

CO-OP EMPLOYEE HANDBOOK



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Welcome

Welcome to the BC Public Service. This handbook was reviewed and edited by co-op students to ensure that the information shared is relevant. This handbook is intended to supplement the Co-op Employee Orientation event and your ministry's onboarding/orientation processes. We hope you find this information useful as you continue your journey with the BC Public Service.

This handbook is one of the information channels to support your success. Bookmark it and visit it frequently as information is constantly changing and we want to ensure that you are equipped with relevant and current information so you can do your job to the best of your ability.

To ensure that you are viewing the most up-to-date accurate information, please open the link to the original sources we have provided.

If you come across information that is missing or inaccurate, incorrect, or broken links, or if you would like additional information, please email coop@gov.bc.ca.

About the BC Public Service

Working in the BC Public Service

The BC Public Service is the largest corporate employer in British Columbia, with over 35,000 employees. Members of the public service are the politically impartial government employees who are responsible for carrying out the day-to-day activities of government and for delivering public services to the citizens of B.C.

The Government of British Columbia appreciates the role and responsibility of the public service and believes in the commitment and ability of its staff – continuing to make contributions that matter.

Read about the BC Public Service's [Co-op Employment Program](#) on MyHR.

BC Public Service Corporate Values

The BC Public Service has one overarching corporate value—**Integrity** and six core corporate values:

Curiosity, **Service**, **Passion**, **Teamwork**, **Accountability** and **Courage**.

These principles describe the qualities we value in our colleagues and in our organization. They were chosen after consultation and discussion across government.

Integrity is placed above all the other values as a quality that affirms the [Standards of Conduct](#) for the BC Public Service.

[Where Ideas Work 2020 Corporate Plan for the BC Public Service](#) notes that being a trusted, talented and modern public service requires us to constantly adapt to the world around us. We need to be responsive to the emerging issues and opportunities that present themselves.

Diversity & Inclusion



The BC Public Service is committed to reflecting the communities we serve. The organization supports the government's mandate to ensure we're inclusive of Indigenous peoples, immigrants, racialized groups, persons with disabilities and the 2SLGBTQIA+ community.

For more information, please visit the [Diversity & Inclusion Resource Centre](#) – which includes information about the [Diversity & Inclusion Strategy, Indigenous initiatives, Accessibility, Learning and resources](#) and [Governance](#).

Accessibility in the BC Public Service

Accessibility-confident employers are mindful of the needs of employees with disabilities when they create employment opportunities, embrace digital accessibility, and develop and implement policies and practices that ensure employees with disabilities are included.

For more information, please visit [Accessibility in the BC Public Service](#).

Structure

The BC Public Service is made up of ministries and central government agencies. Learn more about [the organizational structure of the Government of B.C.](#)

Learn more about How the Government Works and how you, as a BC Public Service employee, fit into the bigger picture by watching this [video](#) and/or reading this [webpage](#).

Ministries

Each ministry is responsible for a specific area of public policy, government function or service delivery. Check out the full list of [ministries](#).

Service Plans provide an overview of every ministry and associated entity, including how they intend to achieve their service goals and how they support the direction laid out in the Province of British Columbia Government Strategic Plans. The most current strategic plan and service plans are available on the [BC Budget website](#).

Agencies, Boards, Commissions & Tribunals

There are several independent or partially independent agencies, boards and commissions that are essential to the effective governance of the province. Agencies include authorities, boards, commissions, corporations, and councils. The definition of public agency also includes any of the bodies established by the government on an interim basis to perform arbitration, regulation, or similar functions.

Learn more about:

- [Central Agencies](#)
- [Crown Corporations](#)
- [Independent boards, commissions and tribunals](#)

Head of the BC Public Service

The Deputy Minister to the Premier is the head of the BC Public Service and sets the direction of the BC Public Service through corporate plans.

Ministry Structure

The B.C. Provincial Government is led by the Premier. Cabinet is made up of Ministers, who together lead the ministries. The role of the Minister is to ensure that government's plans related to the ministry's business is carried out – this is provided in a Mandate Letter.

The day-to-day operations of a ministry are overseen and managed by BC Public Service employees like yourself.

Deputy Minister (DM)

Each of the ministries has a Deputy Minister, who is appointed into the position. The DM's role is to follow the directives of the Minister and lead the strategic and operational business of the ministry.

Assistant Deputy Minister (ADM)

Assistant Deputy Ministers report directly to the Deputy Minister and are responsible for leading divisions. Each division is supported by teams of people comprised of people like you.

