



## HR PROCEDURE COMPENSATION FOR MANDATORY TRAINING April 2024

### INTRODUCTION

From time to time, the College is required by various legislation to ensure that employees receive specific workplace training. This document outlines the required training at Fleming College, provides details on how to access each module, as well as compensation information for each employee group.

### LOCATION OF TRAINING

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 the training.

**Evolve:** To access the mandatory training modules hosted in Evolve, navigate to: myCampus > More Applications > Learning and Development.

#### Accessibility Training > AODA Suite

- AODA – Accessible Customer Service
- AODA – Integrated Accessible Standards
- AODA – Ontario Human Rights Code
- AODA – Universal Design for Learning \*for faculty only

#### Health and Safety Training

- Health and Safety Worker
- Health and Safety Supervisor \* for managers only

#### Mandatory Training

- Sexual Violence Prevention and Response
- Workplace Harassment, Discrimination, and Violence Prevention
- Conflict of Interest
- Cybersecurity Awareness 2024

**D2L:** To access the mandatory training modules hosted in Desire2Learn, navigate to: myCampus > My Courses (D2L)

#### Help and Information > Help for Faculty/Staff

- Copyright Literacy Course
- EDI Modules for Faculty \**by assignment only*

**WHMIS:** This course is provided by a third-party vendor. You will receive an email from YOW Canada 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.

<b>Human Rights, Equity, and Inclusion</b>	
AODA – Customer Service Standard	60 mins
AODA – Integrated Accessible Standards	60 mins
AODA – Ontario Human Rights Code	30 mins
Sexual Violence Prevention and Response	45 mins
Workplace Harassment, Discrimination, and Violence Prevention	30 mins
Conflict of Interest	30 mins
<b>IT Security</b>	
Cybersecurity Awareness 2024	45 mins
<b>Health and Safety – All Employees</b>	
WHMIS	45 mins
Health and Safety Awareness for Workers	45 mins
<b>Health and Safety – Managers</b>	
Health and Safety Awareness for Supervisors	45 mins
<b>Faculty</b>	
AODA – Accessible Education	30 mins
Copyright Literacy	90 mins
EDI for Faculty (by assignment only)	14 hrs.
<b>Maximum Time – Employees</b>	6.50 hrs.
<b>Maximum Time – Managers</b>	7.25 hrs.
<b>Maximum Time – Contract Faculty</b>	8.50 hrs.
<b>Maximum Time – Full-Time Faculty</b>	22.50 hrs.

Should you have any concerns about 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 enter time through their Payroll Digital Timesheet, available through the myCampus employee portal. The timesheet must be approved by your immediate supervisor and submitted to Payroll.

Compensation for completing mandatory training is the budgetary responsibility of the individual department.

If you have any questions, please contact [payroll@flemingcollege.ca](mailto:payroll@flemingcollege.ca).

## 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.

Employee Group	Eligibility	Details
<b>Administrative Employees</b>	Not Eligible	Required to complete mandatory training during a regularly scheduled workday.
<b>Full-Time Academic</b> (Professors, Instructors, Counsellors)	Not Eligible	Required to complete mandatory training during their office/non-teaching time at the College.
<b>Part-Time Academic</b> (Partial Load, Part-Time, Sessional)	Eligible	Additional compensation is available and based on the meeting rate. It is limited to the maximum compensation guidelines, during the term of their employment contract.
<b>Full-Time Support Staff</b> (Regular Full-Time, Appendix D, Appendix G Student Workers)	Not Eligible	Required to complete mandatory training during a regularly scheduled shift.
<b>Part-Time Support Staff</b> (Regular Part-Time, Temporary Part-Time, Casual Part-Time, Part-Time Student Workers (non-Appendix G))	Not Eligible	Required to complete mandatory training during a regularly scheduled shift.
<b>Casual Support Staff*</b>	Not Eligible; exceptions apply	Include mandatory training as part of workplace orientation.

*\*In situations where staff are employed on an “hour-for-hour” basis (such as Peer Tutors) and it is not possible or practical to include mandatory training as part of workplace orientation, 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, during the term of their employment contract.*