



Date: November 10, 2009

TO: ALL PRESIDENTS IN REGION THREE OR THEIR DESIGNATE; UNIT STEWARDS IN COMPOSITE LOCALS; PHRC DELEGATE; PWC DELEGATE; PYWC DELEGATE; PRESIDENTS OF AREA COUNCILS OR THEIR DESIGNATE.

Dear Brother/Sister:

**RE: FEBRUARY 27-28, 2009 EDUCATIONAL
DELTA GRANDVIEW RESORT, HUNTSVILLE**

We have enclosed a call for the Region 3 educational to be held on February 27 & 28, 2010 at the Delta Grandview Resort, 939 Highway 60, Huntsville (phone 705-789-4417).

You will find the following in this package:

1. **Attendance & Advance Form** (to be forwarded to your Local President for prioritization.) Accommodations must be booked and paid for by yourself. *Extra or incidental charges are to be paid by the member as well.*
2. **Application for Regional Education, 2010** (to be forwarded along with your Attendance & Advance form).
3. **Child Care.** If numbers are sufficient Child Care will be arranged; however, *Children should be supervised by their parent. Complete the "Registration Sheet for Child Care" only if child care is required at the Resort.*
4. **Personal Assistance / Needs form** – if required please fill out and return.
5. Description of Courses to be offered.
6. Upcoming 2010 Educationals
7. Information Sheet – outlines certain educational policies.
8. O.P.S.E.U. Harassment / Discrimination Policy / Scents / Nut-Free / Smoking
9. Map

**Application to be sent to: O.P.S.E.U.
1789 Stenson Blvd., Suite 4
Peterborough K9K 2H4
Fax: (705) 741-5362**

DEADLINE FOR APPLICATION to reach the Peterborough Regional Office is SUNDAY, JANUARY 3, 2010.

The negotiated weekend package room rate will be **\$149.00 (plus all applicable taxes) per single room booked per person per night (which includes dinner Friday night, breakfast, lunch and dinner on Saturday and breakfast and lunch only on Sunday).** Should you twin-share your room with another member (or spouse), the room rate will only be \$79.00 per person per night.

Spouses and children must pay for your meals upon exiting the dining room. *Children 18 years of age and under when sharing accommodation are complimentary. Children 6 and under when dining with adult are complimentary, 7-12 are half price and over 13 full price.*

Expenses for dependent care will be paid or provided in accordance with OPSEU's policies.

Lost wages will be reimbursed for shift workers only in accordance with current OPSEU policy. Documentation must be submitted with your claim.

Own time is not paid for a weekend education.

Time off arrangements are to be made by the member. No time off arrangements are made for educational seminars.

Check-in time: after 4 p.m. on Friday **Checkout time:** by 11 a.m. on Sunday.

Should you require additional information, please call your Regional Office.

In solidarity,

Twila Marston
Sector Representative
Peterborough Regional Office

cc. Region 3 Executive Board Members
Whitby and Orillia Regional Offices
Steve Nield, A/Supervisor, Local Services
Education/Campaigns Department
Accounting Department

P.S. You will receive a confirmation letter if selected.

**ATTENDANCE & ADVANCE FORM
REGION 3 EDUCATIONAL
February 27 & 28, 2010**

PERSONAL INFORMATION	LOCAL: _____	UNION # _____
	Name: _____	_____
		Last _____ First _____
	Home Address: _____	_____
		Street _____ City _____ Postal Code _____
	Phone Numbers: _____	_____
	Home _____ Business _____	
E-Mail: _____	H _____ W _____	

COURSE SELECTION Please mark 1 st , 2 nd and 3 rd choices	HEALTH & SAFETY, LEVEL 1		WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) 1	
	ADVANCING UNION ISSUES THROUGH LABOUR MANAGEMENT COMMITTEES		MENTAL HEALTH: CHALLENGING THE STIGMA IN THE WORKPLACE	
	DUTY TO ACCOMMODATE			

ACCOMMODATION

DELTA GRANDVIEW RESORT
939 Highway 60, Huntsville
Tel: 1-705-789-4417 Fax: 705-789-2611 to Katie Lister (klister@deltahotels.com)
Book your own room before January 27, 2010

You are responsible for contacting the Delta 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.

