

August 24, 2010

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

**Re: REGION FOUR WEEKEND EDUCATIONAL – October 23 and 24, 2010
NavCanada Conference Centre – Cornwall, Ontario**

The courses being offered are:

1. Employment Standards Act (ESA)
2. Advancing Union Issues Through Labour Management Committees
3. Duty to Accommodate: A Tool for Inclusive Workplaces
4. Stewards 2: Facing the Employer, Building Member Involvement (Stewards 1 pre-requisite)
5. Contract Interpretation

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 Ottawa Regional Office no later than FRIDAY, September 03**, There will be **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 should be aware that, according to Board Policy, the Local is responsible for each member who attends such 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 Hotel. A reservation sheet is enclosed. All billings must be paid upon checkout and you will be reimbursed on submission of your expense claim. Members who live within 60 km. of the Hotel 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 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 direct them to Deborah Smith or Shirley Dinelle in the Ottawa Regional Office at: 1-800-268-7376 ex. 5441.

ON BEHALF OF REGION FOUR'S EXECUTIVE BOARD MEMBERS AND STAFF:

Deborah Smith, Regional Secretary, Ottawa



ATTENDANCE FORM
REGION FOUR EDUCATIONAL

October 23 & 24, 2010 - Nav Canada Centre - Cornwall
1950 Montreal Road, Cornwall K6H 6L2
Toll Free (866) 243-9193 or reservations@navcanada.ca

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 THIRD Choice)

- Employment Standards Act Stewardship 2
Labour Management Committees Contract Interpretation
Duty to Accommodate

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

ACCOMMODATION:

Bedrooms have been blocked for this Educational. If you require accommodation, please book your reservation after receiving your confirmation. (Friday night is covered if you live more than 60km. from the hotel). Indicate when you book that you are with the OPSEU Group.

ROOM RATE: \$159.00 + 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 Hotel (or you may claim for 'family/attendant' care at home as per OPSEU's Policy.)

APPLICATION DEADLINE IS FRIDAY, SEPTEMBER 03, 2010. Your COMPLETED application form must be in the Ottawa Regional Office at the following address: O.P.S.E.U., 2525 St. Laurent Blvd., Suite 103, Ottawa, Ontario K1H 8P5 Facsimile: (613) 737-0753 or Email: dsmith@pseu.org



COURSE OUTLINES
OPSEU Region Four Educational
October 23 & 24, 2010
Nav Canada Centre - Cornwall

<p>Stewards 2: Facing the Employer, Building Member Involvement</p>	<p>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. Prerequisite: Stewardship One</p>
<p>Contract Interpretation</p>	<p>The primary purpose of this course is to help members develop greater competence in the daily application of their Collective Agreement. The course should also help members to understand the common methods of interpreting the contract. This course is designed for general use in any class, whether participants are from the Ontario Public Service, community colleges or the Broader Public Service. Please bring a copy of your Collective Agreement for this course.</p>
<p>Advancing Union Issues through Labour Management Committees</p>	<p>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</p>
<p>Duty to Accommodate: A Tool for Inclusive Workplaces</p>	<p>Provincial legislation and existing case law require employers and unions to provide accommodation short of undue hardship.</p> <p>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.</p>
<p>Employment Standards Act (ESA)</p>	<p>This course is designed so that participants will have an increased understanding of the Employment Standards Act (ESA), and how it is relevant to collective agreements and the union bargaining cycle. They will also be given insight into the importance of knowing and mobilizing your members to ensure that their basic rights as workers are enforced.</p>

- Please note: There are two deadlines on this application.
1. Application must be received in the Ottawa Regional Office on or before September 3, 2010.
 2. Selection will be made from the applications received, and confirmations will be sent out. The hotel room must be reserved on or before September 22, 2010 to guarantee a room.



APPLICATION FORM
OPSEU REGION FOUR EDUCATIONAL - October 23 & 24, 2010

NAME: _____ OPSEU LOCAL NO.: _____

1. Office presently held in your Local? _____

2. Offices 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? _____

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 _____
Racial Minority _____
Women _____

Person with disability _____
Francophone _____
Does not apply _____

Recommendation of Staff Representative:

Recommendation/Comments of Local Officer:

Signature

Position

PLEASE RETURN THIS COMPLETED APPLICATION BY September 03, 2010.