Senior Leaders (Executive Directors, Directors)

Senior leaders have a wide range of responsibilities, including overseeing a team of management, professional, technical, and administrative staff in delivering the outcomes for their respective programs and services. Providing a strategic lens,

senior leaders are responsible for alignment of priorities and resources within their program areas and across the organization.

Supervisors, Managers, and Team Leaders

A supervisor is the person or people you report to; they will provide you with guidance and help prioritize your work; and will provide ongoing feedback to support your growth and development. Supervisors can be found at all levels within the Ministry.

Branch Staff

Branch staff are responsible for the delivery of service to the public or other areas of the public service. This is where we, co-op employees, fit in.

Onboarding

Links

You can use these links to help you with your onboarding. Please note that these resources were created for employees and not specifically for co-ops so some aspects might not apply, such as the probation period. Please make sure to review the following content with your supervisor.

- [New employees](#)
- [Before you start](#)
- [When you start](#)
 - [First week](#)
 - [First month](#)
 - [First three months](#)

Setting Up

Log Onto a Workstation

All BC Public Service employees have a unique IDIR ID, which is used to log on to your workstation and to access many government applications. After logging on to your workstation for the first time, you will need to [change your password, and validate your IDIR](#).

If an employee is unable to attend the office the first day, please do the following to connect to VPN:

- On a different device, go to gww.gov.bc.ca

- Sign in with your temporary password and create your new password
- On your government laptop, click the 2 monitors icon located on the profile page - this will bring up Cisco Any Connect
- Log into VPN with IDIR ID and new password
- All set!

Please note, this process has been implemented for COVID purposes. In the past, it was mandatory for all new hires to come into the office to connect to the ethernet.

Adding a Photo to your Microsoft Outlook and Skype Profile

With your active IDIR account, log in to [access your e-mail account](#). Your Domain\Username will be, for example: IDIR\smith and your password will be the same as your current password. In the top right-hand corner, there is circle where your picture can be displayed. Click on the circle, select change, upload a photo, and click **'Save'**.

Add BCC to Outlook

Sometimes you will have to send a mass email but will still need to protect the email address of the recipients. Blind carbon copy (Bcc) means the recipients cannot see who else has received the email. To add the Bcc option, open your Outlook email, click **New Email > Options > Bcc** (next to Encrypt with the lock icon). A Bcc email address line should appear above **Subject**.

Map Network Drives

Ministries and teams typically have a shared folder where documents and files are to be saved called the local area network (LAN). To see this folder (or drive) on your computer, ask your supervisor for guidance on how to map the LAN or network drive.

Set up a printer

Review the user guide to [set up your printer](#). With Managed Print Services (MPS), you print to a government cloud print queue, walk to the printer and swipe a print fob to release your chosen print job. You can print to any printer across government.

Standards of Conduct

The [Standards of Conduct](#) apply to all members of the BC Public Service. Signing an [acknowledgement](#) of the policy is required for all BC Public Service employees. The Standards of Conduct should have been provided as part of your onboarding

documents. The signed documents must be submitted on [MyHR](#) as an [AskMyHR: Service Requests for Employees](#).

Oath of Employment

All public service employees are required to take the [Oath of Employment](#). The purpose of the oath is to ensure employees understand their obligations and responsibilities as servants of the Crown. You, as the employee, register yourself to take the Oath. Oaths are administered online through the Learning Centre. For more information, check out the [Learning Center](#).

Important: While there are plenty of online oathtaking sessions you can choose to join, the Employment Programs Resource Office (EPRO) puts on a special and exclusive oathtaking event for co-op cohorts. We highly encourage you to attend EPRO's oathtaking session, which is a unique experience you will share with your fellow co-op peers. Keep an eye out for the event invite for the exclusive co-op cohort oathtaking which will be sent to you in the first month of your work term.

Mandatory Courses

All employees of the BC Public Service must complete the following courses:

- [IM 117: Protection of Privacy, Access to Information and Records Management](#) (IDIR restricted)
- [Diversity & Inclusion Essentials](#) (IDIR restricted), and
- [Fraud Awareness and Prevention](#) (IDIR restricted)

For the most up-to-date information on the mandatory courses, please view the [First month](#) page on MyHR.

Access Email Remotely

With an active IDIR account, you can access your e-mail account from anywhere using summer.gov.bc.ca.

Your Domain\Username will be, for example: IDIR\smith and your password will be the same as your current password.

