



Region 1 Weekend Educational

January 28, 29, 2012

Date: November 30, 2011
To: Region 1 L.E.C.s, Stewards, E.B.M.s, and Staff
From: Marisa Forsyth, Convenor, Region 1 - Windsor

Please make this information available to all Local members.
Classes: St. Clair Centre for the Arts/Accommodations: Hilton Windsor
Please bring Pens as St. Clair Centre does not provide them.

Contact Info: OPSEU Windsor Regional Office
130-3005 Marentette Avenue
Windsor, Ontario N8X 4G1

Hospitality Suite

Room TBA – Hilton Windsor
Jan. 27 & Jan. 28 at 8:00 p.m.

Educational

Sat. Jan. 28	9:00 am	Plenary at Breakfast
	9:30 am - 12:00 pm	Classes (St.Clair Centre)
	12:00 pm - 1:30 pm	Lunch (provided)
	1:30 pm - 5:00 pm	Classes
	8:00 pm - 11:00 pm	Hospitality

Sun. Jan. 29	9:00 am - 1:00 pm	Classes
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"Breakfast & Lunch are provided"

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.

Child Care will be available:

Friday 7:30 pm – 11:00 pm

Saturday 8:30 am - 5:00 pm

7:30 pm – 11:00 pm

Sunday 8:30 am - 1:15 pm

Please note that parents must pick up children and bring them to lunch Saturday.

- Please complete and return the necessary forms to the **Windsor 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 pm Friday, Jan. 6, 2012

ADDRESS: OPSEU, 130-3005 Marentette Avenue, Windsor, Ont. N8X 4G1

1-800-268-7376 Fax (519) 977-7553



Application/Advance Form

Region 1 Weekend Educational – Jan. 28, 29, 2012

Personal Information	Local: _____	Union #: _____
	Name: _____	
	Address: _____	
	City: _____	Postal Code: _____
	Home Phone: _____	Business Phone: _____
	E-mail: _____	
Course Selection	Please indicate your 1 st and 2 nd Choices:	
	_____ Interpreting Your Collective Agreement: An Activist's Role _____ Let's Start Meeting Like This! Running Meetings That Build The Union _____ Speak Up and Organize: Challenging Bullying and Non-Code-Based Harassment in the Workplace _____ Duty to Accommodate: A Tool for Inclusive Workplaces _____ Advanced Grievance Handling for Union Building _____ Union Skills for Workplace Investigations _____ Workers Health and Safety Centre (WHSC) Health & Safety Training <i>(Modules: Principles of Control; Indoor Air Quality; Work Design)</i>	
Accommodation (Information sheet attached has Hilton website online booking Info)	Book your room before Jan. 12, 2012: Hilton Windsor, Windsor, ON Phone: 519 973 5555 Room Rates: \$129 + tax/night Twin-shared rate: \$64.50 + tax/night Parking: \$11/night You are responsible for contacting the Hilton Windsor, 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.	
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	
**NOTE: Lost Wages	Lost wages to be considered according to OPSEU Education Policy with pre-approval. 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 Windsor Office - 4:30 p.m. Friday, Jan. 6, 2012

Confirmation of Registration will be sent to applicants.
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Accommodation:

- A block of rooms has been reserved at the **Hilton Windsor, Windsor: Phone (519) 973-5555 "OPSEU Block of Rooms"** or at www.windsor.hilton.com & fill in dates & "Go", Group Code ZKK & 'Continue' or call 1-800-HILTONS & mention Group Code ZKK. Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **Jan. 12, 2012**. 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 Windsor 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 (signed) 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 Windsor 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.
- Saturday breakfast and lunch; and Sunday breakfast will be provided for the members at the St. Clair Centre for the Arts, in "Canadian Club Room A". These meals will not be claimable expenses. Parents must pick up children and bring them to lunch – lunch is not provided in Child Care Room.**

Advance:

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

Special Needs Form:

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

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Interpreting Your Collective Agreement: An Activist's Role

Instructor: Marie Thomson

- Do you know what your collective agreement is? Do you have a copy of it? Have you ever wondered what is in your collective agreement and how to find information on different articles? Do you know how the collective agreement is structured? Are you confused by some of the terms used in it? In this newly revised version of the Contract Interpretation course members will be assisted in understanding the power of their collective agreement and how to interpret and enforce their collective agreement. Using interpretation guidelines developed through case law, participants will build the skills and confidence needed to understand and use their collective agreements. Activities will give participants an opportunity to review legislation, examine the importance of timelines, discuss case scenarios and debate some common clauses and what they mean. **Please bring a copy of your collective agreement.**

