

THIS HANDBOOK WAS CREATED BY UFV HUMAN RESOURCES WITH  
THE SUPPORT OF ITS MEMBERS

# EMPLOYEE HANDBOOK 2018



UNIVERSITY  
OF THE FRASER VALLEY

# WELCOME TO UFV

We are pleased you have chosen to join UFV. To feel truly at home here you need to know who to call on, or where to go, whenever you need something. This handbook is intended to help you find the people and services you need, as well as offer you a general guide to UFV procedures. We think you will find it useful though it is not intended as a replacement for the personal contact that is our hallmark. Call on any of our staff, administrators or faculty when you need information and you will find they welcome the opportunity to assist you.

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## UFV CONTACTS

While your Department Head, Department Assistant, or designate will be a primary resource for you here at UFV, the list below offers a quick reference for other key resources at the institution:

	ABBOTSFORD	CHILLIWACK	MISSION
BOOKSTORE	4535	2823	7619
COMPUTER HELP DESK	4610	4610	4610
EDUCATIONAL TECHNOLOGY SERVICES	4546	2617	7614
FACILITIES	4542	2608	7603
HUMAN RESOURCES	4554	4554	4554
LIBRARY	4545	2824	7609
MARKETING & COMMUNICATIONS	4611	4611	4611
MYUFV / BANNER / UFV ONLINE	4610	4610	4610
PAYROLL	4018	4018	4018
STUDENT SERVICES	4528	2808	4528
UFV WEBSITE		<a href="http://www.ufv.ca">www.ufv.ca</a>	

## UFV WEBSITE

The UFV Website is filled with useful information so take time to become familiar with the services, people, and things you need.

DEPARTMENT	WEBPAGE <a href="http://www.ufv.ca">www.ufv.ca</a>	HOW THEY CAN HELP
ACADEMIC SUCCESS CENTRE	/asc	Student-focused tutoring, workshops, online resources and support programs
ALUMNI	/alumni	UFV Alumni
ASSESSMENT SERVICES	/assessment	Portfolio development, Prior Learning Assessment and Recognition (PLAR) support, placement testing, exam invigilation.
BOOKSTORE	/bookstore	Ordering textbooks, course packs and supplies
CALENDAR	/calendar	UFV Academic Calendar
CENTRE FOR ACCESSIBILITY SERVICES	/accessibility	Enhance and facilitate the support of students with disabilities
CONFLICT RESOLUTION OFFICE & HUMAN RIGHTS ADVISOR	/hrcro	Confidential advice and assistance in resolution of interpersonal/workplace concerns
EDUCATIONAL TECHNOLOGY SERVICES	/ets	Equipment requests and media production
FACILITIES SERVICES	/facilities	Maintaining the physical environment (light bulbs, temperature, etc.)
HUMAN RESOURCES	/hr	Labour Relations, Contracts, Pensions & Benefits, Professional Development, Faculty & Staff Recruitment
INDIGENOUS STUDENT CENTRE	/isc	Provide access & resources for academic and cultural support for Indigenous students & their success
INFORMATION TECHNOLOGY SERVICES	/its	Support for all desktop computer hardware and software; telephones and voicemail; and internal and external network connectivity
INSTITUTIONAL RESEARCH & INTEGRATED PLANNING	/irp	UFV statistical information
LIBRARY	/library	Library services
MARKETING & COMMUNICATIONS	/university-relations/marcom	News releases, publications, photos, UFV events, etc.
OFFICE OF THE REGISTRAR	/admissions	myUFV access, timetables, class/waitlists, exam schedule, room booking, forms
PAYROLL	/finance/payroll	Paycheques, T4's, Direct Deposit, Tax Forms, ROE's, Timesheets, General Payroll Inquiries
PURCHASING	/purchasing	Purchasing Forms, Guidelines and Processes, Preferred Suppliers, Vendor Resources
RESEARCH AND GRADUATE STUDIES OFFICE	/research	UFV research and grants
SECURITY	/security	Emergency response, traffic, directions, first aid, walksafes escorts, etc.

STUDENT SERVICES	/studentservices	Advising & counselling, financial aid, appeals, career resources
UNIVERSITY ADVANCEMENT	/about/advancement-office	Coordination of all fundraising activities for UFV; responsible for tax receipts, gifts in kind, philanthropic donations, and payroll deductions

# INTRODUCTION

## GETTING SETTLED

On your first day with us, take some time to walk around your campus and meet people in the various staff and administrative areas. The list below outlines the necessary basic tasks that need to be completed for, or by, you as part of becoming a working member of UFV. The people mentioned will welcome an opportunity to answer your questions and get to know you a little.

## YOUR EMPLOYEE CONTRACT

The Human Resources employee contracts team is Lisa Kwak, Manager, Human Resources and Compensation (local 6353); Michele Gosselin, Employee Contracts Assistant (local 4192); and Val Ruddick, Coordinator, Contracts (local 4141). If you have any questions regarding your employee contract, contact one of us and we will be happy to assist you.

