



Region 1 Weekend Educational

February 20th & 21st, 2010

Date: January 4, 2010
To: Region 1 L.E.C.s, Stewards, E.B.M.s, and Staff
From: Rain Loftus, Convenor, Region 1 - London

Please make this information available to all Local members.

Note: Due to budgetary concerns, this Educational will be held in two locations: Hilton London and the Hilton Windsor. Members must apply to attend the location closest to their home address.

Hilton London – or – Hilton Windsor

300 King Street
London, Ontario
(519) 439-1661

277 Riverside Dr.W.
Windsor, Ontario
(519) 973-5555

Agenda

Sat. Feb.20 th	9:00 am	Plenary
	9:30 am - 12:00 pm	Classes
	12:00 pm - 1:30 pm	Lunch
	1:30 pm - 5:00 pm	Classes
Sun. Feb. 21 st	9:00 am - 1:00 pm	Classes

Childcare will be available during the hours the classes are in session:

Saturday	8:30 am - 12:15 pm
	1:15 pm - 5:00 pm
Sunday	8:30 am - 1:15 pm

Please note parents are required to pick up children for the lunch hour.

NOTE: Persons attending OPSEU meetings are requested to refrain from using perfume, cologne and other fragrances for the comfort of other participants. Participants are also to refrain from bringing nut products, bottled water and Coca Cola products to OPSEU events.

- Please complete and return the necessary forms to the **London Regional Office:**
 1. Application/Advance Form signed by an Officer of your L.E.C.
 2. Registration Form for Child Care
 3. Personal Assistance Form.
- The Course Selection Process will be carried out in accordance with the Education Policy.
- Applications will be rejected if the signature of a Local Executive Officer has not been obtained on the Application/Advance Form.
- Officer of your L.E.C. means President, Vice-President, Secretary, Treasurer, Chief Steward and Membership Secretary. If you are a Local Officer, the signature of another officer must be obtained.
- Confirmation of registration will be sent to Applicants.

Deadline: 4:30 p.m. Friday, January 29th, 2010



Application/Advance Form

Region 1 Weekend Educational in London & Windsor

February 20th & 21st, 2010

Personal Information	Local:	Union #:
	Name:	
	Address:	
	City:	Postal Code:
	Home Phone:	Business Phone:
	E-mail:	
Course Location	Please indicate the location <input type="checkbox"/> Hilton London <u>closest</u> to your home address: <input type="checkbox"/> Hilton Windsor	
Course Selection	Please indicate your 1 st and 2 nd choices: _____ Basic Stewardship – Part One _____ Speak Up and Push Back _____ Climate Change It's a Union Issue _____ WHSC Health and Safety Training	
Accommodation	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Hilton London, 300 King St. London, ON Phone: 519-439-1661 Room Rates: \$105 + tax/night Twin-shared rate: \$52.50 + tax/night Parking: complimentary </div> <div style="width: 10%; text-align: center;">-- OR --</div> <div style="width: 45%;"> Hilton Windsor, 277 Riverside Dr.W. Windsor ON Phone: 519-973-5555 Room Rates: \$129 + tax/night Twin-shared rate: \$64.50 + tax/night Parking: \$11.00/day </div> </div> <p style="text-align: center;">Book your room before January 22nd, 2010.</p> <p>You are responsible for contacting the Hilton in London or Windsor to book your accommodation. As per OPSEU Policy, members will be reimbursed for the cost of twin-shared occupancy only. Members who bring children to Union events will be entitled to single accommodation and meal expenses. Members will be responsible for payment of hotel room upon check-out.</p>	
Advance	Required: <input type="checkbox"/> No <input type="checkbox"/> Yes - Amount: \$ _____ Mail: <input type="checkbox"/> To Home <input type="checkbox"/> To Regional Office <input type="checkbox"/> Hold for Pick-up at Educational	
Lost Wages	Lost wages will be considered according to the OPSEU Education Policy. If applying for wages, please indicate number of scheduled hours, hourly rate and total wages to be claimed: _____	
1.	Office presently held in your Local:	
	Length of service in this position:	
2.	Positions/activities previously accomplished in your local (i.e. member, steward, committee officer, campaigns), and length of service in these positions:	
3.	Type of Local: <input type="checkbox"/> Single <input type="checkbox"/> Multi-Unit <input type="checkbox"/> Composite	
4.	Your work location:	
	Your position at work:	
	Type of work:	
5.	Other OPSEU local/regional educationals attended:	
6.	OPSEU is committed to achieving equitable participation of designated group members in its education programs. Your indication of your designated group status on this application will assist us in assessing our progress in reaching this goal: <input type="checkbox"/> Aboriginal <input type="checkbox"/> Worker of Colour <input type="checkbox"/> Woman <input type="checkbox"/> LGBT <input type="checkbox"/> Person with Disability <input type="checkbox"/> Francophone <input type="checkbox"/> Young Workers <input type="checkbox"/> Does not apply	
7.	Recommendation/comments of Local Executive Officer:	

