



PLEASE CIRCULATE

June 23, 2010

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

**Re: REGION FOUR WEEKEND EDUCATIONAL – September 25 and 26, 2010
Nav Canada Centre – Cornwall, Ontario**

The courses being offered are:

1. Bullying in the Workplace
2. Advanced Grievance Handling
3. Treasurer's Course
4. Economic Climate
5. Health & Safety (4 modules)

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 FRIDAY, July 30, 2010.***

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 Cathy or Lisa in the Brockville Regional Office:
1-800-268-7376 ex. 5403.

*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 25-26, 2010 - Nav Canada Centre, Cornwall
1950 Montreal Road, Cornwall K6H 6L2 Telephone: (613) 936-5010
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)

_____ Bullying in the Workplace	_____ Health & Safety (4 modules)
_____ Advanced Grievance Handling	_____ Economic Climate
_____ Treasurer's Course	

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 no later than, Friday, August 24, 2010.** (Friday night is covered if you live more than 60km. from the hotel).
Indicate when you book that you are with the OPSEU Group. All rooms are single rooms unless you upgrade to a Junior Suite..

PACKAGE ROOM RATE: \$159.95 + taxes

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, July 30, 2010. Your COMPLETED application form must be in the Brockville Regional Office at the following address: O.P.S.E.U., 333 California Ave., Unit 15, Box 37, Brockville Ontario K1H 8P5 Facsimile: (613) 498-3088 or Email: cwright@opseu.org



COURSE OUTLINES
OPSEU Region Four Educational
September 25 & 26, 2010
The Nav Canada Centre, Cornwall

Advanced Grievance Handling	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.
Bullying in the Workplace	Is bullying and psychological harassment an issue in our workplace? This course will help you recognize the signs of bullying and a toxic workplace. We'll look at case law and other tools helpful in understanding the impact of workplace bullying, and we'll strengthen individual and collective capacity to respond to coo-workers and pressure employers to tackle this issue.
Local Treasurers Course	This course is aimed at Local Treasurers and Trustees who are either new to the role or experienced members who are seeking a "refresher course". The goal is to give the necessary tools and education to Local Treasurers and Trustees in order for them to fulfill their roles in the Local. It will also draw on members' experiences to solve problems occurring with the administration of Local funds.
Economic Climate	
Health and Safety	Health & Safety Modules -4 Consists of the following Workers Health & Safety courses: <ol style="list-style-type: none"> 1. Investigation 2. Cancer 3. Toxic Substances 4. Myth of the Careless Worker

APPLICATION
OPSEU REGION FOUR EDUCATIONAL
September 25-26, 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	_____	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 July 30, 2010..



PERSONAL ASSISTANCE/PERSONAL NEEDS FORM
OPSEU REGION FOUR EDUCATIONAL – September 25-26, 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 Blind or Visually Impaired

Wheelchair Deaf or Hearing Impaired

(Hub to hub measures _____ inches) Crutches

Other (please specify) _____

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 July 30, 2010.



CHILDCARE REGISTRATION SHEET

OPSEU REGION FOUR EDUCATIONAL – September 25-26, 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 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 BROCKVILLE REGIONAL OFFICE by July 30, 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 SEPTEMBER 25-26, 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 Rates: .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

Room Rates for the weekend:

Twin shared rate **is not** available and therefore everyone will receive the single accommodation package. **(Single accommodation in a Standard Room (1 bed) \$159.95 + taxes)**

Exceptions are shown below:

Double accommodation in a Standard Room - \$203.95 + taxes
(means 2 people sharing standard room) (1 bed)

Junior Suites – bedroom and living room with a comfortable pullout couch and a bathroom in each area. Rate is \$40.00 over base package rate + taxes

**** Day only rate is \$55.95 per person, + taxes**

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.

Meal Claims will not be available, since this is an "all inclusive" package.

Family and Attendant Care:

Members who choose homecare providers can submit a claim for childcare at the rate of \$5.00 per hour to a maximum of 12 hours. Overnight fee is \$40.00 to a maximum of \$100.00 per 24-hour period, as per Board Policy.

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

Contact information and driving instructions - map

http://conference.navcanada.ca/location_and_contact.php

RESERVATION

NAV CANADA CONFERENCE CENTRE
1950 Montreal Rd., Cornwall, Ontario

OPSEU WEEKEND EDUCATIONAL

Reservation Dates: Friday, Sept. 25th and/or Saturday, Sept. 26th, 2010

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

- Single occupancy in Standard Room \$159.95 + taxes Double occupancy in a Standard Room \$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: Sept. ____, 2010 DEPARTURE DATE: Sept. ____, 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 August 24, 2010
After that date, ROOMS ON AVAILABILITY ONLY