

# CUPE 4600-1 FAQ: Training (Compliance Training & Pedagogical Training)

## 1. What is Compliance Training?

- Compliance Training is a term used to describe training that has been mandated by Ontario legislation;
- All Carleton University employees are required to take this training as a condition of employment;

## 2. I am a CUPE 4600-1 member; what Compliance Training am I obligated to undertake?

- All employees covered by the CUPE 4600-1 Collective Agreement are required to successfully complete Compliance Training as a condition of employment as mandated by Ontario legislation including:
  - i. Workplace Violence and Harassment Training (accessible online through Carleton Central<sup>1</sup>)
  - ii. Accessibility for Ontarians with Disabilities Act (AODA) Training:
    - *Accessibility Standards for Customer Service* (accessible online through Carleton Central<sup>1</sup>);
    - *Employment Standard Training* (accessible online through CU Learn<sup>2</sup>)
    - *Information & Communications Training* (accessible online through CU Learn<sup>2</sup>);
  - iii. Employee Health & Safety Awareness Training (accessible online through CU Learn<sup>2</sup>);
- Note that the employer reserves the right to amend from time to time, and in accordance with legislative requirements, the above list of Compliance Training modules;
- Note that in some cases, CUPE 4600-1 members may also be required to successfully complete Supervisor Health & Safety Awareness Training (see FAQ #5 below);

## 3. When does this Compliance Training need to be completed?

- i. By 15 October for Fall Term TAs;hips;
- ii. By 15 February for Winter Term TAs;hips;
- iii. By 01 June for Summer Term TAs;hips;

## 4. How and when will I be paid to undertake this Compliance Training?

- Upon completion of this Compliance Training employees will be compensated a one time, additional five (5) hours' payment at the graduate student hourly rate;
- Completion of Compliance Training is electronically tracked by Human Resources;
- Once an employee fully completes their Compliance Training, the one time, additional five(5) hours' payment will be processed by Human Resources<sup>3</sup>;

## 5. What is Supervisor Health & Safety Awareness Training? Am I required to undertake this too?

- The requirement to undertake Supervisor Health & Safety Awareness Training is dependent on where you work and is determined at the Departmental level, on a course-by-course basis;

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<sup>1</sup> Log into Carleton Central; under the *Employee Services* heading click the *Learning & Development* link and select *Online Courses* to access both (i) *Workplace Violence & Harassment Prevention Training*, and (ii) *AODA (Accessibility Standards for Customer Service)*.

<sup>2</sup> All of the *AODA: Employment Standard Training*; *AODA: Information & Communications Training*; and the *Employee/Worker Health & Safety Awareness Training* modules are listed on your CULearn Homepage under the heading *COURSES BY SEMESTER*

<sup>3</sup> To see an individualized list of all Course History & Certifications to date on both the CULearn and Carleton Central platforms: Log into Carleton Central; under the *Employee Services* heading click the *Learning & Development* link and select *Completed Workshops*.

- If you respond affirmatively to any of the following “test” questions you may be required to take Supervisor Health & Safety Awareness Training:
  - i. As an employee covered by the CUPE 4600-1 Collective Agreement, am I responsible for any other Carleton University employees; *and*
  - ii. As an employee covered by the CUPE 4600-1 Collective Agreement, am I working in zone where there are health and safety risks; *and*
  - iii. As an employee covered by the CUPE 4600-1 Collective Agreement, am I able to identify the individual who *is* accountable for the supervision of health and safety?
- If you are unsure as whether or not you are required to undertake Supervisor Health and Safety Training, consult with your Department Chair;
- Payment for undertaking Supervisor Health and Safety Training for those required to do so is included in the one time, additional five (5) hours’ payment at the graduate student hourly rate;
- Supervisor Health & Safety Awareness Training is accessible online through CU Learn<sup>2</sup>;

## **6. What is *Workplace Hazardous Materials Information System (WHMIS) Training*? Am I required to undertake this too?**

- The requirement to undertake Workplace Hazardous Materials Information System (WHMIS) Training is dependent on where you work and whether you handle hazardous materials;
- There is no payment for undertaking Workplace Hazardous Materials Information System (WHMIS) Training; it is separate to the one time, additional five (5) hours’ payment at the graduate student hourly rate for Compliance Training;
- Workplace Hazardous Materials Information System (WHMIS) Training is accessible online through CU Learn;

## **7. What is Pedagogical Training?**

- Pedagogical Training is a term used to describe training in the art and science of education;
- A list detailing the variety of Pedagogical Training options available to/for CUPE 4600-1 members is readily available (<http://carleton.ca/tasupport/training/training-options/>);
- In addition, an orientation session on the pedagogical or technical skills relevant to the assigned duties of employees is undertaken each September in order to encourage employee professional development;

## **8. I am a CUPE 4600-1 member; what Pedagogical Training am I obligated to undertake?**

- Pedagogical Training is optional/voluntary;

## **9. How and when will I be paid, should I opt to undertake Pedagogical Training?**

- All employees covered by the CUPE 4600-1 Collective Agreement holding a regular position will be assigned an additional five (5) hours of work for the academic session for Pedagogical Training;
- Payment for Pedagogical Training is conditional on the completion of training provided by the employer, and is paid at the regular hourly rate;