

FREQUENTLY ASKED QUESTIONS

This document answers common questions on the following topics:

? FLEMING TUITION SUBSIDY

? TUITION REIMBURSEMENT

? PROFESSIONAL DEVELOPMENT LEAVES

? PROFESSIONAL DEVELOPMENT DAYS

? MANDATORY TRAINING

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More information on each topic can be found on Human Resource's [Employee Learning & Development](#) site.

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What is the Fleming Tuition Subsidy program?

The **Fleming Tuition Subsidy** program offers an opportunity for eligible employees to take Fleming College programs or courses funded by the Ministry of Colleges and Universities for a tuition fee of not more than \$20.00 per course. Employees are responsible for the cost of textbooks, consumable supplies/materials, and the Embanet fee for Ontario Learn courses. The course(s) must be taken on the employee's personal time.

More information on the program and enrollment process can be found on the [Fleming Tuition Subsidy](#) webpage.

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Am I eligible to participate in the Fleming Tuition Subsidy program?

In the case of this program, Eligible Employees include:

- regular full-time and regular part-time administrators,
- regular full-time and regular part-time support staff,
- regular full-time academic employees,
- partial-load faculty under contract, and
- part-time/sessional faculty who have been employed at the College for at least four consecutive months in the previous 12-month period and are actively working during the period of the course.

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What courses can I take?

Follow these links to see the full list of available courses:

- [Continuing Education](#)
- [Post Secondary Studies](#)

FLEMING TUITION SUBSIDY



Can I take more than one course at a time?

Yes, but you must remain in “part-time” student status. This means you cannot exceed 145 credit hours per term. To know if the course(s) you’re interested in taking are credit or non-credit courses, email ConEd@flemingcollege.ca.

You must also be actively working at Fleming during the period you are taking the course(s) and have discussed the time commitment with your manager.

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How do I know if a course is credited and/or Ministry-funded?

Prior to submitting the **Fleming Tuition Subsidy – Course Application Form**, email ConEd@flemingcollege.ca to find out more information about the course(s) you're interested in taking.

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What form(s) do I need to complete to participate in this program?

Complete the **Fleming Tuition Subsidy – Course Application Form** through MyCampus. Once submitted, the form will go to your manager for review, and then onto HR to confirm your eligibility to participate in the program. You will receive email notifications throughout the process to let you know the status of your application, as well as guide you through applicable next steps.

The link to the Course Application Form can be found under the **Helpful Resources** section of the [Fleming Tuition Subsidy](#) webpage.

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How is it determined if a course is **Personal Interest** or **Professional Development**?

If a course is related to your current or future role, it is considered Professional Development and should be captured on your individual PD Plan (if you have one). Otherwise, the course is considered Personal Interest.

Please note: There are certain courses the CRA deems as “Professional Development”, regardless of your role at an organization, and are therefore not a taxable benefit. These courses include:

- Stress Management
- Employment Equity
- First Aid
- Language Courses (including Sign Language)

FLEMING TUITION SUBSIDY



Is the Fleming Tuition Subsidy a taxable benefit?

If the course is for Personal Interest, it is considered a taxable benefit, and the employee will be required to pay statutory deductions on the value of the benefit (i.e.: the value of the course's full tuition, not the \$20 paid). This will be reflected on a future paycheque and the year-end T4. The employee will receive a T2202 to claim the tax credit to offset this taxable benefit on their personal income tax return.

If the course is for Professional Development, it is not a taxable benefit. Employees will not receive a T2202 (tuition and enrollment certificate) for the course.



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What is the Tuition Reimbursement program?

The **Tuition Reimbursement** program assists with the cost of obtaining post-secondary credentials at an accredited education institution, outside of Fleming College. An employee must have an SMT approved **Tuition Reimbursement – Program Application** on file before beginning their studies.

More information on the program and application process can be found on the [Tuition Reimbursement](#) webpage.

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Am I eligible to participate in the Tuition Reimbursement program?

In the case of this program, Eligible Employees include:

- regular full-time and regular part-time administrators,
- regular full-time and regular part-time support staff, and
- regular full-time academic employees.

On an exception basis, the Senior Management Team may consider tuition reimbursement for other employee groups. See the [OP 3-346B Tuition Reimbursement](#) for full details.

TUITION REIMBURSEMENT



How do I know if the program I'm interested in qualifies for the Tuition Reimbursement program?