Your contract begins with a Request for Contract Form filled out by your Supervisor which is then forwarded to your Dean for approval. The approved request is sent to Human Resources, where our employee contracts team prepares the official letter of contract, notifies our payroll office to pay you according to the terms of your contract, and sends the contract letter on to you for your signature. You are required to sign and return one copy of this letter to Human Resources, and keep the other copy for your records.

If you are eligible for benefits, Human Resources will contact you about enrolling in the plan. If you want to know more about our benefits plans and who is eligible to join them, contact Debbie Dyck, Pensions & Benefits Officer (local 4653).

As a staff member you may become eligible for enrollment in the Municipal Pension Plan based on the plan rules. For more information on the Municipal Pension Plan you can visit [www.pensionsbc.ca](http://www.pensionsbc.ca) or contact Debbie Dyck, Pensions & Benefits Officer at local 4653.

If your address changes, complete the change of address form which you can find at ([www.ufv.ca/media/assets/human-resources/es-forms/Employee-Change-of-Address-Form.pdf](http://www.ufv.ca/media/assets/human-resources/es-forms/Employee-Change-of-Address-Form.pdf)) and forward a copy to the Human Resources department. If any of your other personal information changes at any time, notify Human Resources at [HRInfo@ufv.ca](mailto:HRInfo@ufv.ca).

## CAMPUS CARD – EMPLOYEE ID

Your Campus Card is your:

- University ID
- Library card
- Cascade Cash
- Student Activity Centre membership card for the gym
- Access to the campus shuttle bus

Campus Cards are available from the card office in building S, Room 1101, or from the CEP Chilliwack library. Bring your employee number, a valid government issued photo ID, such as a driver's license, and have a smile ready. We'll take your picture and print your card right away. For more information contact us at [www.ufv.ca/campuscard/campus-card/](http://www.ufv.ca/campuscard/campus-card/).

For security reasons, you are required to produce your university ID to UFV personnel upon request.

## **EMAIL & NETWORK ACCESS**

As part of the hiring process, your Department Head, Dean, director or department assistant will submit a request to the IT Services Help Desk to setup email and network access for you.

The Help Desk will send the requestor your username and temporary password as well as first-time access instructions. You will need to change your temporary password the first time you log in to ensure privacy on your account.

The standard email client on UFV computer desktops is Microsoft Outlook. Email can also be accessed through the web at [webmail.ufv.ca](http://webmail.ufv.ca) or [my.ufv.ca](http://my.ufv.ca). For more information about UFV email, visit the IT Services website at [www.ufv.ca/its](http://www.ufv.ca/its).

## **PHONE / VOICEMAIL**

When you are hired, your voicemail account will be created when your computer account is generated and set up instructions will be forwarded to you through inter-office mail. When this is done, your contact information will be added to the UFV address book and online directory. Contact your department for more information.

## **KEYS**

If you are a permanent faculty member, your Department Head will request your office and classroom keys (as required). Facilities Services will contact you when your key(s) are ready for pick-up.

If you are a sessional faculty member, contact the Mail and Prep Room Assistant (local 6311) for sessional office and mailroom key codes.

All other keys must be requested by your Department Head.

**ALL KEYS MUST BE RETURNED AT THE END OF YOUR TERM AT UFV.**

If you require keys, fill out the on-line key request form at [www.ufv.ca/media/assets/security/Key-Request-Form-V3.2.pdf](http://www.ufv.ca/media/assets/security/Key-Request-Form-V3.2.pdf)

# UFV SERVICES

For your convenience, the following areas have put together a short description of the services they offer. Additional information is available through the web links listed or by contacting the area directly.

## ACADEMIC SUCCESS CENTRE

[www.ufv.ca/asc](http://www.ufv.ca/asc)

The Academic Success Centre (ASC) offers student-focused tutoring, workshops, online resources and support programs to develop students' academic skills and knowledge. Peer tutors work with students on personal learning strategies and approaches, and provide writing and subject-area support under the supervision of the Learning Support Specialist and the Coordinator of the Academic Support Centre. The ASC has work spaces and resources at the Abbotsford campus in **G126**, and the Chilliwack (CEP) campus in **A1212**.

For more information:

**Abbotsford:** 604-504-7441 ext. 4282

**Chilliwack:** 604-504-7441 ext. 2432

## ASSESSMENT SERVICES

[www.ufv.ca/assessment](http://www.ufv.ca/assessment)

The Assessment Services department administers UFV Placement Tests, provides invigilation service to UFV students and external agencies and organizations.

### UFV PLACEMENT TESTS

Many UFV courses and programs require students to demonstrate specific levels of competency in academic areas. Placement test results help students select courses appropriate to their skill levels and goals and/or to demonstrate that they possess the skills and knowledge required for admission into a specific program or course.