Co-op Perks

Pacific Leaders Tuition Grant

The [Pacific Leaders Tuition Grants for Co-op Employees](#) program enables ministries to reimburse the co-op work term tuition fee (up to a maximum of \$1,000 per term) that you have paid to your post-secondary institution. Make sure to apply for this grant within the first month of your work term.

For any questions, please email PacificLeadersCo-opTuitionGrants@gov.bc.ca.

Co-op Advisory Board

The Co-op Advisory Board is comprised of current co-op employees across government who are willing to share their knowledge on best practices, techniques, and common questions surrounding the co-op employee experience.

This is a great opportunity to network, develop your competencies, add to your resume, and to have your input be heard! By joining the Co-op Employee Advisory Board, you'll also have the opportunity (if you choose) to facilitate some of our events – it's a great way to practice public speaking and event facilitation!

The meetings will take place bi-weekly from 45 minutes to 1 hour on Microsoft Teams. Keep an eye out for an email invite to join the advisory board during your first month.

Awards

Each term we acknowledge both extraordinary supervisors and co-op employees who have gone above and beyond.

The Student Employee Award: Excellence in Professional Development

[The Student Employee Award: Excellence in Professional Development](#) recognizes co-op employees across the BC Public Service who have demonstrated significant engagement with their work experience and have gone above and beyond to improve themselves personally and professionally.

Any BC Public Service co-op employee may be nominated by a member of their team or other co-op employees (they may even nominate themselves) with the

provision that the nominee must have embodied one of the BCPS corporate values at any time between the start of the qualified work term.

Learn more about how to nominate co-op employees and supervisors, as well as past award winners on the Co-op Connect Hub [awards](#) page.

The Staff Award of Excellence: Cultivating the Co-op Employee Experience

[The Staff Award of Excellence: Cultivating the Co-op Employee Experience](#)

showcases supervisors within our organization who are committed to enhancing the co-op employee experience, building our internal capacity, and improving our competitiveness.

Any BC Public Service employee may nominate a BC Public Service employee for this award with the provision that the nominee must have demonstrated excellence in modelling the BC Public Service values, and excellence in training, mentoring, and supporting a co-op employee at any time within the qualified term.

Student Employee Community

Student Employee Community is a virtual MS Teams community consisting of co-op students across all ministries and all regions of BC. This is a great place to get to know other students in the BCPS and make some friends.

To join the Student Employee Community click [this link](#) to add yourself to the Teams channel, or join using the code **w25lmdk** (click **“join or create a team”** button at the lower left-hand side on the Teams tab within the app to enter the code). Head over to the Co-op Connect Hub to [learn more about the Student Employee Community and how to join it](#).

Resources

Employment Programs Resource Office (EPRO)

The Employment Programs Resource Office, through a centralized cohort approach, creates a consistent, single-employer experience for co-op and YEP employees and their supervisors and supports them through their co-op journey.

The office organizes events (e.g., orientation, learning and development) for students and supervisors to assist in improving their co-op experience. The office

also leads corporate initiatives around co-op student hiring and their return to the BC Public Service after completing their studies.

Keep an eye out for event invites from the EPRO office for professional development and networking events throughout the term! You can also check out what events are coming by visiting the [events calendar](#) in the Co-op Connect Hub. Manually add these events in your Outlook calendar by copying the description (make sure to include the Microsoft Teams link) and creating a new appointment in your Outlook calendar.

Co-op Connect Hub

The [Co-op Connect Hub](#) is an online site dedicated to co-op program resources for you, your supervisor and hiring managers. Visit the site to find resources, read about co-ops experiences and stories, and check out upcoming events. It is managed and maintained by employees of the EPRO team.

Make sure to bookmark the [Co-op Connect Hub](#) as it will be a valuable resource throughout your co-op journey.

Co-op Newsletter

The co-op newsletter is a monthly correspondence that is sent out to all co-op employees each month. The newsletter gives a short summary of upcoming events and highlights interesting stories and useful resources you can check out.


MyHR

The [MyHR site](#) provides you with self-service access to human resources information and services. This includes, but is not limited to, information on pay, benefits, leave and job postings. If you are unable to find information on the site, contact MyHR directly.

Compass

[Compass](#) is the cross-government intranet, showcasing a variety of people and milestones across the BC Public Service. The greatest attribute of this site is that it's for staff by staff, providing us all an opportunity to engage with one another regardless of where we're located in the province.

Ministry Intranet Sites

Each ministry has their own internal web site (intranet) with information, tools and resources to support the work that they do. Find your intranet in the menu of the [Compass](#) page by clicking on the  icon.



