



Chargeback Policy for Absences during Paid Training

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As of January 1, 2015, the Office of Environmental Health and Safety (EHS) will charge employing departments back for the cost of training under the following circumstances:

- 1) Training programs where EHS have paid an external company to provide training services (e.g. fall protection, confined space, aerial platform lifts); and,
- 2) When the training providers charges a cancellation fee

The chargeback rates per absent participant are as follows*:

\$100 Half-day course

\$250 One-day course

\$500 Two-day course

*Rates may differ for Part 1 Certification courses. Participants will be notified ahead of time.

Why is EHS charging back the employing department?

When a spot is held for a person and he/she does not attend, EHS is still charged by the service provider. In many cases, this person attends a later training session and EHS pays double the cost. Additionally, by not informing EHS that he/she is withdrawing, EHS cannot offer the spot to another individual and EHS will then have to cover the cost of training individuals on the wait list.

What if there are uncontrollable circumstances such as inclement weather, emergency response or illness in the family?

The goal of this policy is not to be punitive. However, the fact remains that there are costs associated with holding a spot for you. Also as explained above, EHS would be charged twice the cost should you attend a later session. EHS will pay for the training as long as you attend but for all absences, a charge back to your department will occur. Many service providers have the same policy for late cancellations.

If I can find someone to take my place or there is a waitlist, will my department still be charged?

Health and safety training is provided because this is the knowledge you need to perform your work safely. Once you have made a commitment to attend a training course, all efforts should be made to attend. However, EHS does understand there may be rare circumstances where your absence is unavoidable. If this occurs, contact your local EHS office as soon as possible and this will be reviewed on a case-by-case basis. EHS reserves the right to charge the



employing department if the substitute is not suitable (i.e. this person would not have this course under other circumstances).

How does this change the registration process?

- 1) Participants (or their supervisors) will continue to register through the EHS Training Website: <http://www.ehs.utoronto.ca/Training/EHSARegistration2.htm>
- 2) Participant and supervisor will be contacted to provide their CFC and CC numbers. EHS will provide a deadline for the information and the cost of the charge back. Participants may withdraw at this time without cost to their department. Once the CFC and CC is provided, you will be considered "registered."
- 3) Participants who do not provide their CFC (Fund Centre) and CC (Cost Centre) numbers by the provided deadline will be removed from the course registration list. If there is a waitlist, the next person will take their place.
- 4) Be sure to mark down training dates in your calendar as soon as you register. Some training is scheduled months in advance.