THE UNIVERSITY OF BRITISH COLUMBIA

UBC Co-op Programs: Employer Expectations and Responsibilities

The UBC Co-op Programs encourage and welcome employers to post co-op opportunities to our talented students via the UBC Co-op website. To ensure all posted positions meet both employment standards and the Co-operative Education and Work-Integrated Learning (CEWIL) Recruiting Ethics for student development, the following Employer Expectations and Responsibilities apply to all accounts, job postings, and job offers facilitated through the UBC Co-op Programs.

By posting a job with us, you are agreeing to our UBC Co-op Employer Expectations and Responsibilities. Should you have any questions, please contact us at hire.coop@ubc.ca.

Employer Commitment

Our employer partners play a crucial role in the development of future talent. For this reason, it is vital that all employer accounts are prescreened for eligibility and adhere to our program requirements and processes.

- Provide complete and accurate company account and job posting information; any misleading or inaccurate information will result in a declined job posting and potential account termination
- All new employer accounts will be verified prior to account approval; employer accounts that cannot be confirmed with the organization will be deleted without notice
- Employers must post positions for their own organizations; account registrations from third party agencies will be declined unless prior authorization is obtained
- Employers should aim to provide at least 2-3 business days' notice for interviews, and follow up all verbal offers with offers in writing
- Employers understand that students must return to UBC to complete their final year of study before they can commence a full time, permanent position

Job Postings

In order to maintain quality and consistency aligned with CEWIL's Co-operative Education Guidelines, the following criteria apply to all co-op job postings posted through the UBC Co-op Programs:

- Job postings must provide complete and accurate information in regard to the job description, duties, skills, qualifications, location, and structure of work (in person, virtual, remote); we encourage all employers to provide salary information in their job postings
- Job postings must be for full time, paid work experiences that are 1 or more work terms in duration. Each work term must be a minimum 420 hours over the course of 12-16 weeks and fall within the standard academic term (i.e., Jan-Apr; May-Aug; Sep-Dec). Job postings that include unpaid training as a condition of hiring will not be approved
- Job postings containing inappropriate language will not be approved; this includes: offensive language, defamatory statements, inflammatory or discriminatory content based on gender, sexual orientation, age, religious affiliations, disability or ethnicity
- Job postings that require students to incur non-relocation expenses (lab materials, tools, etc.) either before, during and/or after the work term will not be accepted

Interview Process

The interview stage of recruitment is often the most exciting and stressful component of a student's co-op career. Often, while students are applying for jobs they are also in academic courses or on a work term. We ask that employers provide sufficient lead time for all interviews.

- Provide a minimum of 2-3 business days' notice for all upcoming interviews scheduled through any of our co-op offices
- Advise our program immediately of any interview changes or cancelations
- Advise the co-op program of any job offers you would like to extend to students; all verbal offers must be followed up by a written offer

Job Offer

As a nationally accredited program, the UBC Co-op Programs require the following CEWIL and program criteria be met when hiring a student:

- Job offer must be a minimum of 420 hours, equivalent of 12-weeks of full-time work, and fall within the standard academic term (i.e., Jan-Apr; May-Aug; Sep-Dec)
- The student should be hired for the position they interviewed for or be fully informed if extended an alternate position better suited for the student
- The student must be hired as an employee of the company and be placed on company payroll; employers cannot hire a student as an independent contractor
- Employers must provide compensation at or above minimum wage for the jurisdiction where the student is working
- Employers must comply with all applicable government statutes, legislations, and WorkSafeBC (or equivalent) policies
- Employers must adhere to our co-op policy of allowing students a minimum 2-3 business days to accept or decline a job offer
- Employers must abstain from requiring students to sign a Non-Compete Clause as a condition of offer (this will impact future co-op student work terms that take place within a short period of time)

Respectful Work Environment

We are committed to ensuring our students receive meaningful experiential learning in a respectful and inclusive environment. All employers who participate in our co-op programs must adhere to relevant human rights laws within their employment jurisdiction protecting employees, including students, from harassment and discrimination. In British Columbia this is the BC Human Rights Code

Harassment includes, but is not limited to:
- Unnecessary touching
- Leering or suggestive remarks
- Vexatious comments
- Reprisal for rejection of sexual advances
- Explicit pin-ups and graffiti, and
- Degrading jokes and comments

Examples of workplace discrimination may include, but are not limited to, discrimination based on:
- Physical or mental disability

- Where you were born
- Family status (i.e. motherhood/fatherhood, childless etc.)
- Age
- Religion or other culturally held belief system

Co-op Work Term

To ensure a smooth and supportive work term, the following outlines our co-op program requirements and best practices while the student is on the job.

- Comply with all Provincial and Federal Privacy, Human Rights and Employment legislation
- Provide experience consistent with the work duties that are described in job posting and discussed during the interview
- Provide reasonable company onboarding, orientation, and safety training, if applicable
- Discuss the student(s) Learning Objectives at the beginning of the work term
- Participate in a Work Term Check In with the co-op office (this will be via electronic form, phone, or Zoom)
- Complete an End of Term Student Evaluation (delivered electronically every four months)
- Grade the student's co-op work term assignment (if applicable)
- Contact the co-op office prior to taking disciplinary action or considering the dismissal of a co-op student

Exiting a Work Term

The conclusion of a work term is a great opportunity to obtain student feedback, and integrate resources for future hires. We encourage employers to have their student(s):

- Provide feedback and revisions to the co-op job description
- Develop/update a student handbook or handover notes for future students

Discretion

The UBC Co-op Programs reserve the right to take necessary follow up actions if an employer does not comply with above policies and responsibilities. These actions include, and are not limited to:

- Declining an account registration or job posting at their discretion and without notice if deemed inappropriate for our co-op students
- Investigating a work term issu
- e to ensure conditions support a safe and respectful environment for UBC Co-op students
- Preventing an employer from hiring co-op students from UBC in the future if a work place issue remains unsolved
- Reserving the right to update, modify, or revise these Expectations and Responsibilities.

By completing the account registration/submitting a job posting, you are confirming that you have read and understood this Employer Expectations & Responsibilities and agree to comply with them.

Questions?

Should you have any questions about employer expectations and responsibilities, please contact us at hire.coop@ubc.ca.