Local Executive Officer Signature

Position

Deadline for Applications to reach the OPSEU London Regional Office:
4:30 p.m. Friday, January 29th, 2010
Confirmation of Registration will be sent to applicants.

Accommodation:

- Due to budgetary concerns, this Educational will be held in two locations. Members must apply to attend the location closest to their home address. A block of rooms has been reserved at the **Hilton London** and the **Hilton Windsor**.
- Hilton London Phone (519) 439-1661 or the Hilton Windsor (519) 973-5555 or 1-800-445-8667 "OPSEU Block of Rooms"**
Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **January 22nd, 2010**. All unreserved rooms will be released for re-sale after this date. Members are responsible for paying their own hotel bill on check-out.
- According to Union Policy, any member living within 60 kms of the hotel is entitled to room accommodation for the Saturday night only. Members will be reimbursed for the cost of a twin-shared room only as per OPSEU policy.

Cancellations:

- A member cancelling participation must notify the London Regional Office at least 48 hours before the Educational begins.
- Members who have booked a Hotel Room are responsible for cancelling their reservation at the Hotel.

Family/Attendant Care:

- Members are entitled to reimbursement of reasonable costs of family/dependant care provided by someone other than his/her partner/spouse as a result of absences from home arising from the conduct of Union business. Such allowance is not intended to reimburse the claimant for dependant/family expenses he/she would have normally incurred as a result of employment except where the absence exceeds the normal work day or week.
- Family/Attendant care will be reimbursed at the rate of \$6.00 per hour to a maximum of 12 hours. The overnight fee is \$40.00 to a maximum of \$112.00 per 24 hour period and must be attested to by the care providers.
- Members who bring children to Union events will be entitled to single accommodation and meal expenses. Claims for these expenses should also be included in the family care column of the Expense Form and described appropriately.
- Members seeking child care at the event must request it at least two weeks before the event. The Child Care Form must be completed and returned with your Application to the London Regional Office. If insufficient members request child care, applicants will be notified by phone.

Own Time/Wages:

- There are limited monies available. Members **must apply** for their wages at the time of application providing the scheduled hours of work and their hourly rate for approval by the Executive Board Members of Region 1. Therefore, lost wages will be considered according to the Education Policy. You will be notified if you have been approved for lost wages. Otherwise, there is no payment for lost wages or own time for Weekend Educationals.

Travel Expense Forms:

- A member will be reimbursed for the actual cost incurred for travel by public transportation. As per the policy of the Union, the most economical means of transportation should be used.
- Where a member is required to use his/her private vehicle, he/she may claim for such travel at the current rate. The total distance travelled and destination points are to be indicated on the expense form.
- Members must arrange their own travel and are encouraged to car pool.
- Current Kilometre Rates: single driver at 50¢ per km; with 1 member at 55¢ per km; with 2 members at 60¢ per km; with 3 members at 65¢ per km; with 4 members at 70¢ per km.
- Travel expense forms can be obtained from the Regional Office Staff and submitted to Head Office for payment.

