

**Department of Psychiatry
Staff Orientation Handbook**
UNIVERSITY OF BRITISH COLUMBIA

Department Administration offices:
Central Administration: Detwiller Pavilion – 2255 Wesbrook Mall
Education: 11th floor, Diamond Health Care Centre, VGH – 2775 Laurel Street
<http://psychiatry.ubc.ca/Welcome.htm>

February 2016

Central Administration office

Administrative Role	Name and email	Office location	Phone Number
Department Head Responsible for all teaching, research and administrative activities within the Department.	William G. Honer william.Honer@ubc.ca	Detwiller 2C-1	604-822-7310
Director of Administration Oversees all administrative operations, manages strategic initiatives, budgets and financial commitments.	Colleen Tinline Colleen.Tinline@ubc.ca	Detwiller 2C-1	604-822-7313
Administrative Coordinator Coordinates administrative activities and special events for the Head's office, Institute of Mental Health. Coordinates Dept events; website updating, email lists and weekly communications.	Corinne Carpenter Corinne.Carpenter@ubc.ca	Detwiller 2C-1	604-822-7310
Human Resources Manager Oversees HR functions for Dept, recruitment, advertising, performance management, faculty and staff merit, faculty leaves and Royal College Academic Certification.	Temporary Vacant Psychiatry.HRManager@ubc.ca	Detwiller 2C-1	604-822-7315
Human Resources Assistant Manager for Faculty Appointments Contact for Full-time Faculty, Clinical Faculty, and other faculty appointments requiring committee review; clinical faculty work permits.	Margaret Koshi Margaret.Koshi@ubc.ca	Detwiller 2C-1	604-822-2142
Human Resources Assistant Contact for staff, students, postdoctoral, research associates, clinical fellow, honorary and visitor appointments and volunteers; immigration offer letters, criminal record check, hourly payroll and leave management.	Amity Chiang Amity.Chiang@ubc.ca	Detwiller 2C-1	604-822-7610

Finance and Facilities Manager Oversees all financial activities for department; facilities and space; Health and Safety, reviews all final documents, financial forms and grant applications for Head's signature.	Vicky Yau Vicky.Yau@ubc.ca	Detwiller 2882	604-822-7734
Finance Assistant Financial processing and reception assistance, room bookings, couriers, key and maintenance requests, office supplies and equipment; assist FF Manager in space and Health and Safety.	Helen Yau Psychiatry.FinanceAsst@ubc.ca	Detwiller 2C-1	604-822-7314 (Main Department telephone number)
Computer Systems Coordinator Oversees the planning, development and implementation of the Dept's network and IT requirements; assistance with website creating and updating	Colin Bryant Psychiatry.IT@ubc.ca	Detwiller	604-822-7374
IT Administrator Support and computer updates to Dept network users	Allan Kwan Psychiatry.IT@ubc.ca	Detwiller	604-827-5695

Education Office

Administrative Role	Name and email	Office location	Phone number
Senior Education Programs Manager Oversees the planning, development and administration of the Psychiatry Undergraduate Program and the Education programs as a whole	Shilpa Samji Shilpa.Samji@ubc.ca	Diamond 11169	604-875-4111, ext. 68102
Postgraduate Education Program Manager, Oversees the planning, development and administration of the Psychiatry Residency Training Program	Luiza Shamkulova Luiza.Shamkulova@ubc.ca	Diamond 11167	604-875-4111, ext. 68092
Postgraduate Education Program Assistant Coordinates Resident Academic Day, processes payment information and provides general admin support to the program	Roshanak Ghannadan Roshanak.Ghannadan@ubc.ca	Diamond 11163	604-875-4111, ext. 68372
Undergraduate Education Program Assistant Responsible for undergraduate student placements, seminar schedules, processes payment information and provides general admin support to the program	Monique Sunderland Monique.Sunderland@ubc.ca	Diamond 11173	604-875-4111, ext. 68108

Subspecialties Program Assistant Coordinates Resident Academic Day, processes payment information and provides general admin support to the subspecialty programs, and support as needed to the PG and UG programs	Justin Tao Justin.Tao@ubc.ca	Diamond	604-875-4111, ext. 68098
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Getting Started at UBC	
Welcome Guide	http://www.hr.ubc.ca/worklife-relocation/vancouver-profile/welcome-guide-vancouver/
Social Insurance Number (SIN)	Every employee must provide a copy of their SIN card or tax receipt as proof of SIN as a condition of employment at UBC.
UBC ID Number	Please call the HR contact person based on your employee group for your UBC ID.
Campus Wide Login (CWL)	Please call the HR contact person based on your employee group for your UBC ID and CWL sign up PIN so you can create your CWL. More info can be found at: http://it.ubc.ca/service_catalogue/accounts/cwl/about.html
UBC Card	This card, issued by the Carding office in the Bookstore, serves as your picture ID and library card. To obtain one, you need your UBC ID and some photo ID. Please check your faculty/staff self-serve site to confirm that your hiring has been processed through the HR system before attempting this, or the carding office won't be able to issue you a card. For more information, see: http://ubccard.ubc.ca/obtaining-a-ubccard/faculty-staff .
Criminal Record Check (CRC) Consent	As of 2011, all UBC faculty, staff or student workers who work directly with children or vulnerable adults, or who have or potentially have unsupervised access to children or vulnerable adults in the course of their regular UBC activities, are subject to a CRC every five years. This includes but is not limited to: clinical and non-clinical UBC faculty and staff (including student employees) who work on campus or offsite. http://www.hr.ubc.ca/administrators/managing-staff/criminal-record-checks . If your supervisor has determined that your position falls under this category, you will need to fill in section 1 of the CRC consent form, sign and submit it to the department office prior to starting your job.
Keys	Your supervisor must email Finance Assistant to request keys, and specify what space you require access to. We will generate the request form, which you then take to the Key Desk at Parking Services at UBC Bookstore. A refundable deposit may be required.
UBC E-Mail Address	After you have set up your CWL username, email your login name to the HR contact person based on your employee group and we can request a UBC FASmail for you.