BC Provincial Government Internet Site

The [official website of the Government of British Columbia](#) is the central hub to government, providing information to the public on ministries, external agencies and government programs.

Workstation Support

The 7-7000 Service Desk is your single point of contact for all workstation and UC support activities. Should you require support you have several options, including email at [77000 Shared Services BC Service Desk](#); telephone 250-387-7000 or 1-866-660-0811; or by submitting a service request through [AskMyHR: Service Requests for Employees](#).

Health and Well Being

Explore programs and resources designed to promote health and well-being and provide support for a range of different work and life scenarios.

Employee and Family Assistance Services provide a suite of services to employees and their family members. These include:

- [Short Term Counselling](#)
- [Career Support Services](#)
- [Family Support Services](#)
- [Financial and Legal Services](#)
- [Healthy Living Services](#)

Other useful links:

- [Occupational Safety and Health \(OSH\)](#)
- [Respect in the Workplace](#)
- [WorkSafeBC](#)

Professional Development and Learning

Professional Development is not simply attending training or a course – although these can be key components – instead it's multifaceted, increasingly informal as much as formal, and occurs daily. It doesn't stop at the completion of college or university or at the entrance to the workplace; in fact, most often the workplace is where the real learning begins. Connect with your supervisor about your professional development and document the conversations in your MyPerformance Profile.

MyPerformance

The [MyPerformance](#) program is more than just a tool—it's how the BC Public Service supports the relationship between you and your supervisor. By inspiring conversations about goals and values and nurturing trusted feedback, MyPerformance increases work engagement, productivity, and satisfaction. Everyone in the BC Public Service takes part.

Connect with your supervisor on how you would like your goals and progress to be tracked. You and your supervisor meet regularly to share perspectives about professional successes, challenges, and objectives. You're both equally accountable for the success of the relationship and the results achieved.

Access your [MyPerformance Profile](#).

Learning Hub

Take advantage of courses, workshops and other career learning available to all employees. These courses and learning will equip you with skills and frames of reference which can inform and improve the work you do throughout your career. After completing a course, you will get an email notification confirming your completion. Search the [Learning Hub](#) for available learning.

Some courses employees have suggested are:

- [Gender-Based Analysis Plus \(GBA+\): Introduction to Intersectional Analysis \(Provincial\)](#)
- [Introduction to Gender-Based Analysis Plus \(GBA+\) \(Federal\)](#)
- [Writing Better Briefing Notes](#)

Communities of Practice

Check out the various [communities of practice \(COP\)](#), where you will find the Co-op Connect Hub, groups, clubs and other ways to connect with other employees across the BC Public Service.

Improve your public speaking and leadership by joining a BCPS Toastmasters club or join a peer-led mindfulness meditation group.

Mentoring

If you are interested in taking part in informal mentoring, we encourage you to seek out someone who is not your supervisor and build a relationship. Mentoring is an opportunity in which both parties will benefit. If you need guidance or have questions, contact your supervisor.

Job Shadowing

If you are interested in having a more in-depth understand of what working in a specific role looks like. Consider job shadowing another co-op employee or employee in the BC Public Service whose role interests you. If you would like to explore this option, please discuss with your supervisor.

Networking Tips

Intentional Connections

Set up Coffee Chats and connect with people in careers or ministries you are interested in or curious about. These 15-30 minutes chats are an opportunity to learn more about a position you are interested in, gain career guidance, and stay connected with someone working in your area of passion which may serve you down the road if you are planning to pursue a career in the BCPS.

Create a Network List

In the beginning of your term, you can start a network list of all of the people you have connected and interacted with. In this list make sure to include their names, email address and/or phone number, position title, and what circumstance you connected with them (i.e. they were a guest speaker in a Health and Wellbeing webinar you attended). By creating this list, you will have a resource you can get back to if you hope to connect with former BCPS co-workers down the road if you are thinking to come back to the BCPS.

Employee Engagement and Recognition

There are many ways to help your fellow employees feel like part of the team and know their work is noticed and appreciated.

Engagement

Highly engaged employees are more committed to their work and create a higher performing and all-around better workplace.

Results from the Work Environment Survey (WES) inform the corporate plan, [Where Ideas Work](#), as well as ministry or individual work-unit improvement plans.

BC Public Service employees can visit [Compass](#) to find the date of the next survey, results from the last survey and [WES resources](#) for addressing results

Recognition

Recognition is about acknowledging employee and colleague contributions, service, innovation and excellence. It's about celebrating team accomplishments and taking time to build community, teamwork and a common purpose.

