

# TRAINING CHECKLIST

## PART-TIME AND CONTRACT EMPLOYEES

As you integrate into your role at Humber, we want to ensure you have an understanding of your rights and responsibilities as they relate to health and safety, human rights, accessibility, and sexual assault/sexual violence.

You are required to complete the following series of mandatory training within the first three months of employment:

### *OCCUPATIONAL HEALTH AND SAFETY TRAINING*

This training session will increase your awareness of health and safety in the workplace at Humber, including training on workplace violence and harassment.

For more information and instructions on how to register, please visit Humber's [Occupational Health & Safety Training website](#).

### *PATHWAYS TO HUMAN RIGHTS EDUCATION & ACTION: INTEGRATING HEAD AND HEART*

This training will increase your understanding of key human rights terms and concepts in order to effectively prevent, recognize and respond to human rights related allegations and you will receive resources that will assist in enhancing inclusion at Humber.

For more information and instructions on how to register, please visit Humber's [Pathways to Human Rights Education & Action Training website](#).

### *AODA CUSTOMER SERVICE AND STANDARDS TRAINING*

In this online training session, you will learn what Humber College is required to do to ensure that its goods and services are accessible to all members of the Humber Community.

To complete the online training, please visit Humber's [AODA Customer Service and Standards Training website](#).

**Note:** If you experience any issues downloading your certificate of completion, please take a screenshot of the completed training and contact [humanrightseducation@humber.ca](mailto:humanrightseducation@humber.ca).

### *IASR/OHRC TRAINING*

In this online training session, you will learn what Humber College is required to do to comply with the Integrated Accessibility Standards Regulation (IASR), as well as the Ontario Human Rights Code (OHRC).

To complete the online training, please visit Humber's [IASR/OHRC Training website](#).

**Note:** If you experience any issues downloading your certificate of completion, please take a screenshot of the completed training and contact [humanrightseducation@humber.ca](mailto:humanrightseducation@humber.ca).

## AODA TRAINING FOR EDUCATORS

This online training session will provide you with accessibility awareness training related to accessible program or course delivery and instruction. All educators, instructors, facilitators, presenters, curriculum developers and tutors are required to complete this training.

To complete the online training, please visit Humber's [AODA Training for Educators website](#).

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## SEXUAL ASSAULT/SEXUAL VIOLENCE TRAINING

This online training session will provide you with details of Humber's Sexual Assault and Sexual Violence Policy, including your rights and responsibilities.

To complete the online training, please Humber's [Sexual Assault/Sexual Violence Training website](#).

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## HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) OVERVIEW TRAINING

In these training videos, you will learn how to navigate the HRMS Homepage and applications and where to access resources and support content for the HRMS.

To access the HRMS training videos, please visit the [HRMS Knowledge Base \(KB\)](#). These training videos will provide you information on how to use and access the HRMS and how to use the learning resources on the KB to help you complete tasks on the HRMS. On the HRMS KB you will be able to review the [HRMS Overview video](#) and [HRMS Knowledge Base Overview video](#).

**The following two training courses are for contract faculty only: Copyright for Faculty and Teaching Effectiveness Certificate.**

*Part-time Support and Part-Time Administrative Employees should not complete these two training courses*

## COPYRIGHT FOR FACULTY

Humber's copyright training explains Humber's fair dealing policy and the supports that are available to you should you have copyright questions. It is important for faculty to understand and to follow copyright policy for two reasons:

1. To ensure Humber is in compliance with copyright law and not expose the College to legal risk
2. To be role models with respect to the ethical use of information for student

A few weeks after the start of your first semester of teaching, you will receive an email from Humber's Copyright Librarian inviting you to start the copyright training. The link to the training will be on your Blackboard homepage. It takes approximately one hour to complete. Once you have scored 100% on the copyright quiz in the module, your successful completion will be registered in the system.

**We ask that you complete the training no later than four months after you receive the email invitation. You do not have to send notice of completion to your Faculty office.**

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## TEACHING EFFECTIVENESS CERTIFICATE

The Teaching Effectiveness Certificate is a five module course that examines essentials in teaching and learning. Participants will examine effective learning environments, learning technology, evaluation, and assessment and lesson planning and development.

At the end of the course, participants deliver a lesson to their colleagues. **This is an optional certification for contract faculty only.**

For more information and instructions on how to register, please visit the [Innovating Learning website](#), select **Level Up: Teaching** and click **Certificates**.