### INVIGILATION SERVICES

Although invigilation services are provided to external individuals or groups wishing to write supervised exams in our testing facilities in Abbotsford or Chilliwack, our main purpose is to provide services to UFV students who have missed in-class exams due to illness or to write final exams due to conflicts in the exam schedule. The following steps outline what faculty should do to access our invigilation services:

- At least three days before the selected exam date, faculty and student must each complete the Online Student Booking Form for each exam <http://www.ufv.ca/assessment/book-an-exam/>; faculty must complete the Faculty Submission Form
- Should the student need to reschedule the exam a new online Booking
- Form must be completed, and submitted using the Assessment Services website.
- All materials for the exam are the responsibility of the instructor and student. This includes Scantron forms, exam booklets, and/or any other required or allowable

resources; materials may be provided by Assessment Services, but will be charged back to the department.

- Hard copies of the exam must be in the Assessment Services office no later than 2 business days prior to the approved exam date. Internal mail, email attachment, or dropped off in person, (email exams will be printed and then charged to the appropriate department).
- Copies of exams will not be held on file in the Assessment Services office for future uses.
- Exams that arrive in Assessment Services must include a completed copy of the Faculty Exam Submission Form, found on our website at <http://ufv.ca/media/assets/assessment-services/Exam-Submission-Form.pdf>.
- Exams will be returned to faculty member through inter-campus mail unless other arrangements have been made three (3) business days ahead of time.
- Invigilation services are offered on an individual basis but several students can write the same exam at the same time if their instructor has set this up using an Exam Booking Form for each student, paper based or online.

## BOOKSTORE

[www.ufv.ca/bookstore](http://www.ufv.ca/bookstore)

The UFV Bookstore is committed to providing excellent service and products to students, staff, and faculty. Check out the following locations or their website for their hours of operation:

ABBOTSFORD	CHILLIWACK	MISSION
Baker House Student Housing Complex 1385 McKenzie Road	Room A1340 45190 Caen Ave	Heritage Park Centre 33700 Prentis Avenue
Ph. 604-854-4535 Fax 604-854-3714	Ph. 604-795-2823 Fax 604-792-3593	Ph. 604-820-7619 Fax 604-826-0681

### NORMAL HOURS OF OPERATION:

ABBOTSFORD	Monday to Friday	8:30 am – 4:30 pm
CHILLIWACK	Monday to Friday	9:00 am – 4:00 pm *closed 12pm – 1pm
MISSION	Mon/Wed/Thurs	10:30 am – 2:30 pm

## EDUCATIONAL TECHNOLOGY SERVICES

[www.ufv.ca/ets](http://www.ufv.ca/ets)

Educational Technology Services (ETS), located on the Abbotsford and CEP campuses provides support for faculty, staff, and students with a variety of audio visual equipment, technology training, and eRoom support. Faculty on both campuses can reserve a variety of audio visual equipment to support their teaching. The Abbotsford campus has an equipped video/audio recording room available for both faculty and students to record interviews or presentations for class projects, email [etsbookings@ufv.ca](mailto:etsbookings@ufv.ca) to book. As well, ETS offers ongoing workshops for faculty and staff with myClass (Blackboard Learn) and educational technology used at UFV, and researches and offers training on new learning technologies that can be used in the classroom.

Faculty may reserve the following equipment online at [www.ufv.ca/ets/reserve-equipment-online](http://www.ufv.ca/ets/reserve-equipment-online).

Data projectors	Portable computer protection systems (CoWs)
DVD/VHS/TVs	Laser Pointer
Wireless Presenters	Digital video cameras
Digital still cameras	Tripods
PA system	Audio teleconferencing system
Audio recorders	Microphones
Document cameras	WEBEX-video conferencing
Portable video-conferencing system	Virtual Reality Goggles

ETS Located:

Abbotsford ETS Peter Jones Learning Commons G Building Room G104 604-854-4546	Chilliwack ETS Inside CEP Campus Library A Building Room A1205 604-702-2617
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## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPOP)

[www.ufv.ca/informationprivacy](http://www.ufv.ca/informationprivacy)

UFV is a designated public body under British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA). The full text of the Act is available at: [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00)

As employees of a public body, there are numerous privacy implications for both faculty and staff members of UFV. It is important to be mindful about how you share information with your students and your colleagues. For example, it is not appropriate to post students' grades (even if you use only their student numbers) on a bulletin board or to place

assignments in a box outside your office door for pickup. Class lists contain a significant amount of personal information and must not be circulated to anyone in or out of the class.

You should also be aware that any notes or documentation that you make about a student are considered records under the Act and may be the subject of an Access for Records request. These records include emails, handwritten notes, letters, and individual sections of a grading spreadsheet, among other things.

The Act requires that UFV retain all records upon which a decision is made about an individual for a minimum of one year following the decision. UFV's Instructional Responsibilities policy states that instructors will retain examinations and final projects that have not been returned to students for one year after they have been written or submitted. If you wish to avoid accumulating boxes of unreturned assignments, UFV recommends that you make it your practice to return assignments and projects to your students whenever possible. If this practice is followed, the student is responsible for producing the marked assignment should there be an appeal of the student's grade.

For training materials and other resources, visit UFV's Freedom of Information and Protection of Privacy page at [www.ufv.ca/informationprivacy](http://www.ufv.ca/informationprivacy).

