



# Region 1 Weekend Educational

September 26<sup>th</sup> & 27<sup>th</sup>, 2009

**Date:** June 18, 2009  
**To:** Region 1 L.E.C.s, Stewards, E.B.M.s, and Staff  
**From:** **Denise Sands**, Convenor, Region 1 - London

*Please make this information available to all Local members.*

**Hilton London**  
**300 King Street**  
**London, Ontario**  
**(519) 439-1661 or 1-800-210-9336**

## Agenda

Fri. Sept. 25 <sup>th</sup>	7:00 pm - 12:00 am	Hospitality
Sat. Sept. 26 <sup>th</sup>	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. Sept. 27 <sup>th</sup>	8:00 pm - 12:00 am	Hospitality
	9:00 am - 1:00 pm	Classes

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.

Note: Childcare will be available:  
Friday from 8:00 pm – 11:00 pm,  
Sat. from 8:30 am - 12:15 pm;  
1:15 pm - 5:00 pm,  
8:00 pm - 11:00 pm; and  
Sunday from 8:30 am - 1:15 pm.  
Please note that you are required to  
pick up your children for lunch.

- 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 Activities
  3. Registration Form for Child Care
  4. 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, August 28<sup>th</sup>, 2009**



# Application/Advance Form

Region 1 Weekend Educational

September 26<sup>th</sup> & 27<sup>th</sup>, 2009

<b>Personal Information</b>	Local:	Union #:
	Name:	
	Address:	
	City:	Postal Code:
	Home Phone:	Business Phone:
	E-mail:	
<b>Course Selection</b>	1 <sup>st</sup> Choice:	
	2 <sup>nd</sup> Choice:	
	3 <sup>rd</sup> Choice:	
<b>Accommodation</b>	<p>Hilton London, 300 King Street, London, Ontario          Phone: 519-439-1661 or 1-800-210-9336 -- "request the 'OPSEU block'"  <b>Book your room before September 2nd, 2009.</b></p> <p>You are responsible for contacting the Hilton London 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> <p>Room Rates: Single or Double: \$105.00 + 10% tax/night = \$115.50; Parking: No Charge          Twin-shared with member: \$52.50 + tax/night = \$57.75</p>	
<b>Advance</b>	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	
<b>Lost Wages</b>	<b>No Wages will be paid.</b>	
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"/> Francophone <input type="checkbox"/> Young Workers <input type="checkbox"/> Person with Disability <input type="checkbox"/> Woman <input type="checkbox"/> LGBT <input type="checkbox"/> Workers of Colour <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, August 28<sup>th</sup>, 2009

*Confirmation of registration will be sent to applicants.*

**Accommodation:**

A block of rooms has been reserved at the **Hilton London**.

- Phone (519) 439-1661 or 1-800-210-9336 and request the "OPSEU Block of Rooms"**  
Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **September 2nd, 2009**. 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:**

- NONE**

**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 the London Regional Office.

**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

*Facilitators: Denise Sands and Mickey Riccardi*

- 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.

### Basic Stewardship – Part Two (\*Prerequisite: Part One)

*Facilitators: Marie Thomson and Philip Shearer*

- This course aims to strengthen stewards' skills to act effectively as part of the local leadership team. It focuses on writing and filing a grievance and understanding the grievance procedure, facing management and mobilizing members around specific issues. Participants must have completed Part One prior to registering for Part Two.

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

*Facilitators: Lynne Easter-Froats and Cindy Haynes*

- 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.

### Local Treasurer's Course

*Facilitators: TBA and Roy Costa*

- This course is aimed at Local Treasurers and Trustees who are either new to the role or experienced members who are seeking a "refresher course". The goal is to give the necessary tools and education to Local Treasurers and Trustees in order for them to fulfill their roles in the Local. It will also draw on members' experiences to solve problems occurring with the administration of Local funds.

### Labour History – Part One (4 day course – only 2 days being taught at this Educational)

*Facilitators: Tom Watson and TBA*

- Members gain an overview of the exciting history of the Canadian Labour movement and OPSEU's role and accomplishments within it. Special attention is given to the history of the labour movement's response to diversity and the contributions of different racial and cultural groups to labour's gains.

### Mental Health in the Workplace: Challenging Stigma

*Facilitators: Carol Warner and Kim McDowell*

- As workers and labour activists, we are faced with economic, social, and political changes in our workplaces that impact our mental well being. This introductory course explores mental health, mental health concerns, and stigma in the workplace. Some of the topics covered in this course include: demystifying mental health; workplace legislation; individual, union, and employer responsibilities; member to member issues; and strategies to challenge stigma and build inclusion.

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

*Facilitators: Rain Loftus and Florry Lang*

- 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 (Staying Alive While Earning a Living, The Body and the Workplace, Cancer, Toxic Substances, Principles of Control, Legislation, and The Myth of Worker Carelessness) and three electives. **Members who have previously taken modules are to bring participant**

workbooks and manuals.

**Modules:** Principles of Control (mandatory): This module introduces the principles of control and the considerations required in identifying effective control methods to eliminate or reduce specific workplace hazards. The three main control methods are discussed in detail as well as the criteria for an effective control, the precautionary principle, green alternatives, substitution strategies and the costs of controls.

Indoor Air Quality (elective): This three-hour module provides participants with a basic introduction to indoor air quality issues. We begin by looking at health problems associated with poor air quality. We explore causes of poor air quality, including indoor air pollutants and discuss ways of reducing exposure to these. We also take a look at the lungs of a sealed building, the HVAC (Heating, ventilation and air-conditioning) system, its components and common problems with these systems. The module includes a discussion of investigative tools that workers can use to determine the causes of air quality problems. It concludes by reviewing components of an action plan that participants can apply to their own workplaces to improve the air.

Ergonomics: Designing Work for the Worker (elective): This program will provide participants with basic knowledge of job demands that can lead to musculoskeletal injuries, and the application of ergonomic solutions.

Upon completion, the participants will receive a wallet card indicating the modules they have completed. Complete the WHSC Level 1 training and they can then request to attend the WHSC Instructor Training by contacting the OPSEU Health and Safety representative and request to be put on a list of interested participants.



# Registration Form for Child Care

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September 26<sup>th</sup> & 27<sup>th</sup>, 2009

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, September 25<sup>th</sup> 8:00 p.m. - 11:00 p.m.; Saturday, September 26<sup>th</sup> from 8:30 a.m. - 12:15 p.m., 1:15 p.m. - 5:00 p.m., and 8:00 p.m. - 11:00 p.m.; and Sunday, September 27<sup>th</sup>, 2009 from 8:30 a.m. to 1:15 pm. Please note that you are required to pick up your children for lunch.

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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September 26<sup>th</sup> & 27<sup>th</sup>, 2009

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.*