

MEMORANDUM

Date: **January 5, 2012**

To: **Region 2 Stewards**

Re: **REGION 2 WEEKEND EDUCATIONAL
SATURDAY, MARCH 3 AND SUNDAY, MARCH 4, 2012**

**Delta Meadowvale
6750 Mississauga Road – just south of the 401
Mississauga, ON
Phone: 1-800-422-8238 Fax: 1-905-542-4036**

**Room rates: Double/single \$109.00 plus taxes
Shared with another member \$54.50 plus taxes**

Friday	8:00 pm	Hospitality Suite
Saturday	9:00 am to 9:20 am	Plenary
	9:30 am to 5:00 pm	Classes
Saturday	8:00 pm	Hospitality Suite
Sunday	9:00 am to 1:00 pm	Classes

What you need to do:

a) Complete the necessary forms and return to the Niagara Regional Office:

Before: February 1, 2012
Fax: 1-905-892-7662
Mail: 2285 Highway 20 East
Fonthill, ON L0S 1E6
Email: jkopczinski@opseu.org

b) Call/fax the hotel and book your room **before February 1, 2012**

REGION 2 EDUCATIONAL COURSE DESCRIPTIONS

MARCH 3 & 4, 2012



Stewards 1: Making a Difference in the Workplace

This is an updated version of Stewards 1, full of NEW tools and practical activities. The key aims are to strengthen steward skills to orient a NEW employee to the union, have effective one-on-one conversations with a cross-section of members, develop a communications strategy to enlist diverse member involvement, and develop approaches to everyday workplace problems. Throughout the course, participants are supported to develop a profile of their members, clarify the tasks of the steward, find resources and information in OPSEU, and understand the grievance process and their role in it. Participants must have completed Part 1 before registering in Part 2. Participants should bring their collective agreements.

Advanced Grievance Handling for Union Building

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.

Health and Safety: Level One

This course is designed for members and stewards who want to become more involved in health and safety activities in their workplace. There is a strong focus on health and safety legislation to enable participants to use the legislation effectively in their own workplaces. Participants work in groups to explore the legislation and to gain a better understanding of their rights and employers' obligations under the Occupational Health and Safety Act and its regulations. Participants are introduced to the concepts of hazard identification, assessment and control and develop a greater understanding of the components of an effective health and safety system.

REGION 2 EDUCATIONAL COURSE DESCRIPTIONS

Continued

Cross-Cultural Communication at Work: A Union Perspective

In our workplaces, unions, and communities, we experience daily interactions with diverse groups including co-workers, and our union sisters and brothers. There are moments when these interactions lead to miscommunication, and misunderstanding about cultural expressions and social cues. In order to work through some of these communication challenges, an introductory course, Cross-Cultural Communication has been designed. Participants will work through case scenarios to develop strategies designed to improve their cross-cultural communication.

Duty to Accommodate: A Tool for Inclusive Workplaces

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 Strategies for Attendance Management Programs

Are the employees in your workplace under assault from the employer's attendance management program? Do you find yourself responding to issues such as medical notes being denied, requests for independent medical exams, last chance agreements being offered, and members being threatened with non-disciplinary dismissal?

This course examines why Attendance Management Programs exist, how these programs are supposed to be run, employer motivations, and strategies to challenge the employer. By examining their own workplace situations, participants will be able to identify inconsistencies between workplace policies and program implementation, as well as become skilled at recognizing unfair attendance management practices. Through a series of interactive exercises participants will develop strategies to defend members and build the locals capacity to challenge unfair and poorly implemented Attendance Management Programs.

REGION 2 EDUCATIONAL ATTENDANCE FORM
MARCH 3 & 4, 2012

(Page 1 of 2)

Name _____ Local _____ Union # _____

Street _____

City _____ Postal Code _____

Phone # home _____ work _____ email _____

Course Selection: Please rank choices if more than one selected (1st, 2nd, etc.)

- Stewards 1: Making a Difference in the Workplace
- Advanced Grievance Handling for Union Building
- Health and Safety: Level One
- Cross-Cultural Communication at Work: A Union Perspective
- Duty to Accommodate: A Tool for Inclusive Workplaces
- Union Strategies for Attendance Management Programs

Advance: amount required \$ _____ mail to home deliver to educational

Lost wages: NO LOST WAGES WILL BE PAID

Other forms attached: Child care Personal assistance

Mail to: OPSEU, 2285 Highway 20 East, Fonthill, ON L0S 1E6

or Fax to: 1-905-892-7662 **or** Email: jkopczinski@opseu.org

By Wednesday, February 1, 2012

**REGION 2 EDUCATIONAL ATTENDANCE FORM
MARCH 3 & 4, 2012**

(Page 2 of 2)

Current position within your Local:

Positions /activities previously accomplished in your Local:

How will your participation in this regional program enable you to become more effective as a workplace representative for your members?

My local President or Treasurer is aware of my advance request

Yes _____ No _____.

Please note: Local approval of an advance will be verified by the Education Committee.

OPSEU is committed to achieving equitable participation of designated group members in its education programs. Your indication of your designated group status will enable us to assess our progress in reaching this goal.

- | | | | |
|---|---|---|-------------------------------------|
| <input type="checkbox"/> Aboriginal | <input type="checkbox"/> Woman | <input type="checkbox"/> Person with a Disability | <input type="checkbox"/> Racialized |
| <input type="checkbox"/> Francophone | <input type="checkbox"/> Gay, Lesbian, Bisexual, Gender Variant | <input type="checkbox"/> Young Worker | |
| <input type="checkbox"/> Does not apply | | | |

ALLOWABLE EXPENSES FOR WEEKEND EDUCATIONALS

Meal expenses

\$12 breakfast, \$17 lunch, \$27 supper

Accommodation

Members living within 60 km are entitled to accommodation for Saturday only.