## HUMAN RESOURCES

[www.ufv.ca/hr](http://www.ufv.ca/hr)

Human Resources serves the needs of all members of the University community. If you have questions about any aspect of your employment at UFV, contact them at local 4554, and you will be directed to the person best able to assist you.

## INDIGENOUS STUDENT CENTRE

[www.ufv.ca/isc/](http://www.ufv.ca/isc/)

The Indigenous Student Centre supports Aboriginal students who identify themselves as Métis, Inuit, status First Nations, and non-status First Nations. They also provide resources and information for all students, faculty, staff and community. It is the first point of contact, at UFV for potential and current Aboriginal students and the Aboriginal community. The ISC provides information about programs and courses, application processes, funding resources, academic, social, and cultural support.

In addition, the Centre hosts, cultural activities and learning opportunities on campus throughout the year. Students can learn more about ISC services, including the Elder- in-Residence program at S'olh Shxwlèlì, the Indigenous Student Centre, on the Chilliwack campus (CEP A1444) and Abbotsford campus (Bldg. S Room S1113).

FOR INFORMATION CONTACT:

Abbotsford: 604-557-4069

Chilliwack: 604-795-2835



## INSTITUTIONAL RESEARCH & INTEGRATED PLANNING

[www.ufv.ca/irp](http://www.ufv.ca/irp)

The Office of Institutional Research and Integrated Planning serves as the official reporting and information gathering arm of the University. Its mission is to report data to external agencies and to provide UFV administration, faculty and staff with accurate information to support the decision making process. The IRP office conducts analytic studies and serves as the University's clearing house for non-budgetary institutional information. The office is involved in several areas including university planning, evaluation, productivity, and accountability.

IRP is involved in a broad variety of data collection and analysis; it prepares the annual reports for the Ministry such as the Institutional Accountability Report, the Student Full Time Equivalent (FTE) Enrolment Report, and the Central Data Warehouse (CDW); participates in provincial student outcome surveys; co-ordinates the program review process; provides data to the university community through a business intelligence dashboard and an annual Factbook; responds to internal and external requests for institutional data; provides statistical analyses and conducts research projects; develops and conducts surveys; and provides projections, analysis, and commentary on issues encompassing all University operations.

Examples of the types of analysis include, but are not limited to, student enrolment, population demographics, space utilization, and labour market educational requirements.

The IRP Office can be contacted through its website at [www.ufv.ca/IRP](http://www.ufv.ca/IRP) or at 4637.

## LOGISTICS

[www.ufv.ca/logistics/](http://www.ufv.ca/logistics/)

Location: D122

Hours: 8:30 am to 4:30 pm

Direct line: 604-854-4552

Logistics Manager: local 4488

Courier: local 4205

Email: [shipping.courier@ufv.ca](mailto:shipping.courier@ufv.ca)

Material handling is centralized and managed from the Abbotsford campus. Services provided by Shipping/Receiving & Internal Couriers include:

- Receiving, processing, forwarding of items received.
- Shipping of documents and materials.
- Supply and delivery of copy paper, MFD toner, and standard logo stationary
- Archives storage and retrieval.
- Warehousing storage.
- Office furniture set-up/repair (submit a Facilities Service Desk Work-Order request).
- Courier service for the transportation of materials and mail between campuses.
- Pickup and delivery at local businesses.

- Disposal of surplus via auction, charitable donations, and/or recycling.

For more information and courier schedules, refer to the Logistics website. For all supplies and services, submit your request via the “Facilities Service Desk” work-request – icon on your desk-top.

## **MAIL & MSDS SERVICES**

Location: D122a

Hours: 8 am to 4 pm

Contact: local 4214

Email: [mailroom@ufv.ca](mailto:mailroom@ufv.ca)

- Inter-campus and external mail pickup and delivery. Internal mail should indicate the recipient’s full name, department and campus. Personal mail must have sufficient postage affixed.
- Canada Post Registered, Addressed Add, and Expedited mail.
- Material Safety Data Sheets for controlled substances on site are available as required.

## **PAYROLL**

[www.ufv.ca/finance/payroll](http://www.ufv.ca/finance/payroll)

UFV has 24 pay period per year, with paydays being on the 15<sup>th</sup> and the last day of each month. If the 15<sup>th</sup> or last day of the months falls on a weekend, the payday will be the Friday before the respective weekend. Visit [www.ufv.ca/finance/payroll](http://www.ufv.ca/finance/payroll) to learn more about pay periods and payroll schedule.

For hourly employees, the pay periods are generally from the 23<sup>rd</sup> of last month to the 7<sup>th</sup> of the current month for the 15<sup>th</sup> payday, and from the 8<sup>th</sup> to the 22<sup>nd</sup> of the current month for the month end payday. Timesheets must be signed, approved, and submitted to payroll one week before the pay deposit date (payday). Late timesheets will be paid on the following payday. Timesheet and the payroll schedule are available online at [www.ufv.ca/finance/payroll/payroll-forms](http://www.ufv.ca/finance/payroll/payroll-forms). Please ensure you allow sufficient time for your supervisor to sign your timesheet before the due date.

Your historical pay information, deductions, expense claims and T4's can all be viewed online by logging onto myUFV.

