

# Region 1 Weekend Educational

November 29<sup>th</sup> and 30<sup>th</sup>, 2008

**Date:** September 29th, 2008  
**To:** Region 1 L.E.C.s, Stewards, E.B.M.s, and Staff  
**From:** Lynne Easter-Froats/Steve Nield, Convenors, Region 1 - London

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

## London Regional Office/ Radisson Hotel and Suites

1100 Dearness Drive/ 855 Wellington Rd.S.

London, Ontario 1-800-268-7376 / London, Ontario 519-668-7900

### Agenda

*All events are open to members.*

Fri. Nov. 28 <sup>th</sup>	7:00 pm – 12:00 am	Hospitality The Radisson
Sat. Nov. 29 <sup>th</sup>	9:00 am – 12:00pm 12:00 pm – 1:30pm 1:30 pm - 5:00pm 8:00 pm	Classes Lunch Classes Stewards Night Out The Radisson
Sun. Nov. 30 <sup>th</sup>	9:00 am – 1:00 pm	Classes

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

Note: Classes will be held at the following locations: Radisson, London Regional Office and Four Points Sheraton, 1150 Wellington Road, South, London, Ontario.

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 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 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, October 31st, 2008**



# Application/Advance Form

## Region 1 Weekend Educational

### November 29<sup>th</sup> & 30<sup>th</sup>, 2008

<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>Radisson Hotel and Suites, 855 Wellington Road, South, London, Ontario            Phone: 519-668-7900 – request the ‘OPSEU block’ – Book your room before November 10<sup>th</sup>, 2008.            You are responsible for contacting the Radisson Hotel 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.            Room Rates: Single or Double: 97.00 + 10% tax/night = 106.70 ; Suite 107.00 + 10% = 117.70            Twin-shared with member: \$53.50 + tax/night = 58.85</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	
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, October 31st, 2008**  
*Confirmation of Registration will be sent to applicants.*

## Accommodation:

A block of rooms has been reserved at the, **Radisson Hotel and Suites, London, Ontario**

- ❑ **Phone –519-668-7900 request the OPSEU Block of Rooms.** Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **November 10<sup>th</sup>, 2008**. 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 paid on a first come, first served basis. 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 45¢ per km; with 1 member at 50¢ per km; with 2 members at 55¢ per km; with 3 members at 60¢ per km; with 4 members at 65¢ 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 \$11.00, lunch \$16.00, and dinner \$26.00.

## 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.



# Course Descriptions

Region 1 Weekend Educational  
November 29<sup>th</sup> & 30<sup>th</sup>, 2008

---

## Courses

### 1. Women in Unions: Getting Involved

Instructors: Twila Marston/ Kim McDowell

This course is for diverse women just getting involved who want to know how things work and how they can make a difference in the Union. Participants will use their own experiences to develop an analysis of what's needed in their locals, and how they can contribute to building an inclusive Union. Through hands-on activities, women will practice making their voices heard, and develop strategies for supporting the involvement of other women in the Union.

### 2. Basic Stewardship A: (Part 1) CAAT and OPS Locals

Instructor: Pat Honsberger

This is part 1 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 A 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. Part 2 will be offered at a future educational.

### 3. Basic Stewardship A: (Part 1) BPS Locals

Instructor: Tom Watson

This is part 1 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 A 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. Part 2 will be offered at a future educational.

### 4. Health and Safety:

Instructors: Steve Nield / Florry Lang

Modules: Staying Alive While Earning a Living, Legislation, and Joint Health and Safety Committees

This program intends to empower workers and their representatives with an understanding of Occupational Health and Safety. To complete the level one program, the individual will be required to complete seven mandatory modules and three electives.

### 5. Grievance Handling:

Instructor: Marie Thomson

This course covers the principles that help stewards effectively investigate, prepare and present grievances at all stages of the grievance procedure. Participants will review proper grievance procedures, practice interviewing grievors and witnesses, as well as presenting arguments to support the grievance.

### 6. Employee Relations/Labour Management Committee Techniques

Instructor: Mary Ellen Cassey/  
Mickey Riccardi

This course is designed to help stewards determine the appropriate forum to successfully approach the Employer on workplace issues. All avenues for problem-solving and the merits of each methodology will be explored.

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



# Registration Form for Child Care

Region 1 Weekend Educational  
November 29<sup>th</sup> & 30<sup>th</sup>, 2008

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, November 28<sup>th</sup> 8:00pm-11:00pm, Saturday, November 29<sup>th</sup> from 8:30am-12:15pm, 1:15pm-5:00pm, and 8:00pm-11:00pm, and Sunday, November 30<sup>th</sup>, 2008 from 8:30 a.m. to 1:15pm.

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

Region 1 Weekend Educational

November 29<sup>th</sup> & 30<sup>th</sup>, 2008

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.*