



## Region 5 Weekend Educational

September 26 & 27, 2009

**Date:** June 15, 2009

**To:** Region 5 L.E.C.s, Stewards, E.B.M.s, and Staff

**From:** **Region 5 Education Committee**

*Please make this information available to all Local members.*

**Nottawasaga Inn**

6015 Highway 89

Alliston, ON L9R 1A4

Tel: 416-364-5068, Fax: 705-435-5840

**Agenda**

Sat. September 26	9:00 am Plenary Classes to follow
Sun. September 27	9:00 am – 2:00 pm (approx.)

**Note:** Childcare will be available:

Sat. from 8:30 am-5:30 pm

Sun. 8:30am-end of classes

- Please complete and return the necessary forms to the **Toronto Regional Office:**
  1. Application/Advance Form signed by 2 Officers of your L.E.C.
  2. Registration Form for Child Care
  3. Personal Assistance Form.
- •The Course Selection Process will be carried out in accordance with OPSEU Education Policy.
- •Applications will be rejected if the signature of 2 Local Executive Officers has not been obtained on the Application/Advance Form.
- •Officers of your L.E.C. means President, Vice-President(s), Secretary, Treasurer, Chief Steward and Secretary. If you are a Local Officer, the signature of another officer must be obtained.
- •Confirmation will be sent to applicants who are accepted.

• Deadline: 4:00 p.m. Tuesday, June 30, 2009

## Statement of Respect to be Read out at All OPSEU Events

Harassment or discrimination of any kind will not be tolerated at OPSEU functions.

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, Metis 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 Staff Representative 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.





**FAX THIS ATTENDANCE/ADVANCE FORM IMMEDIATELY  
TO (416) 944-0288  
REGION 5 EDUCATIONAL  
SEPTEMBER 26 & 27, 2009**

<b>PERSONAL INFORMATION</b>	LOCAL: _____	SIN/UNION # _____
	Name: _____	_____
	Home Address: _____	_____
	Phone Numbers: _____	_____
	E-Mail: H _____	Wk _____
	_____	_____

COURSE SELECTION Please mark 1 <sup>st</sup> choice and 2 <sup>nd</sup> choice	<b>WSIB Level 2</b>	<b>Advanced Grievance Handling</b>
	<b>Stewards Part 2</b>	<b>Global Solidarity</b>
	<b>Health &amp; Safety Part 2</b>	

**ACCOMMODATION** **Nottawasaga Inn, 6015 Highway 89, Alliston, ON L9R 1A4**  
Tel: 416-364-5068, Fax: 705-435-5840  
Book your own room before **July 27, 2009**

You are responsible for contacting the Nottawasaga Inn 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. Accommodation expenses will be paid in accordance with OPSEU Policy.

**(Please see attached information sheet as well as cancellation policy with Nottawasaga Inn).**  
**Single: \$128.00 Double: \$64.00** (Taxes not included)

ACCOMMODATION?  FRIDAY-SEPT 25, 2009  SATURDAY-SEPT 26, 2009  
DINNER - FRIDAY SEPT 25/09?  Yes  No

TYPE of ACCOMMODATION REQUESTED:  
TWIN  based on double occupancy **SINGLE**

**If you are bringing your family you must identify the numbers required for meals, and you are responsible to pay the Hotel for any additional cost outside OPSEU policy!**

**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 (OFFICERS OF THE L.E.C.)  
**NOTE: APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE REQUIRED LOCAL LEC AUTHORIZATION!!!**

\_\_\_\_\_  
Local Executive Officer Signature

\_\_\_\_\_  
Local Executive Officer Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

**IMPORTANT:** Please complete and return this form by **June 30, 2009** to:  
OPSEU, attention: **Rita Ashley, Fax: (416) 944-0288 Email: rashley@opseu.org**



# Information Sheet

## Applications

Application forms must be signed by two (2) Local Executive Officers and received by the Toronto Regional Office no later than:  
4:00 p.m. Tuesday, June 30, 2009

## Accommodation:

A block of rooms has been reserved at the **Nottawasaga Inn**.

- Tel: 416-364-5068, Fax: 705-435-5840 and request the "OPSEU Block of Rooms"
- Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **JULY 27, 2009**. All unreserved rooms will be released for re-sale after this date. Please be advised that one month prior to arrival date (**AUGUST 25, 2009**), a deposit equal to 1 night's stay will be taken from each person's credit card number to confirm the booking. OPSEU Policy states that members are responsible for their own rooms **AND** paying for same, you are also responsible for any cancellation. Failing cancellation by **AUGUST 25, 2009**, you are responsible for all room charges.
- Members will be reimbursed for the cost of a twin-shared room only as per OPSEU policy.

## Cancellations:

- A member cancelling participation must notify the Toronto Regional Office and their local president on or before 9:00 am on **AUGUST 25, 2009** by e-mail to [rashley@opseu.org](mailto:rashley@opseu.org) or fax to (416) 944-0288.
- NEW: If a member fails to cancel, the local will now be charged \$100.00

## Childcare/Elder/Dependant Care

- We encourage the use of the onsite Childcare
- Members will be reimbursed for Child Care at \$6.00 an hour for a maximum of 12 hours and \$40 overnight, to a maximum of \$112 a day.
- Child care claims will be honoured for children up to and including age 16, for whom the member is guardian.
- Friends, family, or professional or Commercial Services or any other satisfactory arrangement may provide care to the member making the claim. Claims may be verified and must be signed by the service provider.
- Members seeking child care through the Toronto Regional Office for educationals must include the completed paperwork with their Course Registration forms.
- Members who have responsibility for elderly/dependent persons living with them as part of their family may claim for their care.
- Members will be reimbursed for elder/dependent care at \$6.00 an hour for a maximum of 12 hours, and \$40 overnight, to a maximum of \$112 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.

