

Procedure Title:	Mandatory Training and Policy Attestation Procedure
Procedure ID:	#OP 3-346 D
Manual Classification:	Section 3 – Human Resources
Linked to Policy:	#3-346 Employee Learning and Development
Approved by Senior Management Team (SMT):	March 25, 2025
Effective Date:	April 1, 2025
Next Review Date:	2028
Contact for Procedure Interpretation:	Executive Vice President, Human Resources

1.0 – Purpose

The purpose of this procedure (the “**Procedure**”) is to set out instructions for administering, developing, and ensuring compliance with mandatory, required, and recommended training and policy attestations for all employees of the College. The procedure ensures employees are adequately trained to meet legislative requirements, fulfill organizational needs, and foster professional growth.

2.0 – Definitions and Acronyms

Attestation: A formal acknowledgement or declaration by an employee confirming that they have read, understood, and agreed to comply with specified policies and/or training requirements.

Fleming Learn (D2L): The preferred single sign-on platform where mandatory training modules are hosted.

Mandatory Training: Training that is legislatively required for compliance with laws, regulations, and/or government directives.

Recommended Training: Training that is available for employees to support personal and professional development.

Required Training: Training deemed necessary by the College to ensure operational effectiveness, safety, and alignment with institutional goals.

Training Modules: Structured learning sessions, materials, and/or activities designed to convey specific knowledge or skills. These modules can be delivered online, in-person, or through a hybrid format.

3.0 – Guiding Principles

- The College is committed to ensuring that all employees receive the necessary training to maintain compliance with legal, safety, and institutional standards.
- Training requirements are reviewed and updated regularly to align with legislative changes, organizational goals, and best practices.
- Employees are expected to engage actively in their professional development through mandatory, required, and recommended training opportunities.
- The College fosters a culture of accountability and continuous improvement by tracking training completion and providing timely support where needed.

4.0 – Scope

This procedure applies to all Fleming College employees as defined in the College's operating procedures, legal or regulatory frameworks, and collective agreements.

5.0 – Operating Procedure

5.1 – Training Requirements Upon Hire

- a) All new employees are required to complete the following mandatory and required training modules on the Fleming Learn platform within 60 days of hire:
 - Accessibility for Ontarians with Disabilities Act
 - Code of Conduct
 - Conflict of Interest
 - Cybersecurity Awareness and Privacy
 - Foundations of Equity, Diversity, and Inclusion
 - Harassment, Discrimination, and Workplace Violence
 - Health and Safety Awareness for Workers
 - Ontario Human Rights Code
 - Sexual Violence Prevention and Response
 - WHMIS
- b) In addition to the list found in 5.1 – A, all new supervisors are required to complete:
 - Health and Safety Awareness for Supervisors
- c) In addition to the list found in 5.1 – A, all new faculty are required to complete:
 - AODA – Accessible Education
 - Copyright Literacy
- d) All new employees are required to complete the following policy and procedure (where applicable) attestations on the Fleming Learn platform within 60 days of hire:
 - Access to Information and Protection of Privacy
 - Accessibility for Persons with Disabilities (attestation embedded within training module)
 - Alcohol Management

- Appropriate Use Policy (attestation embedded within training module)
- Campus Security
- Cannabis Possession and Use
- Code of Conduct (attestation embedded within training module)
- Community Use of College Facilities
- Conflict of Interest Policy (attestation embedded within training module)
- Electronic Information Security (attestation embedded within training module)
- Employee Learning and Development
- Firearms and Weapons
- Fleet Use (by assignment per supervisor instructions)
- Harassment and Discrimination Prevention Response (attestation embedded within training module)
- Health and Safety (attestation embedded within training module)
- Honouring the Rights of Indigenous People
- Parking and Traffic
- Sexual Violence Prevention (attestation embedded within training module)
- Violence Prevention