PERSONAL ASSISTANCE/PERSONAL NEEDS FORM
OPSEU REGION FOUR EDUCATIONAL – Ottawa – October 23 & 24, 2010

NAME: _____ LOCAL NO.: _____

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 HOTEL 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 Hotel is evacuated: YES NO
 7. I require the following considerations regarding my health:

 8. Any additional requests?

PLEASE RETURN COMPLETED FORM BY: September 03, 2010.



CHILDCARE REGISTRATION SHEET

OPSEU REGION FOUR EDUCATIONAL – Ottawa – October 23 & 24, 2010

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

Do you require childcare services at this Regional Educational Hotel? 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.

Please return this form along with your application form, attendance/advance sheet and personal assistance/needs form, to the OPSEU Ottawa Regional Office by September 03, 2010.

Applicants have the option of registering their children in childcare at the Hotel 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.



EXPENSE GUIDELINES

OPSEU REGION FOUR EDUCATIONAL

OTTAWA – OCTOBER 23 & 24, 2010

The following Expenses will be covered by OPSEU Head Office. Claim forms will be provided at the Educational.

Travelling:

To and from the meeting by the MOST ECONOMICAL MEANS available.

Mileage Rate: .50/km if driving alone
 .55/km if driving with 1 OPSEU Member
 .60/km if driving with 2 OPSEU Members
 .65/km if driving with 3 OPSEU members
 .70/km if driving with 4 OPSEU members
as per OPSEU Policy

Accommodation is at the NavCanada Conference Centre - Cornwall

Twin shared rate is not available and therefore, everyone will receive a single accommodation package. (Single accommodation in a Standard Room – 1 Queensized bed - \$159.00 & taxes.

Exceptions as listed below:

Double occupancy in a Standard Room – 2 people sharing standard room – 1 bed = \$203.95 & taxes.

Junior Suites – Bedroom with a living room/sitting room with comfortable pull out sofa and washrooms in each area. Rate is \$40.00 over base package rate & taxes. Also note, there is also an additional \$44.00 to be applied to double occupancy Junior Suites.

Room Rates for the weekend: Single \$ 159.00 + taxes

Meal claims will not be available because this is a package deal with all meals included.

Parking: Parking is included in the price of your hotel room.

Lost Wages:

Lost wages can be claimed for attendance at a weekend educational in accordance with the policy ***only if the request for time off or, at the very least, an intention to claim for time off is submitted at the time that the registration for the educational is submitted.***

Family and Attendant Care:

Members who choose homecare providers can submit a claim for childcare at the rate of \$6.00 per hour to a maximum of 12 hours. Overnight fee is \$40.00 to a maximum of \$112.00 per 24-hour period, as per Board Policy.



Nav Canada Conference Centre – Cornwall
Reservation number (866) 243-9193 or reservations@navcanada.ca

OPSEU WEEKEND EDUCATIONAL

Reservation Dates: Friday, October 22th and/or Saturday, October 23th, 2010

Accommodation Type: When booking your accommodations, please be aware that rooms have only 1 bed. Upgraded accommodation to a Junior Suite is available at an additional charge of \$40.00 over the base package rate. They have a Queen sized bed, and a pull out sofa-bed in the living area.

SINGLE Occupancy in a Standard Room Double Occupancy in a Standard Room
\$159.00 + taxes \$203.95 + taxes

This rate includes all meals in the cafeteria and the use of the Wellness Centre and the facility. “Day Only” Guest fees are \$55.95 plus applicable taxes. Junior Suites (Queen bed with living room) single/double occupancy are available.

NAME: _____ LOCAL NO. _____

ARRIVAL DATE: October ____, 2010 DEPARTURE DATE: October ____, 2010.

Email address: _____ Fax No.: _____

ADDRESS: _____

TEL (H): _____ (W): _____

SPECIAL NEEDS: _____

CHECK-IN TIME IS 4:00 P.M. CHECK-OUT TIME IS 12:00 P.M. ON THE LAST DAY OF YOUR STAY. A \$50.00 LATE CHECK OUT FEE WILL BE APPLIED.

Please provide credit card # to guarantee room.

VISA MASTERCARD OTHER – SPECIFY _____

Credit Card # _____ Expiry Date: _____

IMPORTANT NOTICE
HOTEL RESERVATION CUT-OFF IS September 22, 2010
After September 22, 2010 ROOMS ON AVAILABILITY ONLY
Please call the hotel to confirm your reservation with confirmation number.
Please indicate that you are booking for the OPSEU Region 4 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.