For more information, check out [Engagement & Recognition](#).

Understand the Terms and Condition of Your Employment

As a co-op student you are an auxiliary employee, meaning your employment term is temporary with a set end date. Your position is either excluded from the union or included in the BC General Employees' Union (BCGEU). Your employment letter contained information about whether you are a 'bargaining unit employee' part of the BCGEU or you are excluded from union membership.

Please read the [Employment conditions and agreements on MyHR](#) to learn about agreements, policies and laws that set the rules and conditions for employment in the BC Public Service.

Excluded Auxiliary Employee

Find out more about the [terms and conditions](#) if you're excluded from union membership.

BCGEU Auxiliary Employee

Find out more about the terms and conditions if you are a unionized employee by reviewing articles of the [BCGEU Main Agreement](#).

BCGEU Main Agreement

Certain provisions of the [B.C. Government and Service Employees' Union \(BCGEU\) 18th Main Agreement](#) apply to all co-op employees (Including excluded employees). We recommend you reach out to your supervisor or local shop steward to learn more about your employment rights.

Below is a summary of important articles and sections of the collective agreement that are relevant to you as a co-op student:

- **Article 34 – Special Employment Programs - Section 34.2 Co-operative Education Training Program**
 - (a) Employees hired under the Co-operative Education Training Program will be considered auxiliary employees and receive the appropriate benefits as per this agreement.
 - (b) The program will be restricted to persons registered in a recognized cooperative education program at a participating post-secondary institution. The length of appointment for students under this article will correspond to the requirements of their academic program.
 - (c) Co-op education will be considered supernumerary to the established workforce. As such, Clause 31.5(d) will apply to these programs.
 - (d) No employees hired under this program will be employed where it would result in a layoff or failure to recall a qualified employee.
 - (e) Employees hired under this program will be classified and paid in accordance with Appendix 3F at Co-op Level 1 or Co-op Level 2 as appropriate.
 - (f) The standard hours of work for employees under this program will be seven hours per day and 35 hours per week.
 - (g) The standard hours of work may be varied by mutual agreement at the local level, consistent with local hours of work agreements, provided that no employee works more than 10 hours in one day and 70 hours in a biweekly period.

- (h) Employees hired under the Co-operative Education Training Program shall be assigned work that augments their field of study.
- (i) Notwithstanding Clause 31.5(d), co-op students will be considered to have in-service status for the sole purpose of applying on competitions only for a period of one year after the successful completion of their co-op term.
- (j) Years of continuous service in Clause 12.3(b) will include service contributed under their co-op term(s), provided the employee has maintained in-service status and the gap between the end date of their last co-op term and the closing date of the competition is less than one year.
- **Article 31 – Auxiliary Employees**
 - **Important note:** the following provisions of the collective agreement **do not** apply to auxiliary employees: Article 11 - Seniority, Article 13 - Layoff and Recall, Article 17 - Paid Holidays, Article 18 - Annual Vacations, Article 19 - Short-Term and Long-Term Illness & Injury and Long-Term Disability, Article 20 - Special and Other Leave, Article 21 - Maternity, Parental and Pre-Adoption Leave, and Article 25 - Health and Welfare.
- **Appendix 3F:** Employees hired under Co-operative Education Training Program will be classified and paid in accordance with Appendix 3F at Co-op Level 1 or Co-op Level 2 as appropriate (pg. 162, 163).
 - You can also view information about your salary using the [salary look-up tool](#), the [Cooperative Education Training Program](#) page on MyHR, and the [BCGEU salary grids](#).

Work Schedules

Hours of Work

Employees are expected to arrive at work in sufficient time so that they are ready to begin working at the start of the scheduled workday.

Your business area will determine your work hours. Typical work hours are from 8:30 am to 4:30 pm, Monday to Friday with a 60-minute lunch and two 15-minute rest periods.

Rest and Meal Periods

Employees are entitled to two 15-minute paid rest periods each day, one before and one after the meal period. Rest periods shall not begin until one hour after the commencement of work, or not later than one hour before the meal break, or the end of the workday.

Employees are also entitled to one meal period of 60 minutes in duration without pay that shall be scheduled as close as possible to the middle of the scheduled hours of work. It is the employee's responsibility to ensure that they take their scheduled rest and meal periods. Employees will not be compensated for missed breaks. If unable to take their break at the regularly scheduled time due to an urgent operational requirement, employees are expected to take it as soon as possible once the operational requirement has been met.

