

June 29, 2009

TO: ALL LOCAL PRESIDENTS and L.E.C. MEMBERS IN REGION FOUR

Re: REGION FOUR WEEKEND EDUCATIONAL – September 12-13, 2009
Isaiah Tubbs Resort, Picton, Ontario K0K 2T0

The Courses being offered in September are:

1. WSIB – Level 1
2. Duty to Accommodate
3. Women In The Union – Strength in Leadership *prerequisite (Women In the Union)*
4. Health & Safety Modules – (*Workplace Inspections/Ont. Legislation/J.H.S.C./Principles of Control*)

Applications must be approved by one of your Local Officers (ie. President, Vice-President, Secretary, Treasurer or Chief Steward), **and must be received in the Brockville Regional Office no later than Noon on Friday, August 7, 2009.**

Note: **No extension of this deadline and No applications will be accepted by telephone.** Students will be selected by the Regional Vice-President and Board Members.

Local Presidents need to be aware that according to Board Policy, their own Local is responsible for each of its members who attend a Course. When an applicant does not attend and the Regional Office has not been so advised **48** hours prior to the commencement of the Educational, the Local will be assessed a **\$50 penalty**, to be deducted from the next Local rebate. Extenuating circumstances will be taken into consideration.

Bedroom accommodation requests should be submitted directly to the Resort. A reservation sheet is enclosed. All billings must be paid upon checkout and you will be reimbursed on submission of your Expense Claim Form. Members who live within 60 km. of the Resort are entitled to accommodation for Saturday night only. Expenses for family and dependent care will be paid or provided in accordance with OPSEU's Policy. (Please see the attached Expense Guidelines.)

The Policy regarding payment of wages at the Educational remains the same since it was changed at the Annual Convention held in April 1999. Please see the attached information regarding this matter.

Please distribute the enclosed forms to interested members in your Local. If you have any questions, please call Cathy or Lisa at the Brockville Regional Office: 1-800-268-7376 ext. 5403 or 613-498-3104.

Thank you, on behalf of OPSEU'S Region Four Executive Board Members and Everyone at the Brockville Regional Office.



**ATTENDANCE FORM
REGION FOUR EDUCATIONAL
September 12-13, 2009 - Isaiah Tubbs Resort**

Signature: Local Officer

OPSEU LOCAL # _____ EMPLOYER _____

NAME: (Brother/Sister) _____ OPSEU UNION # _____

E-MAIL ADDRESS: _____

Home ADDRESS: _____

CITY _____ POSTAL CODE _____

TELEPHONE: HOME () _____ WORK () _____

PLEASE INDICATE COURSE SELECTION: *First, Second and/or THIRD Choice*

_____ WSIB – Level 1	_____ Women In The Union –(Strength in Leadership)
_____ Duty to Accommodate	_____ Health & Safety Modules 4 Segments: <i>Ont. Legislation/Principles of Control/JHSC/Workplace Inspections</i>

SPECIAL NEEDS? YES _____ Please complete the Personal Assistance Request Form. NO _____

ACCOMMODATION:

If you require accommodation, please book your reservation (after receiving your confirmation) by August 14, 2009. Friday night is covered if you live more than 60km. from the Resort. Indicate when you book that you are with the OPSEU Group. **The shared accommodation policy remains in effect.** If you wish to share a room with a Member of your choice, you must notify the Resort on your reservation sheet. Meals are included in the room package.

PACKAGE ROOM RATE PER PERSON: \$146.00 + taxes (Shared) \$220.00 + taxes (SINGLE)

ADVANCE REQUIRED? **ADVANCE AMOUNT?** _____

WAGE CLAIM: **ESTIMATED AMOUNT?** \$ _____

The request for time off or, at the very least, an intention to claim for time off must be submitted at the time that the registration for the educational is submitted. **Proof of time off in the form of a letter from the employer must accompany the Claim - lost wages will only be paid for prescheduled shifts on Saturday and Sunday (at straight time).** The money will be distributed among all wage claimers - pro-rated up to 100% of actual wages for each educational. **(PLEASE SEE ATTACHED POLICY).**

A **CHILDCARE form** must be returned with this form only if you require childcare at the Resort (or you may claim for 'family/attendant' care at home as per OPSEU's Policy.)

