

HR PROCEDURE

COMPENSATION FOR MANDATORY TRAINING

September 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 and compensation information for each employee group.

LOCATION OF TRAINING

Mandatory Training modules are available on the Desire2Learn (D2L) platform, known as Fleming Learn. This is a single sign-on platform, set up with your Fleming credentials. To access Fleming Learn, visit: <https://learn.flemingcollege.ca/d2l/home>

COMPENSATION INFORMATION

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

| Human Rights, Equity, and Inclusion | |
|---|------------|
| Accessibility for Ontarians with Disabilities Act | 90 mins |
| 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 |
| IT Security | |
| Cybersecurity Awareness 2024 | 45 mins |
| Health and Safety – All Employees | |
| WHMIS | 45 mins |
| Health and Safety Awareness for Workers | 45 mins |
| Health and Safety – Managers | |
| Health and Safety Awareness for Supervisors | 45 mins |
| Faculty | |
| AODA – Accessible Education | 30 mins |
| Copyright Literacy* | 90 mins |
| EDI for Faculty (by assignment only)* | 14 hrs. |
| Maximum Time – Employees | 6.00 hrs. |
| Maximum Time – Managers | 6.75 hrs. |
| Maximum Time – Contract Faculty | 8.00 hrs. |
| Maximum Time – Full-Time Faculty | 22.00 hrs. |

**These courses can be found by navigating to myCampus > My Courses (D2L) > Help and Information > Help for Faculty/Staff*

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.

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.

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 |
|--|--------------------|---|
| Administrative Employees | Not Eligible | Required to complete mandatory training during a regularly scheduled workday. |
| Full-Time Academic <i>(Professors, Instructors, Counsellors)</i> | Not Eligible | Required to complete mandatory training during their office/non-teaching time at the College. |
| Part-Time Academic <i>(Partial Load, Part-Time, Sessional)</i> | 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. |
| Full-Time Support Staff <i>(Regular Full-Time, Appendix D, Appendix G Student Workers)</i> | Not Eligible | Required to complete mandatory training during a regularly scheduled shift. |

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| <p>Part-Time Support Staff <i>(Regular Part-Time, Temporary Part-Time, Casual Part-Time, Part-Time Student Workers (non-Appendix G))</i></p> | <p>Not Eligible</p> | <p>Required to complete mandatory training during a regularly scheduled shift.</p> |
| <p>Casual Support Staff*</p> | <p>Not Eligible; exceptions apply</p> | <p>Include mandatory training as part of workplace orientation.</p> |

**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.*