Modified Work Week Options

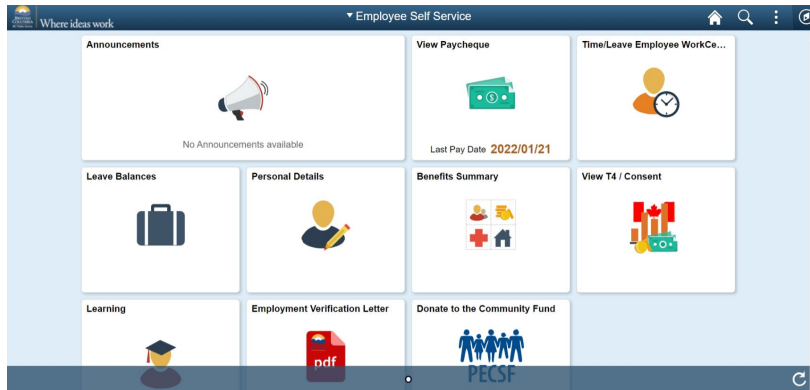
Some examples of flexible work schedules of co-ops are below for your reference:

- Student A works an additional 30 minutes each workday and takes every third Friday Off as "Flex day"
- Student B works 4 days every 2nd week (5/4 schedule) – the workday will be 8 hours and 47 minutes. Employee works additional 47 minutes every day to earn every other Friday or Monday off.
- Student C works additional 60 minutes each workday to earn "flex day" and earned time off "ETO". 47 minutes are used to accumulate a "flex day" every 2 weeks. The remaining 13 minutes each day are banked to earn time off "ETO".

Salary and Benefits

Employee Self Service

[Employee Self Service](#) (ESS) is an online service that gives you secure access to your paycheck and leave – current and historical records. Update personal information such as mailing or home address, phone number, your emergency contact, and personal email address. This site also provides access to your T4 and your employment verification letter.



Salary

Your salary will vary according to the level of co-op that you are in:

- [Level 1](#) is for students working towards a diploma or bachelor's degree.
- [Level 2](#) is for students working towards a post-graduate degree.

View the [Cooperative Education Training Program](#) page on the [salary look-up tool](#) to view rates.

Vacation Pay

Co-op employees will receive vacation pay at the rate of six percent [6%] of their regular earnings.

Co-op employees are entitled to [paid holidays recognized by the BC Public Service](#), including:

- New Year's Day
- Family Day (third Monday of February)
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- B.C. Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Leave Including Medical and Dental Appointments

Co-op employees are auxiliary employees. Auxiliary employees in the BCGEU bargaining unit who have worked less than 1827 hours in 33 pay periods are ineligible for paid leaves. For more information, please read Article 31.6 and 31.12 of the BCGEU Main Agreement.

31.6 Application of Agreement

The provisions of Article 11 - Seniority, Article 13 - Layoff and Recall, Article 17 - Paid Holidays, Article 18 - Annual Vacations, Article 19 - Short-Term and Long-Term Illness & Injury and Long-Term Disability, Article 20 - Special and Other Leave, Article 21 - Maternity, Parental and Pre-Adoption Leave, and Article 25 - Health and Welfare, **do not apply to auxiliary employees.**

31.12 Eligibility Requirements for Benefits

Auxiliary employees will qualify for short-term illness and injury plan (STIIP) - Appendix 4, Part 1, Clauses 20.2 - Special Leave, 20.3 - Family Illness, 20.4 - Full-Time Public Duties, 20.5 - Leave for Court Appearances, 20.9 - Elections, 20.11 - Leave for Medical and Dental Care, 20.12 - Maximum Leave Entitlement, 20.13 - Emergency Service Leave, 20.18 - Compassionate Care Leave and Article 21 - Maternity, Parental and Pre-Adoption Leave as follows: (a) An employee will be entitled to benefits under this clause **after completion of 1827 hours worked in 33 pay periods.**

For any other types of leave such as statutory holidays and leave without pay please refer to the [leave and time off for B.C. government employees](#) page on MyHR.

Requests for leave or time off for things such as illness, injury, medical or dental appointments, must be requested and submitted to your supervisor through [Employee Self Service](#).

Leave Detail	
Leave Category:	Leave Without Pay
*Leave Code:	Auxiliary Employee LWOP

Medical and dental appointments, including appointments two (2) hours or less should be arranged on employee's regularly scheduled day off or outside regularly scheduled work hours. Where it is not possible to schedule appointments on a regularly scheduled day off or outside regular working hours, employees are expected to arrange their appointment for a time that minimizes the amount of time away from the workplace.

