

AIMS Learning Outside of Scheduled Work Hours

The Administrative Information Management System (AIMS) is an important business transition to centralize information online, providing consistent processes and supporting access to real-time information.

The [60-minute All Employee Learning](#) session was released Monday, August 29, 2022, which we recommend that employees view during paid work time. Should an employee not be able to view the session due to workload or capacity issues, we would like to extend the opportunity for in-scope employees to view this important material after hours on an overtime (OT) basis. This will be charged to each area's cost centre code.

Employees should confer with their Manager first for approval prior to pursuing this route, as the preference is still to have employees view the learning during regular paid hours. Please extend the OT option only should it prove necessary.

Thank you for your accommodation of this request. We look forward to implementing AIMS in the near future.