## The following training course is for part-time support staff and part-time admin employees who will be paid on an hourly basis only: Time Entry Training

Employees who are automatically paid for regular hours should not complete this training course. [To confirm your employment category](#), visit the **Manage My Time** learning path of the **Employee** section on the HRMS KB's **Learn by Role** page

### TIME ENTRY

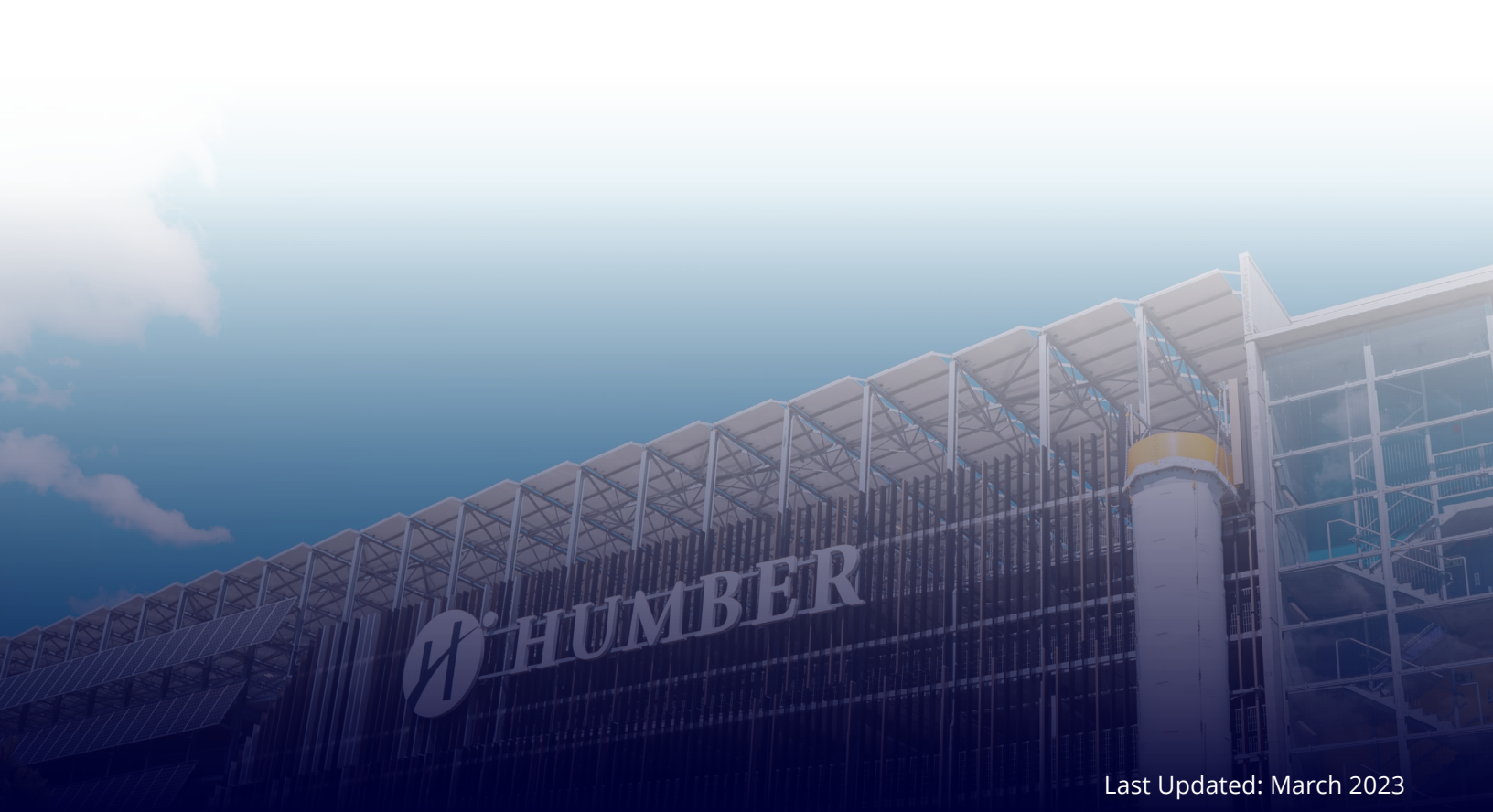
If you are a part-time support staff employee, or a part-time admin employee who will be paid on an hourly basis, you are required to enter and submit your time worked within the HRMS before the time submission deadlines that are indicated on the payroll calendar. In this training session, you will learn how to create and submit a time card.

**IMPORTANT:** Appendix D employees, Part-Time, Partial Load and Sessional Professors, Clinical and CE Instructors, and Administrative contract employees who are paid an annual salary are automatically paid for regular hours. If you are paid automatically, please do not submit regular hours on the time cards.

[To learn how to find your employment type and confirm whether you are required to enter and submit your time worked](#), you can visit the **Employee** section on the HRMS KB's **Learn by Role** page.

- *If you are required to enter and submit your time worked, please consult your Manager on how to complete these actions on the [Human Resource Management System \(HRMS\)](#).*

View the [Payroll Calendar](#) on the Compensation, Benefits & Payroll section of the Humber HROE website.



Last Updated: March 2023