Financial support is available for post-secondary certificates, diploma, or degree programs from an accredited institution and based on an evaluation component, that are:

- Relevant to the employee's ongoing development; and/or
- Where the skills and/or knowledge to be acquired provide a demonstrable benefit to Fleming students in the short-term; and/or
- Where the skills and/or knowledge to be acquired fill a gap in the College's capability to meet current and/or emerging strategic and operational needs.

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Can I take a program at an institution outside of Canada?

If the educational institution is outside of Canada, you must provide an attestation in your **Tuition Reimbursement – Program Application** that an equivalent program is not available in Ontario or, more broadly, Canada. Evidence of accreditation may also be required regardless of the location of the institution.

Eligible employees considering a program through an accredited post-secondary institution outside of Ontario are limited to reimbursement at the comparable level of tuition/cost for an equivalent program in Ontario. The onus is on the employee to provide Ontario-based comparators to be considered.

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What form(s) do I need to complete to participate in this program?

First, complete the **Tuition Reimbursement – Program Application**, for review by the Senior Management Team. If approved, you start your program and must then complete the **Tuition Reimbursement – Expense Form** upon successful completion of each semester. This form and supporting documentation is submitted through the employee expense module in Evolve.

All forms and instructions can be found under the **Helpful Resources** section on the [Tuition Reimbursement](#) webpage.

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How do I submit for tuition reimbursement?

The **Tuition Reimbursement – Expense Form Submission Instructions** provide step-by-step support on the Evolve submission process. This document can be found under the **Helpful Resources** section on the [Tuition Reimbursement](#) webpage.

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When can I expect my reimbursement payment?

Expense reports are approved on the Wednesday of every week. If you receive an email from Evolve by Wednesday, letting you know your expense report was approved, your reimbursement will show in your bank account on Friday.

Expense reports are paid out weekly (not bi-weekly like regular pay) and payments are made to the same bank account as an employee's pay.

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Can I submit for a tuition advance?

As of January 2023, Fleming no longer offers the tuition advance option.

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How do I upload my new credential into my Evolve Talent Profile?

Instructions on this process can be found under the **Helpful Resources** section on the [Tuition Reimbursement](#) webpage.

A direct link to the download: [Validation of Academic Credentials – Employee Job Aid](#)

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PROFESSIONAL DEVELOPMENT LEAVES



What is the Professional Development Leaves program?

Professional Development Leaves provide an opportunity for individuals to refresh, develop and grow in different ways. They are a mechanism through which refreshed work experience can occur, increased academic credentials can be pursued, or professional qualifications can be acquired/improved.

This program is offered annually, and an employee's leave period is anywhere from 1-12 months. More information on the program, including the application process and important dates in the annual cycle, can be found on the [Professional Development Leaves](#) webpage.

PROFESSIONAL DEVELOPMENT LEAVES



Am I eligible to participate in the Professional Development Leaves program?

In the case of this program, Eligible Employees include:

- full-time academic employees who have been members of the academic bargaining unit for at least six years,
- regular full-time and regular part time support staff who have completed at least six years of service with the College, and
- post-probationary regular full-time and regular part-time administrators.

PROFESSIONAL DEVELOPMENT LEAVES



How do I know if the Professional Development activity I'm interested in qualifies for this program?

Professional Development Leaves give eligible employees the opportunity to pursue developmental activities to further academic, technical, industrial or other pursuits, where such activities will enhance the ability of the employee upon return to employment with the College.

More information on criteria for each employee group can be found, as follows:

- Article 9.3 of the (Full-Time) Support Staff Collective Agreement
- Article 12.4 of the Part-Time Support Staff Collective Agreement
- Article 20 of the Academic Collective Agreement
- Section 3.7g) of the Terms & Conditions of Employment for Administrative Staff

PROFESSIONAL DEVELOPMENT LEAVES



What form(s) do I need to complete to participate in this program?

First, review the **Professional Development Leaves – Process Overview** document to ensure a good understanding of what the process entails, and the important dates involved in the annual application cycle. Next, complete your **Professional Development Leave Application Package** for review and consideration.

If your Leave is approved, you are required to submit interim and final **Professional Development Leave Reports** to your manager, SMT member, and VP, OEHR.

All forms and instructions can be found under the **Helpful Resources** section on the [Professional Development Leaves](#) webpage.

PROFESSIONAL DEVELOPMENT LEAVES



How are salary, vacation, sick time, pension, and benefits handled while on Professional Development Leave?

Please refer to the appropriate documents for further details:

- Article 9.3 of the (Full-Time) Support Staff Collective Agreement
- Article 12.4 of the Part-Time Support Staff Collective Agreement
- Article 20.02 of the Academic Collective Agreement
- Section 3.7g) of the Terms & Conditions of Employment for Administrative Staff

The **Helpful Resources** section on the [Professional Development Leaves](#) webpage, also includes Operating Procedure (#3-346C) insights for each employee group.

