



How To Get Paid Training

You deserve paid training for all the teaching you do for the University, especially when that involves learning to do things online. Thanks to past rounds of collective bargaining, there's a good chance that you are already entitled to paid training—possibly more than your department has offered you. In most circumstances, this paid training is in addition to the total hours in your contract, or over and above the salary for the course you are instructing.

- **Unit 1 (U of T students and postdocs):** Article 17:01(b) of the [Collective Agreement](#) says that Course Instructors and Teaching Assistants (with at least 30 hours of work) are entitled to request up to 4 hours of relevant paid training each appointment. For TAs, that's 4 hours on top of the work in your DDAH form; for CIs, that's 4 hours at the TA wage rate, over and above the salary for your course. For these purposes, an appointment is a contract to instruct or TA a course, so you might have more than one appointment in a term or year. Complete this [Training Request Form](#) and submit it to your supervisor to claim this entitlement. For your first appointment, a minimum 4 hours of paid training is mandatory.
- **Unit 2 (Victoria University):** Article 19:01 of the [Collective Agreement](#) says that Writing Instructors (with at least 70 hours of work) and Teaching Assistants are entitled to up to 2 hours of relevant paid training each year, while Sessional Instructors are entitled to up to 3 hours of relevant paid training each year. Teaching Assistants cannot request additional training on their first appointment (contract) with Victoria University; you should have received 3 hours of mandatory paid training when you began your first appointment.
- **Unit 3 (U of T sessionals):** Article 22:08 of the [Collective Agreement](#) says that anyone with Unit 3 work (including Sessional Lecturers, SIAs, Writing Instructors, and Music Professionals) is entitled to "paid training in Blackboard and any online technology required for the performance of their assigned duties." Training is paid at the SIA rate. No maximum number of hours of paid training is specified; we recommend requesting something in the range of 2-6 hours, to make it more likely that your request is accepted.
- **Unit 4 (USMC):** Article 17:03 of the [Collective Agreement](#) says that anyone with Unit 4 work (including Course Instructors, Teaching Assistants, and Writing Instructors) is entitled paid training in "any online technology required for the performance of their assigned duties." No maximum number of hours of paid training is specified; we recommend requesting something in the range of 2-6 hours, to make it more likely that your request is accepted.
- **Unit 5 (postdoctoral researchers):** If you're a postdoc who's also teaching, your teaching work is covered by the Unit 1 Collective Agreement. See above for your paid training entitlements.
- **Unit 6 (New College international programs):** You can bet that paid training is something we'll be fighting for as we negotiate your first Collective Agreement!

To claim your entitlement to paid training, write to your supervisor detailing the training you want to attend and requesting pay as per the relevant article of your Collective Agreement. (Unit 1 members must complete a [Training Request Form](#).) Be sure to document any training that you do. The [Centre for Teaching Support & Innovation](#) offers a number of events and workshops that you may wish to register for. You may also request training from another provider, if it is relevant to your current work.

If you encounter any pushback from your supervisor or department in requesting paid training as per your Collective Agreement rights, the Union can support you. Email [this address](#) to be put in touch with one of our staff representatives, who will discuss your personal situation and explain your options