For all new Employees/Faculty, please complete the following forms and mail/drop off to Financial Services:

- TD1 Form
- TD 1BC Form
- Direct Deposit & Electronic Consent Form

For general inquiries, questions or assistance with the above forms, contact us at 604-557-4018, [payroll@ufv.ca](mailto:payroll@ufv.ca) or visit [www.ufv.ca/finance/payroll](http://www.ufv.ca/finance/payroll)

## **PRINT SERVICES DIVISION**

[www.ufv.ca/printservices/](http://www.ufv.ca/printservices/)

### **PRINTING AND PHOTOCOPY SERVICE**

UFV operates a centralized print service department with high speed black and colour copiers; full bindery service including coil binding; specialty printing such as NCR forms, business cards, memo pads and posters; scanning and graphic art support services. UFV provides convenience copiers (MFD) for copying and printing of small jobs - those where the total does not exceed 50 copies. You should send larger jobs to Print Services where the service is more cost effective and less of a burden on your departmental budget and staff. Duplicating Request Forms are available online. Large formatting requests are now available through Print Services as well.

### **QUICK PRINT ABBOTSFORD**

Hours: 12 pm to 4 pm Location: D122A

Contact: 604-846-4682

## **MARKETING AND COMMUNICATIONS**

[www.ufv.ca/university-relations/marcom](http://www.ufv.ca/university-relations/marcom)

Marketing & Communications (Marcom) provides a range of services to all UFV communities, both internal and external. The team assists the institution and its departments with student recruitment, promotional and marketing campaigns, internal communications, and special events and ceremonies. Marcom maintains UFV graphic standards (logos, brand elements), generates all UFV news releases, and produces a number of publications, including UFV's view book, admissions guide, Continuing Education course brochures, and manages the UFV website. Marcom serves as the key media contact point for the university. Story ideas, event notifications, and announcements are always welcomed. Please contact Anne Russell (local 2826).

## **PARKING SERVICES**

[www.ufv.ca/Parking](http://www.ufv.ca/Parking)

Pay parking is in effect for all UFV parking lots (and on some neighbouring City of Abbotsford streets). At UFV, the Abbotsford campus has designated parking areas for students and employees, whereas the Canada Education Park campus does not designate student and employee parking.

Both campuses have designated parking for the Disabled by Provincial SPARC Permit Only.

Daily parking may be purchased from parking meters located throughout the campus building(s) (as well as lot 4 and 2a at the Abbotsford campus) at a rate of \$1.00 for every 2 hours. Patrons must note their stall number when parking, as this is required when using the meters.

Monthly parking is also available for employees to park in designated employee parking lots at the Abbotsford and CEP campuses. Employees at the Abbotsford campus are permitted to park in student lots only if the employee lots are full.

Impark monitors UFV parking lots and enforces the regulations on behalf of the university.

### **HOW TO REGISTER FOR MONTHLY PARKING PERMITS**

Login to myUFV. Select the Human Resources tab, and scroll to Employee Parking. Click the link, and complete all of the required fields in the application form. Permanent employees will receive a permit that expires at the end of August 2018. Temporary employees must select an expiry date based on their contract.

A temporary parking permit will be attached to the confirmation email; print and display it on the dash of the registered vehicle. Allow 5 – 10 business days to receive your permit in the mail.

By registering for a monthly parking permit, you are permitting the University of the Fraser Valley to deduct the monthly parking charges from your payroll.

Non-permanent employees may purchase an e-permit online at myUFV. In the 'Home Tab' under 'myUFV Records Services' click on 'Employee Information'. Payment is accepted via

your credit card only.

### **MONTHLY PERMIT HOLDER RESPONSIBILITY**

Each permit holder is responsible for ensuring the hanging permit is properly displayed. UFV is not responsible for violations issued due to permits not displayed. You will receive one hanging permit that can be transferred between registered vehicles. Permits are not transferable between applicants.

Lost or stolen permits must be reported to Impark immediately for cancellation. A new permit will be provided upon receipt of a \$10 replacement fee. UFV is not responsible for lost, stolen, or damaged hanging permits.

### **CANCELLING A MONTHLY PARKING PERMIT**

If campus parking is no longer required, it is the responsibility of the employee to surrender the parking permit to Payroll. Payroll will terminate the parking deduction effective on the last day of the current pay period.

### **DISABLED PARKING**

Disabled parking spaces are located in various parking lots on campus. Only vehicles displaying a valid Provincial "SPARC" permit are permitted to park in designated disabled stalls. Vehicles found parked in designated disabled spaces without the correct permits, are subject to ticketing and immediate towing.

## **ELECTRIC VEHICLES**

Electric vehicles with battery only and requires an external power source for recharging. No fossil fuel is used with these vehicles.

Hybrid Electric Vehicles with battery and fossil fuel engine. Battery requires an external power source for recharging.

The above two forms of Electric Vehicles are approved by UFV (by permit only) to park in designated EV Parking Stalls. Currently there are designated EV Parking Stalls at CEP in lots 4 & 5. EV Stalls are coming soon to the Abbotsford campus.