Paid Sick Leave

All employees* who have been employed for at least 90 days** shall be entitled to up to five instances of [Employment Standards Act Paid Illness and Injury leave \(ESAPII\)](#) in each calendar year.

These five instances of paid ESAPII leave are inclusive of the period of STIIP or weekly indemnity that would follow each instance of illness.

Employees must request ESAPII leave when on an absence due to illness or injury. It doesn't happen automatically.

The Public Service Agency is currently working on creating a leave code for ESAPII, but until it is in place the interim process can be used:

- [Included Employees Interim Process: ESA Paid Illness & Injury](#)
- [Excluded Employees Interim Process: ESA Paid Illness & Injury](#)

*Exceptions may apply. If you want to learn more, contact askMyHR.

**The 90 days refer to days of employment, not business days.

Pay in Lieu of Health and Welfare Benefits

In lieu of health and welfare benefits, co-op employees (auxiliary employees) receive compensation allowance in accordance with the Eighteenth Main Public Service Collective Agreement. Refer to the [Work related expenses and allowances](#) page for rate information.

To read more about Health and Welfare Benefits read the [B.C. Government and Service Employees' Union \(BCGEU\) 18th Main Agreement](#).

Employee Discount Store

Check out the [Employee Discount Store](#) (IDIR restricted) for discounted rates on select stores and on items like bus passes, cellular services, computers, travel and fitness.

Links We Recommend You to Bookmark

- [Co-op Connect Hub](#)
- [MyHR](#)
- [Time & Pay \(Employee Self Service\)](#)
- [Learning Hub](#)
- [Compass](#)
- Your ministry intranet (which you can find on [Compass](#))
- [Government Directory](#) (to find contact information of other government employees)
- [Accessibility and Inclusion Toolkit](#)
- [Current Job Postings](#)

Career with the BC Public Service

If you're considering a career in the BC Public Service, check out [Where a public service career can take you](#).

Set up Job Search Agents

To be notified when jobs of your interests are available, consider setting up job search agents. A job search agent saves your job searches and automatically emails you when a new BCPS job is posted or updated, saving you time instead of having to sort through the Current job postings page.

We recommend you check out [RMS quick tips](#) to learn how to search for a job and how to set up job search agents for positions of interest. Some topics to review are:

- [Job search agents](#)
- [How to create a job search agent](#)

Interview Tips

View the [interviews and assessments](#) page to know how to best prepare for your BC Public Service interview. Check out the Hiring Tips videos (also on the [interviews and assessments](#) page) to get job interview tips for the BC Public Service and beyond:

- [Preparing for the Interview](#)
- [What to Expect at the Interview](#)
- [Sharing Your Experiences](#)
- [Closing the Interview](#)

Prepare appropriate examples for the competencies required in the position you are applying for and use the [STAR technique](#) to develop your competency example.

A list of useful interview resources on competencies is available below under the section **Recommended Resources to Take with You**.

Co-op to Career

[Co-op to Career](#) is a compilation of success stories and inspiring blog posts of former co-op students' journey in developing themselves and growing professionally in their career.

Co-op to Career also has a dedicated **Co-op to Career Week**, a speaker event series hosted by EPRO which give co-op students connect with former co-op employees who have transitioned into a career in government. The speakers range different sectors and ministries, and you will get a chance to hear about the speakers' experiences and can ask questions about their careers. Keep an eye out throughout your work term for the event invite from the EPRO team about Co-op to Career Week!

Before You Leave

Access to Internal Job Opportunities & Your Resume Profile (RMS)

Co-op employees have “in-service” status for **12 months** after they leave their position with the BC Public Service. This means you can apply to **job opportunities that are restricted to “internal” staff** (current employees with the BC Public Service) even after you’ve left your co-op position.

For more information on how to access internal postings please read the [Internal Applicants Who Cannot Access Internal Postings \(PDF, 387KB\)](#) guide. Former co-op employees fall under the category **auxiliary employee with recall rights**. This guide can also be found on the [MyHR – Searching for Opportunities](#) page.

