

UBC SDX

UBC Management & Professional (M&P) Staff Development and Exchange Program

About:

Since 2005, when the University of British Columbia Okanagan was established, administrative staff at both UBC campuses have worked with their respective counterparts with varying degrees of success and understanding, largely determined by the degree to which the parallel units are integrated, or not, and the respective amount of mobility between the units. Some units are integrated with respect to organisational structure, in which an Okanagan staff member might report to a Vancouver supervisor (or vice versa), while others may simply perform the same or similar administrative functions using the same systems, SOPs, or internal policies.

As the Okanagan campus grows in staff numbers and complexity--matching its significant academic and research progress--and programs are created to facilitate inter-campus collaborations in academia and research, a program to increase collaboration and understanding among staff has been proposed, and **thanks to Excellence Funds provided by the Office of the Provost Okanagan, the SDX is now underway as a one-year pilot program.**

The University of British Columbia Staff Development and Exchange (UBC SDX) is an informal program to provide professional and personal development for UBC colleagues in the M&P employment group performing similar functions in parallel administrative/service units. Staff benefit from spending time at our sister campuses where there is significant opportunity to share with and to learn from counterparts and colleagues. This deepens understanding and support of our shared mission and strengthens the University.

Staff from UBC V/UBC O who seek to learn from each other in order to facilitate communication and understanding of each others' challenges and opportunities and build a network of UBC peers can join this exchange.

Terms

How it works:

This program will allow you to spend up to four working days (three night's accommodation) at the UBC campus that you do not presently work at, in a parallel, or collaborating unit. Along with your 'host colleague' and/or 'host manager/supervisor', you will create a work plan for your time away, which may include, but is not limited to: job shadowing, training, attending and participating in meetings/workshops/seminars, special events, team building or social events – anything that your colleague would do during a day at work at UBC, you would do also. Your

work day away will also include time to attend to your own regular duties where it is possible to do so remotely. Your work day(s), while at the host campus, are to be considered regular work days, and do not require any accommodation such as vacation leave. Please note that the exchange does not have to be reciprocal (simultaneous with another staff member in the host unit travelling to your home campus) and may take place at any time during the year when appropriate operationally for both home/host units.

If you wish to take part in this program but do not have an existing relationship with a Vancouver/Okanagan colleague or unit, we can facilitate an exchange on your behalf. Please contact Kristen Korberg for assistance with the process.

Eligible Staff:

Only Management and Professional (M&P) staff at the Vancouver and Okanagan campuses are eligible for this program at this time. Any M&P staff member who can identify an opportunity for a meaningful exchange with a sister/parallel unit may apply to this program.

Eligible Expenses:

This program will cover up to \$400 for transportation, up to 3 nights of standard accommodation (\$600 maximum), per diems at UBC rates (see policy [FM 8](#)) and ground transportation/parking/transit up to \$100. Staff may choose to stay with a friend or family member while on exchange but are responsible for any additional expenses arising if they choose to bring family or friends along (e.g. for a small holiday) on the exchange. If the exchange takes place during the summer months, staff are encouraged to take advantage of UBC housing and accommodation opportunities ([UBC O](#); [UBC V](#)). Expenses incurred over and above what the SDX program provides will be the responsibility of the traveller/home unit.

Expense Reimbursement and Reporting:

Travellers should book their own flights and accommodation. Per UBC policy ([FM 8](#)), travellers making their own arrangements may keep any reward points accrued during these transactions. Travel logistics and other eligible expenses (meals, transit, ground transport) incurred during the exchange should be submitted to the program administrator as soon as possible upon return to their home campus.

Travellers will be asked to complete a brief report at the end of their exchange. The report shall be submitted to the program administrator within 30 days of the end of the exchange, and will be used for statistical and quality improvement (QI) purposes. The program administrator may check in with the traveller at certain intervals after the exchange (eg. 3/6 months) to collect any updates on the working relationship between the traveller/host unit, also for QI and reporting purposes.

Responsibilities of the Host:

UBC SDX will attempt to ensure that the traveller brings a laptop, but ideally the host will arrange an appropriate workspace (spare desk, table in a board room, etc.). If there is a spare workstation available, both Okanagan and Vancouver staff can use the CWL log in feature to access their email or other work. Travelling staff should observe UBC requirements for data security (privacymatters.ubc.ca) at all times.

Responsibilities of the Traveller:

Where possible, the traveller will observe and respect the operational conventions of the host unit with respect to hours of work, dress code, etc. Any item of this nature should be discussed and agreed upon by the parties during the creation of the application's work plan. The traveller should, by way of the application's budget, endeavour to keep costs within the expense limits, but should also ensure that any overages will be covered by the traveller's home unit if necessary.

Travelling staff should observe UBC requirements for data security (privacymatters.ubc.ca) at all times.

For questions, or to submit an application, please contact kristen.korberg@ubc.ca or call 250.807 8832

Documents:

Terms: <https://ors.ok.ubc.ca/funding/internal/>

Application & Workplan: <https://ors.ok.ubc.ca/funding/internal/>

Final Report: <https://ors.ok.ubc.ca/funding/internal/>