a team or group for new initiatives, projects, programs or techniques that have improved an educational, administrative or organizational process. This award is granted to teams that can either be permanent or ad-hoc. Any UVic employee or recognized student organization can nominate an individual, group or team for these awards.

If you would like to recognize someone for going above and beyond their call of duty, you can award them with the [Above & Beyond Certificate](#)⁶¹. The bottom portion of the certificate is mailed to Human Resources who enter it in a draw for an additional prize. For more information call Barbara Hogan, Human Resources at 250.721.8088.

⁶⁰ <http://web.uvic.ca/hr/pdsa/index.html>

⁶¹ <http://web.uvic.ca/hr/forms/HR%20Certificate.pdf>

Basic Principles for a Positive and Engaged Workplace

©Achieve Global – used with permission

In a positive and engaged workplace:

- Every member of the workplace in every interaction treats each individual, whatever his or her job, with respect.

In addition, positive and engaged staff members:

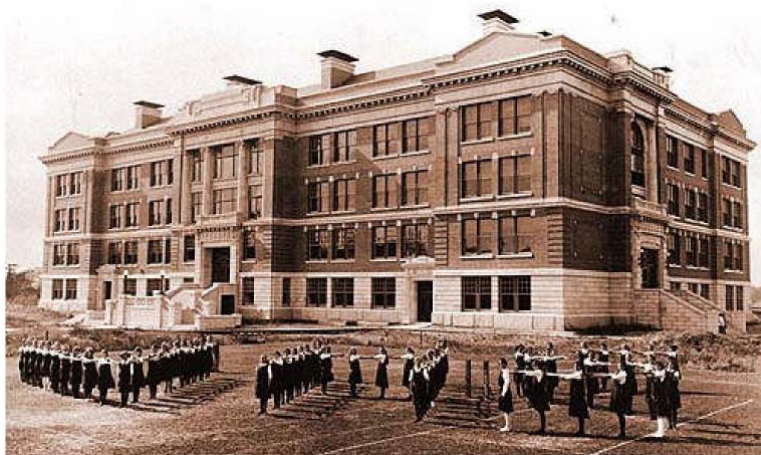
- Are inclusive - everyone has a sense of belonging
- Support each others' success
- Acknowledge and accommodate differences in needs, knowledge and ways of doing things
- Recognize each other's contributions
- Treat others with respect
- Let others know what they need from them, courteously and with consideration for their time
- Listen to others actively – are curious about what others are really saying
- Take personal responsibility for discussing behavior that makes them uncomfortable
- Address issues directly with the person involved
- Believe in each other's positive intent
- Forgive each other and themselves - when problems occur
- Take action to make things better, forgive, and let go
- Respect each other's confidences

The basic principles below are helpful strategies that can help staff at all levels work more effectively with others. At first glance these principles may seem obvious and common sense, however, on reflection most of us agree they are not always common practice.

Basic Principles

1. Focus on the situation, issue, or behaviour, not on the person
2. Maintain the self-confidence and self-esteem of others
3. Maintain good working relationships
4. Take initiative to make things better
5. Lead by example
6. Think beyond the moment

History and Traditions of the University of Victoria



The University of Victoria, British Columbia came into being on July 1, 1963, but it had a prior tradition as Victoria College with sixty years of distinguished teaching at the University level. These sixty years may be viewed conveniently in three distinct stages.

Between the years 1903 and 1915, Victoria College was affiliated with McGill University and offered first and second year McGill courses in Arts and Sciences. Victoria College began as an extension of Victoria High School and was administered locally by the Victoria School Board. Both institutions were under the direction of a single Principal: E.B. Paul (1 903-1 908); and S.J. Willis (1 908-1915). During this period classes were held in the tiny wooden annex known to students as the "Barn" or "Chicken house". The College moved to the top floor of the new Victoria High School building for the 1914-15 session. The opening in 1915 of the University of British Columbia, established by Act of Legislature in 1908, obliged Victoria College to suspend operations in higher education. From 1915-1920 no college courses were given in Victoria.

In the autumn of 1920, as a result of local demands, the College began the second stage of its development, reborn in affiliation with the University of British Columbia. Though still administered by the Victoria School Board, the College was now completely separated from Victoria High School. In September of 1921 Victoria College began its quarter century occupancy of the magnificent Dunsmuir mansion known as Craigdarroch Castle. Through the Roaring Twenties, the Great Depression and World War II, Principals E.B. Paul and P.H. Elliot and their staff maintained high standards in teaching first and second-year Arts and Science courses.

The final stage, between the years 1945 and 1965, saw the transition from two-year college to university, under Principals J.M. Ewing and W.H. Hickman. During this period the College was governed by the Victoria College Council which was representative of the parent University of British Columbia, the Greater Victoria School Board, and the provincial Department of Education. The return of World War Two veterans in 1945-1946 pushed college enrolment over 600. Students held a public demonstration on October 10, 1946 to protest dangerous overcrowding and demand new accommodations. Protests were successful and in 1946 the

College moved from Craigdarroch to the Lansdowne campus of the Provincial Normal School. The Normal School, itself an institution with a long and honourable history, joined Victoria College in 1956 as its Faculty of Education.

Late in this transitional period (through the cooperation of the Department of National Defence and the Hudson's Bay Company) the 284 (now 385) acre campus at Gordon Head was acquired. Academic expansion was rapid after 1956. In 1961 the College, still in affiliation with U.B.C. awarded its first bachelor's degrees. The transition was complete when on July 1, 1963 Victoria College became the degree granting University of Victoria on its new Gordon Head campus. Many of Victoria College's graduates went on to become influential members of the community. Of note among celebrated alumni are painter Jack Shadbolt (1925-27), writer Pierre Berton (1937-39) and Haida artist Bill Reid (1938-40).

UVic Traditions

The University celebrated its 40th anniversary in 2003, having received degree-granting status in 1963. The origins of UVic, however, can be traced back to 1903 and the establishment of Victoria College, the university's predecessor institution.

The three martlets — footless heraldic birds — on the UVic shield refer to those on the crest of McGill University, with which Victoria College was originally affiliated.



The university mottoes, shown on the UVic Coat of Arms, are “Let there be light” (in Hebrew) and “A multitude of the wise is the health of the world” in Latin).



The University colours are red, gold, and blue. The University flag depicts three red martlets in a gold field above a blue field.