Meals:

- In accordance with OPSEU Policy, the current rates for meal allowances are: breakfast \$12.00, lunch \$17.00, and dinner \$27.00.

Advance:

- Indicate the amount required on the Application/Advance Form and return to the London Regional Office.

Special Needs Form:

- Complete this form if any special needs must be accommodated. Include with your Application to the London Regional Office.

Courses

Basic Stewardship – Part One

- This is Part One of an intense 4-day program designed to provide stewards with the information needed to be an affective advocate on behalf of local members. Through role plays, exercises, extensive experience sharing and discussion, stewards gain many new skills in a fun, encouraging environment. Part One is an introduction to the structures and policies of the Union. Stewards are also introduced to basic problem-solving discussions, shop floor tactics, and communication skills for working with constituency groups in their local. Participants must complete Part One prior to registering for Part Two.

Speak Up and Push Back: Challenging Bullying and Psychological Harassment in the Workplace

- This course aims to strengthen our individual and collective capacity to challenge bullying and promote respectful workplaces. It looks at the symptoms of workplace bullying, clarifies what the law says, and provides practice in gathering credible evidence of bullying and a toxic workplace. It examines how "normal" workplace practices and culture can contribute to bullying, and identifies openings for action. While the course will strengthen skills to document and assemble evidence, it also focuses on a range of strategies to mobilize co-workers, and hold employers accountable for respectful workplaces.

Climate Change – It's a Union Issue

- This course taps into the worries and hopes so many union activists have of building sustainable societies that count workers in. Starting with our lived experience and concern about climate change, participants will analyze how we got here, and what the impacts of environmental degradation are on different communities. We'll examine what other organizations and societies are doing about climate change and what we can learn to take action in our workplaces, unions and communities. The course uses a variety of interactive activities, films and discussion to move from analysis to action.

Workers Health and Safety Centre (WHSC) Health and Safety Training

- **Modules: Staying Alive While Earning a Living; Joint Health and Safety Committees; Myth of the Careless Worker**
This program intends to empower workers and their representatives with an understanding of Occupational Health and Safety. To complete the Level 1 program, the individual will be required to complete seven mandatory modules and three electives. **Members who have previously taken Modules are to bring Participant Workbooks and Manuals.**



Registration Form for Child Care

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This form **MUST** be completed if requesting family accommodations.

- Do you require child care services at this Region 1 Weekend Educational? Yes No

- Child care will be available during the hours the classes are in session.
 i.e. Saturday, February 20th from 8:30 a.m. - 12:15 p.m., 1:15 p.m. - 5:00 p.m.,
 and Sunday, February 21st from 8:30 a.m. to 1:15 pm.

Name(s) of Child(ren)	Age

- Does your child/children have medical needs, allergies, or special care needs?

Have your Child Bring a Favourite Toy and *Bathing Suit.

Signature of Parent: _____ **Date:** _____

Name of Parent: _____

Address: _____

Phone #'s: (home) _____ (work) _____

*Swimming will be available pending on the availability of a lifeguard and parental consent.

Please return with your Application/Advance Form to the OPSEU London Regional Office.



Personal Assistance Form
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Name: _____

Local: _____

1. I will be travelling to the Region 1 Educational by:
 Own vehicle
 With someone else
 Other
2. I can transport someone: Yes
 No
3. Will you be bringing your family? Spouse
 Children How Many? ____
4. Will your attendant/care provider require accommodation? Yes
 No

Special Needs

Please check any of the following that affect you:

- Special Diet
- Blind or Visually Impaired
- Deaf or Hearing Impaired
- Crutches
- Wheelchair
(hub to hub measurement _____ inches)

5. I will need special assistance if the hotel is evacuated: Yes
 No

6. I require the following considerations regarding my health:

7. Any additional requests?

Please return with your Application/Advance Form to the OPSEU London Regional Office.