



MEMORANDUM

Date: **August 20, 2010**

To: **Region 2 Stewards**

Re: **REGION 2 WEEKEND EDUCATIONAL
SATURDAY OCTOBER 16 AND SUNDAY OCTOBER 17, 2010**

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 Owen Sound Regional Office:

Before: September 15, 2010
Fax: 1-519-371-4967
Mail: 100-1717 2nd Ave East
Owen Sound, Ontario N4K 6V4
Email: wwilliams@opseu.org

b) Call/fax the hotel and book your room **before September 15, 2010**

REGION 2 EDUCATIONAL COURSE DESCRIPTIONS OCTOBER 16 & 17, 2010



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.

Stewards 2: Facing the Employer, Building Member Involvement

Prerequisite: Part One

This revised follow-up to Stewards 1 focuses on investigating and writing a grievance, facing management, and involving members in worksite action. Participants will use their own collective agreements to identify grievances. They will become immersed in an evolving case study in order to interview a grievor, write up a grievance, face the employer at a step 1 and make a presentation on safety issues to the union side of the Joint Health and Safety Committee. They will examine the elements of effective mobilization and develop a campaign strategy for a local. Participants should bring their collective agreements.

Workplace Safety and Insurance Board (WSIB) – Level 1

The first Level is designed to provide an overview of the Workplace Safety and Insurance system. Participants will review the statutory obligations of both workers and employers mandated by the Workplace Safety and Insurance Act. Workers and employers will also learn their rights as provided by the legislation. The course content includes other basic knowledge of the Workplace Safety and Insurance system.

Benefits (OPS)

This course is designed to provide members with an understanding of benefit entitlements. Our benefit plans are increasingly at risk. How can we fight the Employer's attempts to take away from this important part of our financial package? What can we do collectively to protect the gains we have made? This course will provide you with the information you need to enhance and protect your benefits.

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.

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

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

**REGION 2 EDUCATIONAL ATTENDANCE FORM
OCTOBER 16 AND OCTOBER 17, 2010**

(Page 1 of 2)

Name _____ Local _____ SIN/ 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
- Stewards 2: Facing the Employer, Building Member Involvement
- WSIB 1
- Benefits (OPS)
- Duty to Accommodate: A Tool for Inclusive Workplaces
- Let's Start Meeting Like This! Running Meetings that Build the Union.

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

Approved by Local Officer: _____

(local approval information to be completed by Education Committee Member)

Lost wages: NO LOST WAGES WILL PAID

Shift/s: _____ Day/s: _____ Hourly Rate: _____

Other forms attached: Child care Personal assistance

Mail to: OPSEU, 100-1717 2nd Ave East, Owen Sound, ON N4K 6V4

or Fax to: 1-519-371-4967 **or** Email: wwilliams@opseu.org

By WEDNESDAY SEPTEMBER 15, 2010

**REGION 2 EDUCATIONAL ATTENDANCE FORM
OCTOBER 16 AND OCTOBER 17, 2010**

(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"/> 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 \$8.50/day by meter or \$13.56 overnight which 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

NO WAGES WILL BE PAID THIS TIME

Members may apply to the Education Committee to obtain prior approval of lost wages in order to attend. Shift workers should make every effort to rearrange their schedule to avoid wage claims.

Shift workers must indicate the exact hours of work missed. Only shifts with the majority of hours falling within 1900 hours Friday evening to 1700 hours on Sunday will be considered for approval.

Requests for lost wages must be accompanied by supporting documentation confirming scheduled hours and rate of pay. Members are responsible for making the arrangements with their employer for their time off. **Time off requests WILL NOT be sent to your employer by OPSEU.**



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
OCTOBER 16 AND OCTOBER 17, 2010

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

OCTOBER 16 AND OCTOBER 17, 2010

This form **MUST** be completed and returned together with the Attendance and Advance Form to the **Owen Sound Regional Office** by **September 15, 2010**.

PLEASE PRINT

SIN/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 crutches 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 OCTOBER 16 & 17, 2010 EDUCATIONAL**

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

Accommodations should be booked **NO LATER THAN: September 15, 2010**

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: _____

Permission for Outings

This is to certify that I give permission for my child to participate in all outings planned by the childcare providers. I understand that I will be given prior notice of all major outings, but that some short walks, trips to parks, etc. will not be announced beforehand.

Signature of Parent or Guardian: _____

Permission for Swimming

This is to certify that I give permission for my child to go swimming while participating in the childcare program.

Signature of Parent or Guardian: _____

Permission for Waterslide (over 48 inches tall)

This is to certify that I give permission for my child to go on the giant waterslide while participating in the childcare program.

Signature of Parent or Guardian: _____