APPLICATION DEADLINE IS Noon on Friday, August 7, 2009. Send your COMPLETED Application Form to the Brockville Regional Office Via Mail at 333 California Ave., Unit 15, B0x 37 OR Via Fax: (613) 498-3088 OR Via Email: cwright@opseu.org



COURSE OUTLINES

OPSEU Region Four Educational

September 12-13, 2009- Isaiah Tubbs Resort

<p><i>WSIB 1</i></p>	<p>The first level of the Workers' Compensation course will provide participants with basic knowledge of compensation problems. This level is directed to members who will become active in the workplace on workers' compensation issues. This course will also include accommodation and re-employment training.</p> <p>This course is a full 2 day course</p>
<p><i>Duty to Accommodate</i></p>	<p>This course is designed to provide participants with an understanding of issues related to the duty to accommodate members with disabilities and all other protected groups under the Ontario Human Rights Code.</p> <p>Participants will gain an understanding of the legal framework in which accommodation must be provided. Members will practice recognizing when accommodation is necessary and explore methods and the process for accommodation planning in the workplace.</p>
<p>Women In The Union</p>	<p><u>Union Women as Leaders</u></p> <p>Women play an increasingly vital role in the labour movement yet there are some very real challenges and responsibilities that make pursuing positions of power critically different for women. Organizing around women's issues in the workplace and in our communities is critical to the fight for justice. Women must be in decision-making positions to lead the fight.</p> <p>This course will explore our own experiences with seeking and becoming leaders in our union. Participants will identify their own skills and qualities as leaders and identify areas for personal leadership development.</p>
<p>Health & Safety – 4 Modules</p>	<p>Ontario Legislation Principles of Control Joint Health & Safety Committees Workplace Inspections</p>



APPLICATION FORM
OPSEU REGION FOUR EDUCATIONAL
September 12-13, 2009 – Isaiah Tubbs Resort - Picton, ON

NAME: _____ **OPSEU LOCAL NO.:** _____
 Please Print

1. Executive Office presently held in your Local? _____
2. Executive Office(s) previously held in your Local?

3. Union activities to date: campaigns, committees, handling grievances, health and safety, union office or relevant activity. _____

4. Other OPSEU Local and/or Regional Educationals you have attended (include years) ?

5. What do you plan to do with the skills you acquire in this Course?

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.

Aboriginal	_____	Person with disability	_____
Racial Minority	_____	Francophone	_____
Women	_____	Does not apply	_____

Recommendation of Staff Representative:

Recommendation/Comments of Local Officer:

 Signature Position

Please Return this completed Application By: Noon on Friday August 7, 2009



PERSONAL ASSISTANCE/PERSONAL NEEDS FORM
OPSEU REGION FOUR EDUCATIONAL – Isaiah Tubbs Resort – June 12-13, 2009

NAME: _____ LOCAL NO.: _____
Please Print

1. I will be travelling to the Regional Educational by:
OWN VEHICLE WITH SOMEONE ELSE OTHER
2. I can transport someone: YES NO
3. Will you be bringing your family? Spouse - YES NO
Children - YES NO How many? _____
4. Will your attendant care provider require accommodation? YES NO
5. SPECIAL NEEDS:

PLEASE BE SURE TO LET THE RESORT KNOW IF YOU REQUIRE ANY OF THE FOLLOWING: Please check any of the following which affects you:

- Special Diet
 - Wheelchair
 - (Hub to hub measures _____ inches)
 - Other (please specify) _____
 - Blind or Visually Impaired
 - Deaf or Hearing Impaired
 - Crutches
6. I will need special assistance if the Resort is evacuated: YES NO
 7. I require the following considerations regarding my health:

 8. Any additional requests?

PLEASE RETURN COMPLETED FORM BY: Noon on FRIDAY, August 7, 2009



CHILDCARE REGISTRATION SHEET

OPSEU REGION FOUR EDUCATIONAL – Isaiah Tubbs Resort – September 12-13, 2009.

This form must be completed if requesting family/childcare accommodations.

Do you require childcare services at this Regional Educational Resort? YES NO

Child(ren)'s Name(s)

Age

_____	_____
_____	_____
_____	_____

Health Card# _____

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

***** PLEASE HAVE YOUR CHILD BRING A FAVOURITE TOY *****

SIGNATURE OF PARENT _____ DATE _____

NAME OF PARENT (please print) _____

ADDRESS: _____

PHONE NOS.: (RES. #) _____ (BUS. #) _____

(CELL #) _____

Childcare will only be available during the hours the Educational is in progress, AND ONLY FOR SUFFICIENT REGISTRATION.