Other forms of Hybrid Electrical Vehicles rely on fossil fuel engine to recharge the battery. This vehicle is not equipped with an external source for recharging. This form of Hybrid is NOT approved for permit parking in designated UFV EV parking stalls.

## **FULL LOTS**

Parking permits are issued to lot space on a search basis. They are not a guarantee of space in a particular lot. In the event that all employee parking lots are full, employees may park in student/ public parking spots, except the short-term visitor lot and designated disabled parking areas.

Service areas, car pool areas, and disabled parking areas are not designated as student/public parking, and vehicles found occupying these areas without a specific permit may be subject to a violation and or towing at the owners expense.

## **PARKING VIOLATIONS**

Accumulating a fourth parking violation (unpaid) may result in a vehicle tow. Pay violations within 7 days and pay \$25, or wait and pay \$50. For violation enquiries or disputes, contact Impark - <http://ufv.ca/parking/contact-us>.

## **IMPARK CONTACT INFORMATION**

<b>CONTACT</b>	<b>TELEPHONE</b>	<b>DESCRIPTION</b>
General Inquiries	604-420-6446 ext 4110	General Queries including E-permit
Violation Dispute/Payment	1-886-856-5511 604-909-3933	Dispute parking violation, reference violation number and details. Pay a parking violation.
Meter Out of Order/Lot Issues	1-866-277-5501	Report an out of order meter. Provide the lot number and out of order meter number.
Park and Pay	604-662-7275 or 1-866-234-7275	Pay by phone
Student e-Permit Refund/Plate Changes	604-420-6446 Ext 4110	Register a difference license plate. Request a refund.

CONTACT	TELEPHONE	DESCRIPTION
E-Permit Customer Support	1-866-786-7787	Troubles with account or purchasing E-permit
Employee Monthly Parking/License Plate Changes	604-331-7288 Ext 7	Report a lost or stolen hanging permit. Register a difference license plate
Meter Refund	604-331-7118	Report on monetary issues with the meter.
Fraser Valley Towing	604-703-3200	
Parker Pete	1-877-771-7383	Impark vehicle assistance program. Need fuel? Need a boost? Flat tire? Services are available at Abbotsford and Chilliwack campuses.

## PURCHASING

[www.ufv.ca/purchasing](http://www.ufv.ca/purchasing)

The Purchasing Division is your resource for the procurement of goods and services needed to support UFV's instructional and operational activities. Our staff is committed to supporting UFV's faculty, staff and students; ensuring value for money in purchasing by providing information, support and analysis. Purchasing is responsible for sourcing, negotiating, contractual arranging and purchasing of all supplies, equipment and services, including the rental of equipment, required by UFV.

The duties and expertise of supply professionals at UFV goes well beyond the acquisition of goods and services, extending into areas such as:

- Capital projects and requirement planning
- Tenders & Bids
- Supplier/contract performance evaluation
- Contract management, development and negotiation
- Cost/price and trend analysis
- E-commerce assistance
- Staff & Faculty procurement training
- Furniture and supplies
- Expediting and returns
- Fleet management (Vehicles)

Visit [www.ufv.ca/purchasing](http://www.ufv.ca/purchasing) for more information on how to make a purchase, processes & guidelines, preferred suppliers, purchasing forms and more.

For general inquires contact the Purchasing Division at 604-851-6315 or [purchasing@ufv.ca](mailto:purchasing@ufv.ca).

## RESEARCH, ENGAGEMENT, AND GRADUATE STUDIES

[www.ufv.ca/Research](http://www.ufv.ca/Research)

[www.ufv.ca/Graduate\\_Studies](http://www.ufv.ca/Graduate_Studies)

The Research, Engagement, and Graduate Studies department is committed to providing leadership, support, and promotion of high quality graduate programs and research opportunities for both faculty and students.

The Research Services office strives to enable faculty to enrich their professional/classroom skills and the learning experience of our students. The School of Graduate Studies endeavours to ensure working professionals obtain a robust Master's degree in an applied program that advances their career and is relevant to communities we serve.

- Research Services Office (support for research programs, grants, awards, funding contracts, internal funding, student research assistants, research scholarship applications, industry liaison, microlectures, student research day, and other events)
- Faculty Releases (application and review processes for Research Option and Scholarly Activity, and Sabbaticals)
- Compliance (Human Research Ethics, Animal Care, Biohazard Safety, Radiation Safety)
- Research Centres & Institutes and Research Chairs
- School of Graduate Studies and graduate program administration

### CONTACTS

[Adrienne Chan](#), AVP Research, Engagement, & Graduate Studies — 604-557-4074

[Deborah Block](#), Assistant to the AVP, & Coordinator of Graduate Studies — 604-864-4639

[Brad Whittaker](#), Director of Research Services & Industry Liaison — 604-557-4044

[Kelly Tracey](#), Research Office Assistant – 604-504-7441, ext. 4819

[Yvette Fairweather](#), Ethics, Grants & Compliance Officer - 604-557-4011

## SCHEDULING & ROOM BOOKING

<http://www.ufv.ca/admissions/schedrooms/rmbookings>

The Office of the Registrar Scheduling Office is responsible for production of the semester and final examination timetables. This office is also responsible for ad-hoc room bookings. The office is located in building B room 209 at Abbotsford Campus. To book rooms for courses or exams, contact local 4761.