Single: \$149.00 per person per day Double: \$79.00 per person per day
(Taxes not included)

LOST WAGES Lost wages will be considered according to the Education Policy.
Will you be applying for lost wages: Yes No
If yes, indicate:
Number of hours: _____ Hourly rate: _____ Total wages being claimed: _____

NO LOST WAGES WILL BE PAID UNLESS REQUESTED ON THIS FORM

ADVANCE Yes No

Amount \$ _____ Sent to: Home Meeting Regional Office

SPECIAL NEEDS Yes No ***Please complete Personal Assistance Form attached***

LOCAL AUTHORIZATION: _____	PRIORITY RANKING # <input type="checkbox"/>
Name: _____	Local: _____
L.E.C. Position: _____	Signature: _____

***** NOTE: APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE REQUIRED LOCAL LEC AUTHORIZATION!!! *****

**** IMPORTANT: Deadline for Application to reach the Peterborough Regional Office (FAX 705-741-5362) is SUNDAY, JANUARY 3, 2010**

MANDATORY: YOU MUST FORWARD TO YOUR LOCAL PRESIDENT ALONG WITH ALL NECESSARY COMPLETED FORMS, SO THAT YOUR LOCAL CAN PRIORITIZE YOUR APPLICATION.

APPLICATION FOR REGIONAL EDUCATIONAL, 2010

NAME : _____ LOCAL: _____

- 1) Office presently held in your Local:

- 2) Office(s) previously held in your Local:

- 3) Union activities to date: campaigns, committees, handling grievances, health & safety, relevant activity.

- 4) What do you plan to do with the skills you will acquire in this course?

- 5) OPSEU is committed to achieving equitable participation of designated group members in its education programs. Your indication of your designated group status on this form will assist us in assessing our progress in reaching this goal.

Aboriginal	yes []	no []
Racial minority	yes []	no []
Woman	yes []	no []
Person with disability	yes []	no []
Francophone	yes []	no []
This section does not apply	[]	

ONLY COMPLETE IF YOU BRING YOUR CHILD(REN) TO THE EDUCATIONAL AND REQUIRE CHILD CARE AT THE RESORT.

NOTE: IF SPOUSE ATTENDS, CHILD CARE WILL NOT BE PROVIDED

REGISTRATION SHEET FOR CHILD CARE

This form **MUST BE** completed and returned if requesting Child Care at the resort.

CHILD(REN)'S NAME

AGE

If your child will be at the **Grandview Resort**, does s/he have allergies, medical or special care needs?
If yes, please specify:

******* HAVE YOUR CHILD BRING A FAVOURITE TOY AND BATHING SUIT*******

Childcare will be available during the hours the school is in progress.

Signature of parent: _____

Name of parent (print) _____

Address: _____

Phone: (Home) _____ (Business) _____

Please return this form with your application to be received by **Sunday, January 3, 2010** to the Peterborough Regional Office (FAX 705-741-5362).

PERSONAL ASSISTANCE/NEEDS FORM

NAME: _____ LOCAL: _____

PHONE NUMBER: _____

SPECIAL NEEDS

Please check any of the following which affect you:

Special Diet: _____

Blind or Visually Impaired: _____

Deaf: _____ or Hearing Impaired: _____

Wheelchair: _____ Crutches: _____

Other: (please specify) _____

1. I require the following considerations regarding my health/and or diet:

2. Any additional requests:

COURSE DESCRIPTIONS FOR FEBRUARY 27/28, 2010

HEALTH AND SAFETY, Level 1

This course is designed to equip members and stewards with the skills necessary to identify, monitor and attack the hazards of working life. It will include topics such as hazard identification, investigation and reporting, establishing effective health and safety committees, workers' rights under the law and how to apply them.

ADVANCING UNION ISSUES THROUGH LABOUR MANAGEMENT COMMITTEES

Often union-side members become cynical about labour management committee work because the employer refuses to meet, or follow through on action. This course aims to strengthen skills of labour management committees to solve workplace problems and build the union, whether management is cooperating or not. A variety of activities are used to clarify the union-building potential of LMC's, to assess the effectiveness of a labour management committee, and to strengthen skills to move a workplace complaint to resolution at the LMC. Attention is paid to a) arguing an issue; b) addressing management tactics; c) using the LMC to communicate with members; d) strategies to mobilize members to back LMC work; e) connecting LMC work to bargaining and mobilizing work in the Local. *BRING YOUR COLLECTIVE AGREEMENT TO THIS COURSE.*

DUTY TO ACCOMMODATE

Provincial legislation and existing jurisprudence require employers and unions to provide accommodation short of undue hardship.

