

## HR PROCEDURE COMPENSATION FOR REGULATORY COMPLIANCE TRAINING

Revised August 15, 2016

### INTRODUCTION

From time to time the College is required by various legislation to ensure that employees receive specific training. Examples of these legislative requirements include mandatory regulatory compliance training for the Accessibility for Ontarians with Disabilities Act (AODA), Occupational Health and Safety Act (OH&SA), 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:

<b>Training Module</b>	<b>Location</b>
AODA – Accessible Customer Service	My Campus > More Applications > Learning and Development > AODA Training, choose the “Accessibility for <group>” module where group matches your employee group.
AODA – Universal Design for Learning (UDL)	My Campus > More Applications > Learning and Development > AODA Training > UDL in Teaching and Learning
AODA – Integrated Accessibility Standards Regulation (IASR)	My Campus > More Applications > Learning and Development > AODA Training > AODA – IASR Training
Health & Safety	My Campus > More Applications > Learning and 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 Policy	My Campus > More Applications > Learning and Development > Health & Safety Training > Workplace H&D and VPP Training
Copyright Literacy	My Campus > My Courses (D2L), in the “Help and Information” area in the right hand side, scroll to Faculty/Staff Training Courses 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.

---

## **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.

### 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.

### 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 below during the term of their employment contract.

### Full-time & Appendix D Support Staff & Appendix G Summer Student Workers

Full-time Support Staff, Appendix D Support Staff & 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.

### 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.

### Part-time Support/Student Workers (outside bargaining unit)

Part-time support and 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.

Casual Support Staff In situations where staff are employed on an “hour-for-hour” basis (such as Peer Tutors), managers will endeavour 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.

## **Maximum Compensation Guidelines - Eligible Employees**

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.

AODA – Accessible Customer Service	45 minutes
AODA – Universal Design for Learning (UDL)	90 minutes
AODA – Integrated Accessibility Standards Regulation (IASR)	45 minutes
Health & Safety	45 minutes
Workplace Harassment & Prevention / Violence Prevention Policy	30 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.**