## Lost Wages: Please note change on application form

- In order to claim for lost wages, we will require proof from your Employer that you were scheduled to work and the amount of lost wages incurred. OWN TIME IS NOT PAID. Lost wages may be paid for shift workers who are scheduled to work. It would be appreciated if shift workers make every effort to rearrange their schedule to avoid lost wage claims. The Regional budget is limited and excessive claims limit our ability to offer a broader program.
- **TIME OFF ARRANGEMENTS are to be made by the member.** No time off requests will be submitted automatically by OPSEU.

## Expense Forms:

- A member will be reimbursed for the actual cost incurred for travel by public transportation. As per the policy of the Union, the most economical means of transportation should be used.
- Where a member is required to use his/her private vehicle, he/she may claim for such travel at the current rate. The total distance travelled and destination points are to be indicated on the expense form.
- Members must arrange their own travel and are encouraged to car pool.
- Current Kilometre Rates: single driver at 50¢ per km; with 1 member at 55¢ per km; with 2 members at 60¢ per km; with 3 members at 65¢ per km; with 4 members at 70¢ per km.
- **ALL expenses MUST** be submitted on proper Expense Claim Forms.

## Meals:

- **BREAKFAST:** Members who stay at the hotel or had to be present for an OPSEU event before 0800 hours (8:00 a.m.) are eligible to claim.
- **DINNER:** Members who stay at the hotel or had to be present for an OPSEU event past 1700 hours (5:00 p.m.) are eligible to claim.

## Advance:

- Indicate the amount required on the Application/Advance Form and return to the Toronto Regional Office.



**FAX this form immediately to: (416) 944-0288**

**IF YOU BRING YOUR CHILD (REN) TO THE EDUCATIONAL  
AND REQUIRE CHILD CARE AT THE NOTTAWASAGA INN**

**CHILDREN MUST BE PRE-REGISTERED BY:  
AUGUST 25, 2009**

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

This form MUST be completed if requesting family accommodations or child care.

Child(ren)'s Name	Age	Medical Problems/Allergies/Special Care Needed	Health Card #

**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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Parent:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone #'s: (home)** \_\_\_\_\_ **(work)** \_\_\_\_\_

\* Swimming will be available pending availability and parental consent.

Please return with your Application/Advance Form to the OPSEU Toronto Regional Office



# Personal Assistance Form

Region 5 Weekend Educational  
September 26 & 27, 2009

Name: \_\_\_\_\_ Local: \_\_\_\_\_

## Special Needs

Please check any of the following that affect you:

- Special Diet
- Visually Impaired
- Hearing Impaired
- Crutches
- Wheelchair
- (hub to hub measurement \_\_\_\_\_ inches)
- I require the following considerations regarding my health:  
\_\_\_\_\_
- Other (please provide details) \_\_\_\_\_
- Any additional requests? \_\_\_\_\_

Please return with your Application/Advance Form to the OPSEU Toronto Regional Office.



# Course Descriptions

Region 5 Weekend Educational  
September 26 & 27, 2009

## **STEWARDS PART 2**

(2 weekends, 4 day course. YOU MUST HAVE ATTENDED PART 1 as a Pre-Requisite)

This course is designed for those stewards who have completed Part I of the Stewards' Training and wish to further their knowledge in grievance handling. It will assist you to identify issues in grievances, show you how to build your arguments and how to argue in trying to resolve grievances. This course will also deal with the concepts of progressive discipline, reasonableness of rules, and grievance settlements. This course has recently been reviewed and restructured to add an advanced approach to grievance resolution.

## **GLOBAL SOLIDARITY**

This course is for OPSEU members who want to understand how global economics are affecting our workplaces and what activists worldwide are doing about it. The course analyses how global forms of privilege and oppression operate in our workplaces and exposes the privatization of public jobs, services and resources in Ontario and globally.

## **HEALTH & SAFETY PART 2**

(YOU MUST HAVE ATTENDED PART 1 as a Pre-Requisite)

These courses are designed to equip stewards and Health and Safety Committee members with the knowledge necessary to identify hazards in the workplace, to conduct an investigation, to establish an effective health and safety committee, and to know your rights under the law.

## **ADVANCED GRIEVANCE HANDLING**

This course is an extension of the Internal Organizing BPL education program. It is aimed at stewards who have an interest in assuming a lead hand role in the operation of the grievance procedure in their local union or unit. The course contains much more skill-based technical information and practical instruction than either Steward as an Organizer or Grievance Handling for Shop Stewards. It will continue to stress the importance of shop steward participation in decision-making and active representation of the workers assigned to them.

## **WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) – LEVEL TWO**

(YOU MUST HAVE ATTENDED LEVEL 1 as a Pre-Requisite)

The second level is designed to provide participants with the knowledge of the benefits and service available. This level is designed to build on the knowledge attained in Level One. Benefits and services will be detailed, including changes as a result of legislation/bills. The course will take an in-depth look at services and benefits available under the Act