	<p>please make sure to set up myVPN with these instructions: http://www.it.ubc.ca/services/email-voice-internet/myvpn.</p>
Benefits	<p>UBC offers wide-ranging benefit plans that vary by group. Refer to this link to search for your employee group. http://www.hr.ubc.ca/benefits/employee-groups/</p> <p>To find the appropriate employee benefits enrolment forms, you must go to the online site www.hr.ubc.ca/new_abc. Your code to enroll online is found in your offer letter – this will provide you the appropriate forms for your position. At the sign-in site, click on "benefits enrollment", then choose the "enroll now" option, then "begin session" at the <u>bottom of the page</u>.</p>
Employee Group Agreements	<p>Here are links to the various contracts which different employee groups hold with UBC, so you can familiarize yourself with your rights and obligations as an employee and supervisor if applicable:</p> <p>Non-Union Technicians and Research Assistants (TRA or NUT) Secretarial and Clerical Staff Professional and Management Staff (M&P)</p> <p>TRA/NUT Handbook: http://www.hr.ubc.ca/wp-content/uploads/2010/09/TRA_Handbook.pdf</p> <p>CUPE 2950 http://www.hr.ubc.ca/wp-content/uploads/CUPE-2950-Agreement-2010-2014.pdf</p> <p>AAPS Agreement http://www.hr.ubc.ca/wp-content/uploads/UBC-AAPS-agreement-2010-2012.pdf</p>
Working at UBC	
UBC Work Life and Relocation Centre	<p>See http://www.hr.ubc.ca/worklife_relocation.html. This office offers assistance to staff and faculty who are relocating to Vancouver. Their services include housing, immigration, benefits & MSP, child care, banking, and taxation information.</p> <p>Please contact their office at 604-822-1229 or complete the Consultation Request Form at http://www.hr.ubc.ca/worklife-relocation/consultation-request-form/</p>
UBC Faculty/Staff Housing	<p>Information on applying for faculty and staff housing can be found at http://www.hr.ubc.ca/faculty_relations/compensation/housing.html</p>
References or Employment Verification	<p>Because of the Privacy Act, it is not our policy to volunteer personal information about you (such as your salary or contact information). However, if banking institutions or landlords require verification of your status here, you can give them HR Manager's contact information. Please remember that HR Manager can confirm information they offer, but will not reveal anything they don't already know.</p> <p>If you need a letter confirming your employment at UBC, please complete UBC Payroll's Request for Information Form at</p>

	http://finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/InfoRequest.pdf .
Professional Development	<p>The department is supportive of your continued growth and education in your position. UBC offers career development training and assistance through various employee groups and resources.</p> <p>Please refer to the following link to determine eligibility for professional development opportunities for your employee group: http://www.hr.ubc.ca/benefits/professional-development/</p> <p>Departments offering professional development courses include: MOST: http://www.hr.ubc.ca/learning-development/most-workshops/ Continuing Studies: http://www.cstudies.ubc.ca/</p>
Statutory Holidays	<p>All University offices are CLOSED on the following statutory holidays and many other shops, businesses and transit are affected, although the building is open to those with keys:</p> <ul style="list-style-type: none"> -New Year's Day (January 1st) -Family Day (2nd Monday in February) -Good Friday and Easter Monday -Victoria Day (third Monday in May) -Canada Day (July 1st) -B.C. Day (first Monday in August) -Labour Day (first Monday in September) -Thanksgiving Day (second Monday in October) -Remembrance Day (Nov 11th) -December 25 and 26 <p>UBC offices tend to close for the week between Christmas and New Year's. Only your staff who are critical to your operations during this week are expected to be present, and you will be expected to give them 3 days' time off at another time.</p> <p>Please contact HR Manager if you have questions about how this applies to your staff or operational needs.</p>
Vacation and Sick Time	<p>The HR Assistant will provide you with a memo when you start, explaining your vacation and sick time accrual schedule. The department admin office does not track time off for all employees – each research unit or supervisor is expected to maintain their own group's records. Please contact the HR Assistant if you or your supervisor has questions.</p>

Leaving your Position	
Leaving your position in Psychiatry	<p>If you are transferring to a position in another department or leaving UBC altogether, please refer to this site for notice guidelines and other things to consider. http://www.hr.ubc.ca/faculty-staff-resources/leaving-ubc</p>

Record of Employment (ROE)	<p>It is important to give adequate notice not only as a courtesy to your supervisor but also to give our admin office sufficient time to handle the administrative details and allow for processing times.</p> <p>Central Finance at UBC will generate a Record of Employment to Service Canada if your employment at UBC ends or if you are on maternity/parental leave. If this is something that you will need immediately, please complete the Request for Information form at http://finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/InfoRequest.pdf and submit it to the address/fax listed on the letter head.</p>
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