

HR PROCEDURE

COMPENSATION FOR REGULATORY COMPLIANCE TRAINING

May 28, 2020

INTRODUCTION

From time to time, the College is required by various legislation to ensure ('mandatory') that employees receive specific workplace training. Examples of these mandatory requirements include compliance training for the Accessibility for Ontarians with Disabilities Act (AODA), Occupational Health and Safety Act (OHSA), Workplace Hazardous Materials Information System (WHMIS), Copyright legislation, or any other training required by law.

LOCATION OF TRAINING

The following is a list of the current mandatory training and where it can be accessed:

Training Module	Location
AODA – Accessible Customer Service	My Campus → More Applications → Learning & Development → AODA Suite → Accessible Customer Service
AODA – Integrated Accessible Standards	My Campus → More Applications → Learning & Development → AODA Suite → Integrated Accessible Standards
AODA – Ontario Human Rights Code	My Campus → More Applications → Learning & Development → AODA Suite → Ontario Human Rights Code
AODA – Universal Design in Learning	My Campus → More Applications → Learning & Development → AODA Suite → Universal Design in Learning
Health & Safety	My Campus → More Applications → Learning & Development → Health & Safety Training → choose the “Health & Safety <role>” module where role matches your role as a supervisor of employees or as an employee (worker).
Workplace Harassment & Prevention / Violence Prevention	<i>Coming Soon!</i>
Sexual Assault & Violence	My Campus → More Applications → Learning & Development → Health & Safety Training → Sexual Assault & Violence
Copyright Literacy	My Campus > My Courses (D2L), in the “Help and Information” area in the right hand side, scroll to “Help for Faculty/Staff” and choose “Copyright Literacy Course”
WHMIS	Provided by a third-party vendor. You will receive an email with instructions on how to access their training module.

COMPENSATION INFORMATION

The following is a list of the current mandatory training and the maximum completion time for the purposes of compensation, where applicable.

Requests for compensation should reflect the actual time taken to complete the on-line training modules, rounded up to the nearest ¼ hour, and limited to the maximum compensation amounts below. For example, if an employee spends 25 minutes on the AODA module, the compensation request would be for 30 minutes.

Training Module	Maximum Time Eligible For Compensation
AODA – Accessible Customer Service	60 minutes
AODA – Integrated Accessible Standards	60 minutes
AODA – Ontario Human Rights Code	30 minutes
AODA – Universal Design in Learning	30 minutes
Health & Safety	45 minutes
Workplace Harassment & Prevention / Violence Prevention Policy	75 minutes (Coming Soon!)
Sexual Assault & Violence	60 minutes
Copyright Literacy	90 minutes
WHMIS	45 minutes

Should you have any concerns with your ability to complete the training within these guidelines or require accommodation due to a disability, please speak with your immediate supervisor or Human Resources in confidence.

Employees who are eligible to receive additional compensation must complete a Payroll Exception Report, available from the HR Website: [Payroll Exception Report](#). This form must be signed by your immediate supervisor and delivered to Payroll. Compensation for completing mandatory / regulatory compliance training is the budgetary responsibility of the individual department.

Please note that the College tracks completion of the online modules through your individual network login. Please ensure that you are logged into the myCampus portal under your own account when completing mandatory training.

APPLICATION

While full-time and some part-time employees will be expected to complete this training as part of their regular weekly duties, other employees who are employed on a contract basis may be eligible for additional compensation as per the information below.

Administrative Staff

Administrative staff are required to complete any mandatory training during a regularly scheduled work day and will not be eligible for any additional time or compensation.

Full-time Academic (Professors, Instructors, Counsellors)

Full-time academic employees will be required to complete any mandatory training during their office/non-teaching time at the College and will not be eligible for any additional time or compensation.

Support Staff: Full-time, Appendix D, Regular Part-time, Temporary Part-time, Appendix G Student Workers Full-time Support Staff, 'Appendix D' Support Staff, Regular Part-time, Temporary Part-time and 'Appendix G' Summer Student Workers are required to complete any mandatory training during a regularly scheduled shift and will not be eligible for any additional time or compensation.

Partial Load / Part-time / Sessional Faculty

Partial Load, Part-time and Sessional faculty are eligible to receive additional compensation based on the **meeting rate** and limited to the maximum compensation guidelines as noted below during the term of their employment contract.

Part-time Support Staff (Regular; Temporary) & Part-time Student Workers

Part-time support staff of all categories (RPT; TPT; CPT) and casual part-time student workers (non-Appendix G) are required to complete any mandatory training during a regularly scheduled shift and will not be eligible for any additional time or compensation.

Casual Support Staff

In situations where staff are employed on an "hour-for-hour" basis (such as Peer Tutors), managers will endeavor to include mandatory training requirements in initial workplace orientation processes. If this is not possible or practical, employees will be eligible to be compensated to complete the training at a time approved by the manager and limited to the maximum compensation guidelines as noted below during the term of their employment contract.