This course is designed to provide participants with an understanding of OPSEU's obligation to accommodate members with disabilities and all other protected groups under the Human Rights Code.

Workplace Safety and Insurance Board (WSIB) 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.

MENTAL HEALTH: CHALLENGING THE STIGMA IN THE WORKPLACE






As workers and labour activists, we are faced with economic, social, and political changes in our workplaces that impact our mental wellbeing on a daily basis. We all respond differently to situations that impact our lives and subsequently, our mental health.

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; individual, union, and employer responsibilities; member-to-member issues; and some strategies to challenge stigma and build inclusion.




2010 UPCOMING EDUCATIONALS

All to be held at the Delta Grandview Resort in Huntsville



February 27/28

-  Advancing the Union Issues through LMC (please bring your Collective Agreement)
-  Duty to Accommodate
-  Health & Safety 1
-  WSIB 1
-  Mental health: Challenging the stigma in the workplace






May 1/2

-  Bullying and Harassment
-  Women & Union's: Strengthening Leadership
-  Human Rights and Global Solidarity

September 25/26

-  Stewardship 1 (please bring your Collective Agreement with you)
-  Stewardship 2 (please bring your Collective Agreement with you)

November 27/28

-  Health & Safety 2
-  WSIB 2
-  Greening OPSEU
-  LEC (new course)
-  Advanced Grievance Handling (please bring your Collective Agreement with you)

IMPORTANT NOTE ON PREREQUISITES:

You must have Part 1 of the course before you take Part 2 (i.e. Health & Safety 1 must be taken before taking Health & Safety 2)

INFORMATION SHEET

APPLICATIONS

- Application forms must be signed by the Local President, and received by the **Peterborough Regional Office** no later than **SUNDAY, JANUARY 3, 2010.**

CANCELLATIONS

- A member cancelling participation must notify the Local President **AND** the PETERBOROUGH REGIONAL OFFICE as soon as possible so that another member may be placed into their spot. If you have booked a room at the Delta Grandview, and you are cancelling, do not forget to cancel your room!!
- Failure to cancel, the Resort's assessed penalty will be two days accommodation and the participant will be responsible for the total payment (i.e. \$158.00 twin shared cost or \$298.00 single total for two days), plus a **further \$50.00 penalty will be deducted from the Local's next rebate.** Extenuating circumstances will be considered. (quantum of penalty under review).

ALLOWANCE/REIMBURSEMENT

- Members will be reimbursed for Child Care at \$6.00 an hour for a maximum of 12 hours, and \$40.00 overnight, to a maximum of \$112.00 per 24 hour period, and must be signed by care provider(s).
- Childcare claims will be honoured for children up to and including age 16, for whom the member is guardian.
- Care may be provided by friends/family, professional or commercial services, or any other arrangement satisfactory to the member making the claim. Claims may be verified and must be signed by the service provider.

ELDER/DEPENDANT CARE

- Members who have responsibility for elderly/dependant persons living with them as part of their family may claim for their care.
- Members will be reimbursed for family/attendant care at \$6.00 an hour for a maximum of 12 hours, and \$40.00 overnight, to a maximum of \$112.00 a day.
- This policy covers the expenses for persons over the age of 16, permanently residing with, and under the care of a member, who are differently-abled and/or aged.

Statement of Respect to be Read out at All OPSEU Events

Whenever OPSEU members gather, we welcome all peoples of the world. We will not accept any unwelcoming words, actions or behaviours against our sisters and brothers.

We accord respect to all persons, regardless of political affiliation, including people of colour, women, men, First Nations men and women, Métis or other Aboriginal peoples, members of ethno-racial groups, people with disabilities, gays, lesbians, bisexual, transgendered/transsexual peoples, francophones and all persons whose first language is not English.

In our diversity we will build solidarity as union sisters and brothers.

If you believe that you are being harassed or discriminated against, inform the Facilitator or Instructor for immediate assistance.



We also remind you of our policies that designate all OPSEU events as
Scent free – Nut free – Smoke free

We ask all participants to turn off cell phones, smoke outside and refrain from the use of perfumes and colognes or nuts.



Map to



DELTA

GRANDVIEW RESORT

Resort Reservations

1-877-472-6388

www.deltahotels.com