Members living beyond 60 km are entitled to room accommodation for Friday and/or Saturday night(s).

Members are reimbursed for the shared cost of accommodation – \$54.50 + taxes (1/2 the cost of the room) and are responsible for making their own reservations and for paying the full cost of the room at checkout.

Parking costs are posted on pay and display meters - overnight parking can be added to your hotel bill. Provide the registration desk with your licence plate number.

Cancellations

Members who have booked a hotel room are responsible for canceling their reservations at the hotel within the time limits as stated by the hotel when the booking is made.

Child care requires 24 notice of cancellation.

*****IMPORTANT NOTICE*****

DUE TO FINANCIAL AND LOGISTICAL LIMITATIONS, YOU MUST BE CONFIRMED TO BE ADMITTED TO A COURSE AND TO RECEIVE EXPENSE REIMBURSEMENT.

Advance Cheques

Applicants may arrange to receive an advance cheque to cover accommodation, mileage and meal expenses by filling out a dollar amount on the request for an advance portion of the application form. **NOTE:** Advances are not given for lost wages.

Travel expenses

Round-trip mileage at the rate of
50 cents per kilometer
55 cents with 1 passenger
60 cents with 2 passengers
65 cents with 3 passengers
70 cents with 4 passengers

OPSEU Policies

**NO
Fragrances
Nuts & Nut Products
Bottled Water
Coca-cola Products**

Persons attending OPSEU events are to refrain from using perfume, cologne and other fragrances, for the comfort of other participants.

Participants are also to refrain from bringing nuts and nut products, bottled water and Coca-cola products to OPSEU events.



Child/Family/Attendant Care

Child care will be provided at regional schools whenever a sufficient number of children are registered.

Members must register for child care two weeks in advance of the event by completing the form and returning it to the Guelph Regional Office.

If insufficient numbers of children are registered, the member will be notified as soon as possible by phone.

When you bring children with you

Members are entitled to claim the full cost of the hotel room and meal expenses for children under 13 years, at the rate of \$6.00 for breakfast, \$8.50 for lunch, and \$13.50 for supper.

If a spouse accompanies the member and the child(ren), the member should bear the additional cost of the other half of the room, no meal expenses will be paid for the child(ren) or the spouse.

When care is provided in your home

Members are entitled to reimbursement of the reasonable cost for care provided by someone other than his/her partner/spouse as a result of their absence from home.

Members will be reimbursed at the rate of \$6 per hour to a maximum of 12 hours. The overnight fee is \$40 to a maximum of \$112 for each 24-hour period provided the signature of the care provider appears on the completed member expense form. Please specify hours.

REGISTRATION FORM FOR CHILD CARE

REGION TWO WEEKEND EDUCATIONAL
MARCH 3 & 4, 2012

Child care will be available at the hotel (room to be announced) at 8:00 a.m. Saturday and 8:30 a.m. Sunday.

I REQUIRE CHILD CARE: AT HOME AT THE EDUCATIONAL

NAME	AGE

Does your child have any medical needs, allergies, or special care needs?

HAVE YOUR CHILD BRING A FAVOURITE TOY
(Although we have lots of toys, books and crafts)

Name of Parent:	_____
Address:	_____ _____
Phone #	(H) _____ (W) _____
Signature	_____ Date _____

****Please complete and bring the attached Childcare Consent form with you to the Educational****

**PERSONAL ASSISTANCE AND/OR SPECIAL NEEDS
REQUEST FORM**

MARCH 3 & 4, 2012

This form MUST be completed and returned together with the Attendance and Advance Form to the **Niagara Regional Office** by **February 1, 2012**.

PLEASE PRINT

UNION# _____ LOCAL _____

NAME _____

STREET _____ APT. # _____

CITY _____ POSTAL CODE _____

PHONE #: RES (____) _____ BUS (____) _____

Blind or visually impaired

Deaf or hearing impaired

Wheelchair

Wheel hub to hub measures: _____ cm.

I use an assistive walking device and need to be near an elevator

I will need special assistance in evacuating my room

Please specify any other special requirements:

Arrival Date: _____

Departure Date: _____

HOTEL RESERVATION FORM

RE: OPSEU MARCH 3 & 4, 2012 EDUCATIONAL

FAX TO: DELTA MEADOWVALE 1-905-542-4036

Accommodations should be booked NO LATER THAN: **February 1, 2012**

Name _____

Street _____

City _____ Postal Code _____

Phone # Home _____ Work _____

Email _____

Delta Privilege Card # _____ Reservation Code: _____

Dates reservation requested for _____

Credit Card _____ Number _____
Expiry Date _____

Room requirements:

Single/double (\$109.00 + taxes)

Shared (\$54.50 + taxes)

Additional requirements: _____ (close to elevator, etc.)

Note: All rooms are non-smoking.

All information provided is for Delta Meadowvale use only and will be kept in the strictest of confidence.

OPSEU Childcare Consent Form

Date: _____
Child's Name: _____
Date of Birth: _____
Home Address: _____
Home Phone Number: _____
Cell Phone or Pager Number: _____
Hotel Room: _____
Course Name: _____
Course Room: _____

Medical Consent Form

Upon admission of my child to the OPSEU Childcare Program, I agree that in the event of an emergency when I cannot be reached, I authorize the administration of any medical procedures deemed necessary by a doctor or hospital selected.

Name of Doctor: _____
Address: _____
Telephone: _____
Health Care Number : _____

Signature of Parent or Guardian: _____