For ad-hoc room bookings email [room.bookings@ufv.ca](mailto:room.bookings@ufv.ca), or contact local 4390, A&R scheduling office, room B209. For ad-hoc room bookings, use the ad-hoc online booking requests at <http://roombookings.ufv.ca/Portal/>. (You must have a UFV email address to use).

Have the following information ready: your department, name, phone number (local), day, date and time required, start and end times, expected attendance, preferred room, and special equipment required. Be specific about campus location. You must also submit written authorization for a student to book a room.

For special audio visual equipment needs not usually found in the classroom you must contact ETS.

Note: If your event is cancelled, contact or email Room Bookings to cancel your room booking.

You can get more information about course or exam scheduling and room bookings at [www.ufv.ca/admissions/schedrooms/rmbookings/](http://www.ufv.ca/admissions/schedrooms/rmbookings/).

## SECURITY SERVICES

[www.ufv.ca/security](http://www.ufv.ca/security)

### Emergency Phone Number:

All Campuses: 1-855-282-7770 (toll free) – First Aid or local 7770 from any UFV landline.

### Non-Emergency Number:

All Campuses: 1-855-293-7654 (toll free) or local 7654 from any UFV landline.

A Security Officer is on duty 24/7 at the Abbotsford and Chilliwack Education Park campuses.

Campus Security provides numerous services to the UFV community including emergency response, traffic control, patrol and surveillance, walksafes escorts, and first aid.

To reporting an on-campus incident, contact the on-duty Security Officer at the contact number noted above.

## SEVERE WEATHER PROCEDURES

Refer to the link below for severe weather procedures at UFV.

[www.ufv.ca/about\\_ufv/campus-closingsevere-weather-notice/](http://www.ufv.ca/about_ufv/campus-closingsevere-weather-notice/)

## STUDENT SERVICES

### COUNSELLING

[www.ufv.ca/counselling](http://www.ufv.ca/counselling)

The Counsellors at UFV are professionally trained to provide career, student success, personal, and crisis counselling services. For more information or to book an appointment, contact Student Services:

ABBOTSFORD	604-854-4528
CHILLIWACK	604-795-2808

### CENTRE FOR ACCESSIBILITY SERVICES

[www.ufv.ca/accessibility](http://www.ufv.ca/accessibility)

Students with disabilities face additional challenges. The Centre for Accessibility Services assists these students in a variety of ways such as providing accommodations and information to ensure success as they move through their academic careers at UFV. For further information contact:

ABBOTSFORD      604-557-4034  
CHILLIWACK      604-795-2843

## **EDUCATIONAL ADVISING**

[www.ufv.ca/advising](http://www.ufv.ca/advising)

Educational Advisors are available to help current and potential students explore post-secondary options both at UFV and elsewhere. To book an appointment, check the drop-in schedule, or sign up for a workshop, contact the Advising Centre - 604 864-4674

## **FINANCIAL AID AND AWARDS**

[www.ufv.ca/fineaid](http://www.ufv.ca/fineaid)

Financial Aid and Awards provides information and assistance to UFV students needing financial help and seeking awards. For information on scholarships, bursaries, student loans, emergency funding and fee deferrals, contact:

ABBOTSFORD      604-864-4601  
CHILLIWACK      604-702-2618

## **RESIDENCE SERVICES**

[www.ufv.ca/residence](http://www.ufv.ca/residence)

Residence Services is committed to creating a community that enhances the university experience. Residence life provides a living/learning environment that enhances the positive development of a student's academic, social, and personal growth. For information on applying to live on campus and programs offered, contact:

ABBOTSFORD      604-557-4063

## **STUDENT LIFE**

[www.ufv.ca/StudentLife](http://www.ufv.ca/StudentLife)

Student Life is committed to supporting a university experience that prepares students for careers for life. Contact them for information on how they support students through our program initiatives with Clubs and Associations, and with the Student Life Leadership Institute, as well as how students can become involved with Orientation, Angel Tree, Campus Recreation and Wellness, and Intramurals. In addition, each spring we ask faculty to nominate students who voluntarily contribute in a positive manner to the UFV community in order to recognize them at our annual Volunteer Recognition Awards Ceremony.

ABBOTSFORD      604-851-6338  
CHILLIWACK      604-792-0025 ext 2573

## SUPPORTED LEARNING GROUPS

[www.ufv.ca/slg](http://www.ufv.ca/slg)

Supported Learning Groups (SLGs) are student-led study skills and learning strategy sessions designed to facilitate learning in historically-difficult courses, most commonly at the first year level. The student leaders are people who have already successfully completed the course and who have gone through a leader training program. The SLG sessions are offered to students at no extra costs. The SLG leader attends classes along with the other students, and then twice a week facilitates a study session for any student who wishes to attend. The SLG leader focuses on helping students develop transferable learning skills and strategies, and applies these to the content of the course.