5.2 – Annual Completion Process: Training Modules and Policy Attestations

- a) Employees are required to complete the following mandatory and required training modules on the Fleming Learn platform once per calendar year:
 - Accessibility for Ontarians with Disabilities Module and Policy Attestation
 - Code of Conduct Module and Policy/Procedure Attestation
 - Conflict of Interest Module and Policy/Procedure Attestation
 - Cybersecurity and Privacy Module and Policy Attestation
 - Harassment, Discrimination, and Workplace Violence Module and Policy/Procedure Attestation
 - Health and Safety (Employee and Supervisor) Module and Policy Attestation
 - Sexual Violence Prevention and Response Module and Policy/Procedure Attestation
- b) The calendar year begins on January 1 and ends on December 31.
- c) As College needs and legislative requirements evolve, new mandatory or required training modules may be created. When the list of training modules and policy attestations is updated, an organization-wide email will be sent to all employees.

5.3 – Responsibilities

Responsibilities for relevant groups are as follows:

- a) **Employees**
 - Complete all mandatory and required training upon hire and on an annual basis.
 - Complete all mandatory policy attestations on an annual basis.
 - Notify their leader of any barriers to training completion, including but not limited to, managing workflow to complete training requirements and accessibility needs.

b) Managers

- Monitor training compliance for their direct reports and ensure timely completion.
- Provide guidance and support to employees encountering difficulties in completing their training.
- Where applicable, ensure that employees are provided time within their schedule to complete mandatory training.
- Escalate non-compliance cases to Human Resources as needed.

c) Senior Management Team

- Ensure a culture of compliance within their respective areas by promoting the importance of training.
- Review training completion reports for their departments and address areas of non-compliance with managers.
- Allocate necessary resources to facilitate training completion and compliance across the organization.

d) Human Resources Department

- Collaborate with subject matter experts to design, implement, and update mandatory and required training modules.
- Monitor organization-wide training and policy attestation completion rates.

e) Joint Health and Safety Committee

- Where applicable, collaborate and consult with subject matter experts across the College to ensure relevant mandatory training module content is compliant with health and safety legislation.
- Keep up to date with changes in occupational health and safety legislative to ensure mandatory training remains compliant.

5.4 – Non-Compliance

Mandatory training and policy attestation is a condition of employment and a critical component of ensuring safety, compliance with legislation, and minimizing risk. Employees failing to complete mandatory training modules or policy attestations may be subject to discipline up to and including termination.

5.5 – Eligibility for Additional Compensation for Mandatory Training and Policy Attestation

- a) Administrative employees are not eligible for additional compensation and are required to complete their mandatory training and policy attestations during a regularly scheduled workday.
- b) Full-time academic employees, including professors, instructors, and counsellors, are not eligible for additional compensation and are required to complete their mandatory training and policy attestations during their office/non-teaching time at the College.
- c) Part-time academic employees, including partial load, part time, and sessional employees, are eligible for additional compensation and is based on the non-

teaching rate. It is limited to the maximum compensation guidelines found in Appendix A.

- d) Full-time support employees, including appendix D, appendix G, and student workers, are not eligible for additional compensation and are required to complete their mandatory training and policy attestations during a regularly scheduled shift.
- e) Part-time support employees, including regular part time, temporary part time, casual part time, and non-Appendix G part-time student workers are not eligible for additional compensation and are required to complete their mandatory training and policy attestations during a regularly scheduled shift.
- f) In situations where employees are employed on an “hour-for-hour” basis and it is not possible to practical to include mandatory training as part of workplace orientation (such as peer tutors), employees will be eligible to be compensated to complete their mandatory training and policy attestations at a time approved by the manager and limited to the maximum compensation guidelines, during the term of their employment contract. Refer to Appendix A for compensation guidelines.
- g) For eligible employees, requests for compensation should reflect the actual time taken to complete training modules and policy attestations, rounded up to the nearest .25 hour and limited to the maximum compensation amounts found in Appendix A. For example, if an employee spends 25 minutes completing the Ontario Human Rights Code Module, the compensation should be rounded to 30 minutes.