PROFESSIONAL DEVELOPMENT LEAVES



How do I submit for expense reimbursement?

The **Professional Development Leave Application Package** only includes time away from the College. It does not include approval for tuition assistance or any other financial support to pursue your professional development activity.

If you wish to also apply for tuition assistance, you will need to follow the **Tuition Reimbursement** process. A **Tuition Reimbursement – Program Application** must be submitted at the same time as your **Professional Development Leave Application Package**. These applications must be completed and approved prior to enrollment in your program or professional development activity.

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What are Professional Development Days?

Professional Development Days are paid learning days granted to Eligible Employees to enhance their transferable job skills. These days can be used to attend seminars, participate in staff development activities, job shadowing, and other legitimate training and education activities.

More information can be found on the [Professional Development Days](#) webpage.

PROFESSIONAL DEVELOPMENT DAYS



Am I eligible to take part in Professional Development Days?

Support Staff (Full Time): Are entitled to take up to three paid professional development days each academic year. Refer to the terms in Article 9.5 of the (Full Time) Support Staff Collective Agreement for more information.

Academic Employees (Full Time and Partial Load): Are entitled to at least ten working days of professional development each academic year. Refer to the terms in Articles 11.01H and 11.04B of the Academic Employee Collective Agreement for more information.

PROFESSIONAL DEVELOPMENT DAYS



How do I know if the Professional Development activity I'm interested in qualifies for this program?

Discuss your proposed professional development activity with your supervisor, outlining the purpose of the professional development and the expected skill enhancement from the activity. These activities can include attending seminars, participating in staff development activities, job shadowing, and other legitimate training and education activities.

If the Professional Development Days are approved, you must record the days in the MyAbsences system.

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What form(s) do I need to complete to use my Professional Development Days?

There are no forms to complete for approval into this program. A discussion with your manager, and the agreement captured in writing, is all that's needed.

The Professional Development Days and the outcome of the learning activities should be captured in your annual Performance Planning process.

PROFESSIONAL DEVELOPMENT DAYS



How do I submit for expense reimbursement, if applicable?

Eligible Employees are paid for the time they would be normally scheduled to work when attending their approved professional development activity. The College may, but is not obligated under the Collective Agreements, to cover the costs of the professional development activity.

If there is an agreement for reimbursement, expenses must be submitted via the Expense Module in Evolve. Ensure you use the Expense Type of “Professional Development”.

Step-by-step instructions on the submission process can be found [here](#).



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What is Mandatory Training at Fleming?

From time to time, the College is required by various legislation to ensure that employees receive specific workplace training on topics such as Healthy & Safety and Accessibility.

To ensure a safe campus community, Fleming also requires employees to complete training on topics such as Sexual Assault & Violence Prevention, Cybersecurity Awareness, and Privacy & Information Security.

More information on training modules, including how to access them, can be found on the [Mandatory Training](#) webpage.

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How do I access the Mandatory Training?

All Mandatory Training is accessed through Evolve. Navigation instructions to each module can be found on the [Mandatory Training](#) webpage.

After you complete each module, you must return to Evolve to complete either a Knowledge Check or an Attestation Statement. Once these are done, the module will show in your “Completed Learning” list. (myCampus → More Applications → Learning and Development → Completed Learning)

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How do I receive additional compensation, if applicable?

To determine your eligibility, review our [Mandatory Training Compensation Guide](#).

Employees who are eligible to receive additional compensation must enter their 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 / regulatory compliance training is the budgetary responsibility of the individual department.

If you have any questions, please contact payroll@flemingcollege.ca.

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I completed a module, why isn't it showing under "Completed Learning"?

Be sure you have completed the Knowledge Check or Attestation Statement tied to each training module. It can take up to one hour for completed modules to show under your "Completed Learning".

The College tracks completion of the online modules through the employee's individual network login so please ensure that you are logged into the myCampus portal under your own account when completing mandatory training. If after one hour the module still isn't showing, please submit a help request through Fleming's Enterprise Application Services: <https://flemingcollege.atlassian.net/servicedesk/customer/portals>.



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What is the Tuition Assistance for Dependent Children program?

The Tuition Assistance for Dependent Children program provides tuition support for Academic programs taken at Fleming College to eligible children of permanent full-time employees.

This is offered as part of Fleming's benefits program. More information, including eligibility and how to apply, can be found [here](#).