Please return this form along with your application form, attendance/advance sheet and personal assistance/needs form, to the OPSEU Kingston Regional Office by Noon on Friday, April 3, 2009.

Applicants have the option of registering their children in childcare at the Resort during the Educational or claiming their childcare in the normal fashion on the back of the Expense Claim Form.

Special Note: Please do not register children if you do not wish to bring them with you to the Educational.



RESERVATION SHEET

The Isaiah Tubbs Resort

Located at R.R. #1 West Lake Rd., Picton, Ontario K0K 2T0
RESERVATIONS: 1-800-724-2393 FAX: 1-613-393-2812

OPSEU REGION 4 WEEKEND EDUCATIONAL

Reservation Dates: Friday, May 22nd, 2009 and/or Saturday, May 23rd, 2009

Accommodation Type:

SINGLE \$220.00 + taxes Shared (with Member) \$146.00 + taxes

NAME: _____ LOCAL NO. _____

ARRIVAL DATE: September ____, 2009 DEPARTURE DATE: September ____, 2009.

Email address: _____ Fax No.: _____

ADDRESS: _____

TEL (H): _____ (W): _____

SPECIAL NEEDS: _____

SHARING ROOM WITH:

NAME: _____ LOCAL NO. _____

ARRIVAL DATE: May ____, 2009 DEPARTURE DATE: May ____, 2009

Email address: _____ Fax No.: _____

TEL (H): _____ (W): _____

SPECIAL NEEDS: _____

CHECK-IN TIME IS: 4:00 P.M. CHECK-OUT TIME IS: 11:45 A.M.

Please provide credit card # to guarantee room.

VISA MASTERCARD OTHER – SPECIFY _____

Credit Card # _____ Expiry Date: _____

IMPORTANT NOTICE:
Please book your reservation following receipt of your confirmation that you will be attending the Educational.

Wage Claims for Educationals

A resolution was passed at Convention 1999 to reinstate a member's ability to claim for lost wages to attend Educationals.

The thinking at the time was that it wasn't fair for members who work weekends to have to take vacation days or comp days to attend an educational when members who don't work weekends didn't have a problem attending on their regularly scheduled time off. On the other hand, there were some who felt it wasn't fair for those who work weekends to be paid to attend an educational and still get their time off during the week. Clearly there were two sides to the issue, but the delegates decided to pay time off for members who work shifts.

At the next meeting of the officers, they decided that the intent of the motion will have been honoured if a region dedicates 10% of its education budget for lost wages. The officers left it up to each region to establish their own rules about how to pay lost wage claims. In Region Four we place a lot of importance on educating our members. We will do our best to compensate those who need time off while remaining within budget.

The Education Committee has decided that it will dedicate \$10,000 to pay lost wages this year. As two Regional Educationals are being planned, each will have \$5,000 allotted to pay for lost wages. ***The money will be distributed among all wage claimers - pro-rated up to 100% of actual wages for each educational.*** For example, this means that if \$6,000 in lost wages is claimed for the Spring Educational, each of the wage claimers will get 83.3% of their claim. Hopefully the local would see fit to top up the difference.

This formula was used for previous educationals and has worked reasonably well. However, the following issues need to be addressed.

1. **The request for time off or, at the very least, an intention to claim for time off must be submitted at the time that the registration for the educational is submitted.**

One time a number of wage claims came in after an educational, when the members submitted their expense claims. The members explained they did not know when they submitted their registration forms whether or not they would be scheduled to work. If the work schedule isn't made up yet and your members know they wish to attend the weekend educational being held, then they should ask their employer *not* to be scheduled for work that weekend. Furthermore, late wage claims make it impossible for the staff coordinating the educational to let others know in advance how much their claim is actually worth.

2. **Proof of time off in the form of a letter from the employer must accompany the claim - lost wages will only be paid for prescheduled shifts on Saturday and Sunday (at straight time).**

Time off will not be paid for travel time on Friday and time off will not be paid for anything other than straight time. The letter from the employer must give full details of the basis for the claim.