Students participate in small group exercises that prompt social interaction and collaborative learning. In these small group settings, students assist each other as they develop their own learning strategies. In some cases, students who have been helped by SLG go on to help others by becoming SLG leaders themselves.

For further information regarding the SLG program, contact [slg@ufv.ca](mailto:slg@ufv.ca)

## TEACHING AND LEARNING CENTRE

[www.ufv.ca/tlc](http://www.ufv.ca/tlc)

The Teaching and Learning Centre provides a wide variety of services and support for faculty members and students. Through the direction of Dr. Maureen Wideman, Director of Teaching and Learning, this department includes Educational Technology Services, UFV Online, Supported Learning Groups, Prior Learning and Recognition, and the Academic Success Centre. The TLC is in G104 in Abbotsford, and A1211 at CEP in Chilliwack.

Teaching and Learning at UFV offers workshops, private consultations, departmental workshops, divisional workshops, and institution-wide workshops on subjects to do with teaching and learning, including instructional skills, classroom assessment strategies, course design, classroom management, small group instructional techniques, formative classroom assessment techniques, effective teaching strategies, and reflective practices.

## UFV ONLINE

[www.ufv.ca/online](http://www.ufv.ca/online)

UFV Online supports faculty who are teaching fully online and hybrid courses in the learning management system Blackboard. They have been offering courses fully online since 1994. In each semester, they offer upwards of 60 courses fully online.

A fully online course offers all activities in the online environment, with the possible exception of mid-term and final exams. Courses are offered on a semester basis with the same start and end dates as face-to-face courses at UFV. Students are encouraged to undertake our fully online courses as discussion-based experiences, and they are alerted to the usual requirement to log on at least three times a week at the time of their choosing.

Fully online courses at UFV are asynchronous. A peer-based model of course development is employed, although, staff in Educational Technology Services assist with the development of learning objects. Maureen Wideman, Director, Teaching and Learning also assists colleagues in the development of online courses and in the pedagogy/andragogy involved in teaching students in the fully online environment. Each semester, workshops are offered to faculty engaged in online course development and implementation. Visit [www.ufv.ca/tlc](http://www.ufv.ca/tlc) for the latest workshop schedule.

Supplemental shells for courses held in the classroom are created upon request. Some faculty at UFV prefer to use their shell for additional materials, notes and slides from lectures, and some audio and video supplemental materials. If you wish to investigate using Blackboard to supplement your face to face classroom activities you can request a supplemental course by completing the form found in the Faculty/Designer Centre found here: [www.ufv.ca/online/FDCentre.htm](http://www.ufv.ca/online/FDCentre.htm) (link to the new forms for Fall and Winter), contact [online@ufv.ca](mailto:online@ufv.ca) for more information.

We have three licenses of WEBEX - a synchronous solution for students who may be learning at a distance and two portable video-conferencing systems.

## UFV SNAPSHOT

Whether it happens on the bench at a community softball game, in the frozen foods section of your local grocery store, or while you're out walking your dog, someone will likely ask you about where you work. To help you feel prepared to respond, here are the highlights of the University of the Fraser Valley story:

The University of the Fraser Valley is a fully accredited, public post-secondary institution that enrolls more than 16,000 students per year and is larger than half the universities in Canada.

UFV was established in 1974 (as Fraser Valley College) after over a decade of active campaigning by Fraser Valley citizens. In the early years, students gathered in church basements, former schools, and storefronts. The first permanent campus opened in 1983 in Abbotsford. New facilities opened in Chilliwack in 1995 and in Mission the following year (as part of the Heritage Park Centre). UFV also operates regional centres in Hope and Agassiz, and a small campus in Chandigarh, India.

Fraser Valley College became University College of the Fraser Valley (UCFV) in 1991, following another tremendous round of community support, and launched its first four-year Bachelor's degree programs in September 1992. In April 2008, BC Premier Gordon Campbell announced university status for UFV, following years of active lobbying by the communities of the Fraser Valley. On September 1, 2008, operations began under the University of the Fraser Valley (UFV) banner.

UFV now offers 15 bachelor's degrees, more than 100 diploma and certificate programs, several graduate certificate programs (including Teacher Education) and two master's degrees (Criminal Justice and Social Work). Many of our programs "ladder" into one another, allowing students to keep their options open by earning a one-year certificate and/or a two-year diploma on the way to completing a full degree. Our Continuing

Education and academic upgrading offerings make learning a lifelong experience.

UFV is large enough to offer variety and small enough to offer students personal attention and flexible learning options. Our small class sizes and teaching focus mean that students get to know their instructors and learn in a hands-on environment. Many of our programs also offer a co-operative education option, combining study with supervised, paid, off-campus work experience. Our growing international programming makes for a culturally diverse student community and great opportunities to study abroad. The UFV Cascades athletics teams compete in the Canadian Interuniversity Sport (CIS) league.

UNIVERSITY OF THE FRASER VALLEY

33844 King Road, Abbotsford, BC, Canada, V2S 7M8

604 504 7441