Let's Start Meeting Like This! Running Meetings that Build the Union

Instructor: Tom Watson

- Have you ever been confused at meetings about when you can speak and when you can't? Perhaps you have tried to run a meeting where there was no quorum, or where people kept interrupting each other and getting off track. Maybe you're discouraged because you're not sure how to make meetings a good use of anyone's time. This course examines the potential of meetings to tap into diverse members' energy and interest, and to build union capacity. Practical, hands-on activities will help you a) develop an interesting agenda and get members to the meeting; b) understand how to write and put forward a motion and use basic rules of parliamentary procedure effectively; c) facilitate an effective meeting discussion; d) deal with meeting "nightmares" who often look like members who won't stop talking, or who can't agree. Materials include templates for committee reports and meeting minutes, as well as step by step guidelines on running different kinds of meetings.

Speak Up And Organize: Challenging Bullying and Non-Code-Based Harassment in the Workplace

Instructor: Marisa Forsyth

- Is bullying and psychological harassment an issue in your workplace? This course will help you recognize the signs of bullying and a toxic workplace. We'll look at case law and other tools helpful in understanding the impact of workplace bullying. And we'll strengthen individual and collective capacity to respond to co-workers, and pressure employers to tackle this issue.

Duty to Accommodate: A Tool for Inclusive Workplaces

Instructor: Carol Warner

- Provincial legislation and existing case law require employers and unions to provide accommodation short of undue hardship. This interactive course examines the roles and responsibilities of the employer, the union and the member in accommodating members with disabilities and all other protected groups under the Ontario Human Rights Code. It builds activists' skills to support members requiring an accommodation, and to deal with employer resistance to accommodation in the workplace.

Union Skills for Workplace Investigations

Instructor: Denise Sands

- Have you ever been called, at the last minute, to the employer's office to "represent" a member who is being accused of serious wrong-doings? Have you wondered what to do and how best to represent this person, particularly if you suspect that they may have broken a rule or two? This hands-on course takes you step by step, through a workplace investigations process. It starts with the first contact with the member through to the response to the investigation findings, with lots of practice in between. Through case studies and a variety of active exercises, you'll practice interviewing the member, anticipating the investigator's questions, preparing the member for meeting the investigator, taking good notes at the meeting, and working with the member to respond to the findings. The Resource Toolkit has additional information about investigations in different sectors, use of surveillance and other issues.

(Course Descriptions Continued on Next Page)

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Advanced Grievance Handling for Union Building

Instructor: Jean Fordyce

- Does your local have a grievance committee? Can your experience in handling a grievance help to build the local? Can you use your knowledge of common grievance issues to raise awareness at demand setting meetings? Have you ever thought of what it is like to be on the Employer side of the table? These are some of the topics that will be explored in the NEW Advanced Grievance Handling for Union Building course. You will also get the opportunity to practice being on the Union's team and the Employer's Team as you work through some scenarios. Building on the Basic Grievance Handling for Union Building course, this course focuses on expanding both the steward's and Local's ability to process grievances from start to finish. Through active interviewing process, participants will explore how to identify grievances, practice negotiating settlements and draft realistic, enforceable grievance settlements. **Participants should bring their collective agreement.**

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

Instructor: Rain Loftus Co-facilitator: Jodi Eastwood

- **Modules: Principles of Control, Indoor Air Quality, and Work Design**

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

Region 1 Weekend Educational
January 28, 29, 2012

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:

Friday, Jan. 27 from 7:30 p.m. to 11:00 p.m. (Hospitality)

Saturday, Jan. 28 from 8:30 a.m. - 5:00 p.m.

Saturday, Jan. 28 from 7:30 p.m. to 11:00 p.m. (Hospitality)

Sunday, Jan. 29, 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.

Signature of Parent: _____	Date: _____
Name of Parent: _____	
Address: _____ _____	
Phone #'s: (home) _____	(work) _____

*Swimming will NOT be provided.

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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
- Assistive Walking Device
- 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 Windsor Regional Office.

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