



Work Study Winter 2020/21 | Frequently Asked Questions (FAQs)

- **Are we still able to hire a Work Study student for the Winter 2020 Session?**

The wage subsidy for Work Study remains available. Please ensure that you consult with your departmental/administration unit head to confirm that you are able to proceed with this hire. Work Study will continue to fund projects that are conducive to remote work, or that have received approval for on-site work.

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

Yes. UBC has extended remote work arrangements where feasible for all employees, including students. Consider whether your project is suitable for remote work before hiring a student. However, to maintain appropriate work safety coverage and information privacy, employees are required to work within Canada. Work Study students are permitted to work remotely, in Canada, from a province or territory outside of BC. Those students who will be working remotely outside of BC must be registered as a worker in the province or territory where the work will take place.

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

Please refer to [UBC's HR Guidance for managers and supervisors](#), which includes a [Telecommuting Checklist](#) and [UBC IT's 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 project are not feasible for remote work. What should I do?**

If your project is not feasible for remote work, and you do not have approval to be on-site, please email workstudy.ok@ubc.ca as soon as possible.

- **Can I extend my application deadline for Work Study if I have not been able to hire enough students?**

Yes. We are happy to extend your application deadline and continue to have your position posted on the Job Board. Please email workstudy.ok@ubc.ca to extend your posting.

- **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.

- **Can my funding for my Winter 2020 Work Study position be carried forward into Summer 2021?**

Unfortunately, as Summer 2021 Work Study positions are funded from a new fiscal budget, we are not able to approve any carryforward requests that extend into Summer 2021.

- **Are Work Study students eligible for Stat Holiday pay?**

Yes. Work Study students are eligible for Stat Holiday pay assuming they fall under the criteria listed under “Non-Union Technicians & Research Assistants and non-unionized student employees” in the [Stat Holiday Pay Guidelines](#)

- **I may not be able to use all of the hours I was allocated. Am I able to scale back my project?**

Yes, if you believe you will need to scale back your project and reduce the number of hours needed, please contact workstudy.ok@ubc.ca

If you have additional questions, please feel free to reach out via email at workstudy.ok@ubc.ca.