5.6 – Accessibility and Alternate Formats

- a) If an employee requires accommodation to complete their mandatory training, they should follow the process outlined in Policy #3-342 Return to Work and Medical/Disability Accommodation.
- b) Alternate formats of mandatory training materials are available by request. Employees may contact their Manager and/or the Manager, Corporate Accessibility and AODA Compliance for alternate format support.

6.0 – Related Documents

- 3-341 Accessibility for Persons with Disabilities
- 3-342 Return to Work and Medical Accommodation
- Ontario *Occupational Health and Safety Act*, R.S.O. 1990
- Ontario Ministry of Labour Code of Practices to Address Workplace Harassment Under Ontario’s *Occupational Health and Safety Act*
- Ontario *Accessibility for Ontarians with Disabilities Act*, 2005 and its related Standards and Regulations

History of Amendments & Reviews

Date Approved	Approved By	List of Approved Amendments / Review
March 25, 2025	SMT	New procedure

Appendix A: Compensation Guidelines for Mandatory Training and Policy Attestation

Upon Hire

Modules and Policy/Procedure Attestations – All Employees

Module/Attestation	Time*
Accessibility for Ontarians with Disabilities Module and Policy Attestation	105 mins
Code of Conduct Module and Policy/Procedure Attestation	45 mins
Conflict of Interest Module and Policy/Procedure Attestation	45 mins
Cybersecurity Awareness Module and Policy Attestation	60 mins
Foundations of Equity, Diversity, and Inclusion Module	30 mins
Harassment, Discrimination, and Workplace Violence Module and Policy/Procedure Attestation	45 mins
Health and Safety Awareness for Workers Module and Policy Attestation	60 mins
Ontario Human Rights Code Module	30 mins
Sexual Violence Prevention and Response Module and Policy/Procedure Attestation	60 mins
WHMIS Module	45 mins
Policy/Procedure Attestations with No Module	
Access to Information and Protection of Privacy Policy Attestation	15 mins
Alcohol Management Policy/Procedure Attestation	15 mins
Campus Security Policy/Procedure Attestation	15 mins
Cannabis Possession and Use Policy/Procedure Attestation	15 mins
Community Use of College Facilities Policy Attestation	15 mins
Employee Learning and Development Policy Attestation	15 mins
Firearms and Weapons Policy/Procedure Attestation	15 mins
Fleet Use Policy/Procedure Attestation (by assignment)	15 mins
Honouring the Rights of Indigenous Peoples Policy Attestation	15 mins
Parking and Traffic Policy/Procedure Attestation	15 mins
Violence Prevention Policy/Procedure Attestation	15 mins
TOTAL TIME:	11.5 hours

*Time includes 15 minutes to review policy documents and complete the attestation where appropriate

Modules and Attestations – Managers/People Leaders

Module/Attestation	Time
Health and Safety Awareness for Supervisors Module	45 mins
TOTAL TIME:	0.75 hours

Modules and Attestations – Faculty

Module/Attestation	Time
AODA – Accessible Education Module	30 mins
Copyright Literacy Module	90 mins
TOTAL TIME:	2 hours

Maximum Compensation for Eligible Employees

- Employees: 11.5 hours
- Managers/People Leaders: 12.25 hours
- Faculty: 13.5 hours

Annual Completion

Module/Attestation	Time*
Accessibility for Ontarians with Disabilities Module and Policy/Procedure Attestation	105 mins
Code of Conduct Module and Policy/Procedure Attestation	45 mins
Conflict of Interest Module and Policy/Procedure Attestation	45 mins
Cybersecurity Awareness and Privacy Module and Policy Attestation	60 mins
Harassment, Discrimination, and Workplace Violence Module and Policy/Procedure Attestation	45 mins
Health and Safety Awareness for Workers Module and Policy Attestation	60 mins
Sexual Violence Prevention and Response Module and Policy/Procedure Attestation	60 mins
TOTAL TIME:	7 hours

*Time includes 15 minutes to review policy documents and complete the attestation where appropriate

Maximum Compensation for Eligible Employees

- Employees: 7 hours