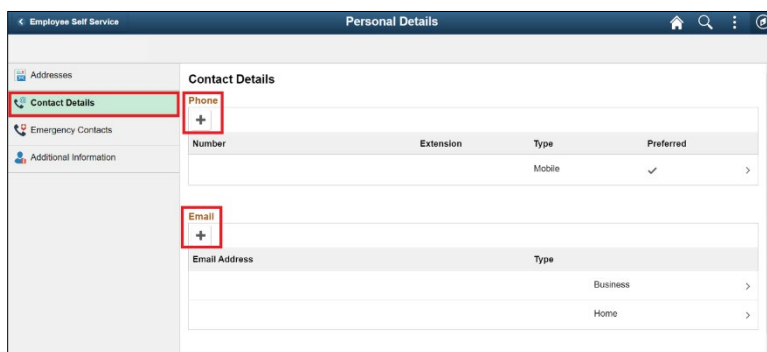
Co-op employees are able to apply on internal job postings for up to one year after successfully completing their term.

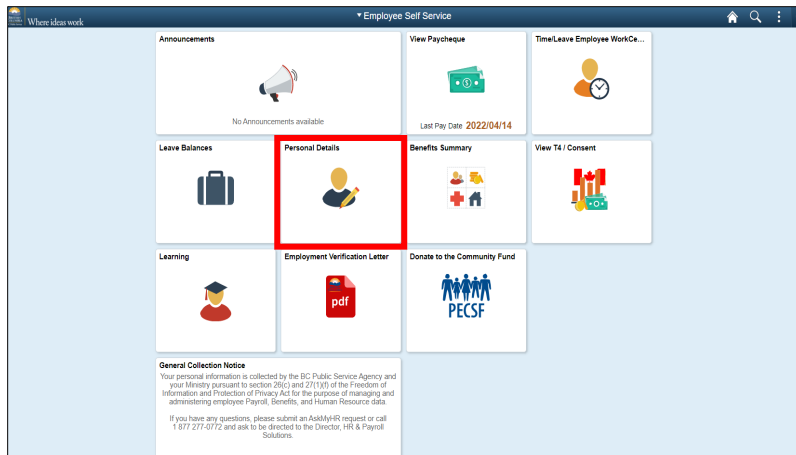
When your term ends, your resume profile will change from an internal resume profile to an external resume profile. To have your personal email address listed in the recruitment system after your term has ended, you will need to ensure that your personal email address is listed in PeopleSoft under the secondary email address section **prior** to the end date of your term. This will ensure that when your internal profile changes to an external profile, you can still access your recruitment system account

Instructions for updating your address in PeopleSoft:

- Click on the following link: <https://timepay.gov.bc.ca>
- Click on the “Self Service” tab
- Click on the “Employee Self Service and Managers Dashboard” (big icon)
- Click on “Personal Details” icon
- Click on your existing address; make updates and click “save”

see screenshots below for reference:





If you applied for a job using your profile and added a secondary email address to your RMS account (before you left), your secondary email address will become your login ID to access the account.

If you did none of the above, please email BCPSA.Hiring.Centre@gov.bc.ca and request to have personal email added to your RMS profile. Once this is complete, you will receive a system email notification asking to reset the password.

Note: The first time you log in to the RMS, click on Returning User to log in, use your personal email address as your user ID and click Forgot your password? to reset your password.

Recommended Resources to Take with You

Save or download these resources before you leave as you might not be able to access them (IDIR restricted) once you end your work term(s). These resources can help you in your future jobs and interviews, especially if you plan on working in the BCPS.

Your work:

- Written and visual samples of your work in the BCPS (make sure to ask your team for permission as some information might be confidential)
- Screenshot your [Short](#) (if you wrote one) from the Co-op Connect Hub for your personal portfolio

Competencies:

- [BC Public Service Competencies List](#)
- [Interpretive guides for behavioural interviews](#) (IDIR restricted)
- [Choosing Behavioural Interview Questions](#)
- [Sample Behavioural Questions by Category](#)
- [Indigenous Relations Behavioural Competencies Dictionary](#)
- [Sample Indigenous Relations Behavioural Competency Questions](#)
- [Interpretive guides for Indigenous relations behavioural competencies](#)
- [Core Competencies for Strategic Leaders](#)
- [Hiring with Leadership Competencies: Information for Hiring Managers](#)

Websites/other resources:

- [Behavioral competencies in the BC Public Service](#)
- [Current B.C. Government job postings](#)
- [This handbook](#)

Stay Connected

We hope that your experience with the BC Government has fully equipped you with the necessary skills you need for your career, and we hope to see you back!

Make sure to follow [British Columbia Public Service](#) on LinkedIn to stay connected with the BC Government.

Join the [BC Public Service Co-op Alumni](#) LinkedIn group to stay connected with past and present co-op.



Where ideas work

For more information, please contact:

Co-op Programs and Resource Office

coop@gov.bc.ca

BC PUBLIC SERVICE AGENCY