

# Work Study Winter 2019 | Frequently asked questions (FAQs)

## **Will Work Study students continue to be paid?**

Yes. The Public Sector Employers' Council Secretariat has provided direction to the University to maintain compensation and employment continuity for employees in the immediate term of March and April, for employees whose work would not have otherwise been interrupted except for the pandemic response. This direction has been outlined in a memo: [COVID-19 impact on UBC faculty and staff.](#)

## **Are Work Study students eligible to work remotely during the COVID-19 pandemic response?**

Yes. UBC has [released guidance to support remote work](#), where feasible, for all employees including students. Work Study will honour Winter 2019 funding commitments. We encourage supervisors to explore options for student employees to work remotely. In some cases, you may consider whether modified projects or alternate duties are possible. [Detailed information](#) about UBC's remote work pilot is online to help, including [Telecommuting Checklist](#).

## **What IT considerations must be made in determining whether remote work is feasible?**

UBC IT has provided an [online guide to working remotely](#). The guide outlines resources when working remotely, including: how to access emails and files, tools for virtual meetings, and security requirements. When considering the use of personal devices, it is important to ensure that [security and privacy requirements are met](#).

## **The duties associated with our Work Study position are not feasible for remote work. What should I do?**

Where it is not possible for Work Study students to work remotely, or be redeployed, through the Public Sector Employers' Council Secretariat (PSEC), UBC has received direction that [public sector employers are obligated to maintain employment](#) and compensation continuity, until April 30, 2020. This means that Work Study student employees should continue to receive compensation until the end of their current Winter 19 Work Study appointment.

## **The weekly schedule for my Work Study student employee varies (e.g. some weeks they work 8 hours/week, some weeks they work 10 hours/week). How many hours should I log on the timesheet to meet pay continuity requirements?**

Work Study student employees should continue to receive their usual compensation. The specific number of hours of pay received by hourly student employees during this period will need to be determined by the unit head or designate. Work Study is recommending one of the following approaches:

- *Anticipated schedule:* Submit timesheets according to previously established schedule. For example, if the planned schedule for the Work Study student was 8 hours/week in March and 10 hours/week in April, submit timesheets as per the planned schedule, until the end of the appointment period.
- *Average hours worked:* Determine the average number of hours/week the Work Study student has worked to date. Submit this average as the actual hours worked, from now

through to April 30, 2020. For example, if the Work Study student has worked an average of 9 hours/week, submit 9 hours/week on timesheets until the end of the appointment period. UBC Payroll can assist in determining average hours, if needed.

**What are the processes for submitting timesheets, during this period of remote work?**

UBC Payroll has implemented a temporary set of guidelines to support the digital submission of hourly payroll. Please contact your [HR Advisor](#) or your [Payroll Representative](#) if you have questions about how this will be administered for your department.

**Our Work Study student is working remotely, however, they are working fewer hours than they typically have worked. How should I accomplish wage continuity?**

To meet our responsibilities as a public sector employer, UBC will compensate Work Study students for their expected wage, where the work would not have otherwise been interrupted, except for the pandemic response. In this case, students should continue to perform those duties which can be performed remotely, and they should be paid at their usual compensation level, following either the *anticipated schedule* or *average hours worked* approach outlined above.

**How should I record wage continuity on my timesheets? What records should I keep as a supervisor?**

It is recommended that Work Study supervisors/administrators keep records to indicate the number of actual hours worked, hours paid to meet UBC's requirements for wage continuity, or the appropriate combination of the two.

**What if my Work Study appointment ends prior to April 30, 2020?**

If, as part of normal operations, your Work Study position has a planned end date prior to April 30, 2020, you are expected to provide pay continuity until the planned end date only. End dates should not be extended unless operationally required.

If you have any additional questions, please email [workstudy.ok@ubc.ca](mailto:workstudy.ok@ubc.ca)