

## Region 5 Weekend Educational

March 17-18, 2012

**Date:** November 14, 2011  
**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.**

**LOCATION:** **Courtyard by Marriott Downtown Toronto**  
475 Yonge Street, Toronto, ON M4Y 1X7  
**Tel: Toll-free 1-800-847-5075 or 416-924-0611, Fax: 416-924-1413**

**NOTE: SOME CLASSES MAY BE OFFERED AT THE OPSEU TORONTO REGIONAL OFFICE, MEMBERSHIP CENTRE @ 31 WELLESLEY STREET EAST**

### Agenda

Sat. March 17	9:00 am - Plenary
	Classes to follow
Sun. March 18	9:00 am – 2:00 pm (approx)

### **Note:**

Childcare will be available:  
**Sat.** from 8:30 am-5:00 pm  
and 6:30 pm – 10:00 pm.  
**Sun.** 8:30am to end of classes

- Please complete and return the necessary forms to the **Victoria Park 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.
  4. Union Activity Form which **MUST** be completed.
- The Course Selection Process will be carried out in accordance with OPSEU Education Policy. The Education Committee will not entertain class switches and due to overwhelming demand there are no wait lists for classes.
- Applications will be rejected if the signatures of 2 Local Executive Officers have not been obtained on the Application/Advance Form.
- Officers of your L.E.C. mean President, Vice-President(s), Secretary, Treasurer, or Chief Steward. If you are a Local Officer, the signature of another Officer must be obtained.
- Confirmation will be sent to applicants who are accepted.
- Late applications will **not** be acknowledged.
- Please bring a copy of your most recent collective agreement with you to the Educational.
- You **MUST** bring your acceptance letter to the Educational

**Deadline: 4:00 p.m. January 6, 2012**

Name \_\_\_\_\_

Local # \_\_\_\_\_

UNION ACTIVITY

1. WHAT POSITIONS HAVE YOU HELD IN YOUR LOCAL OR WITHIN OPSEU?

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2. WHAT ARE YOUR REASONS FOR APPLYING FOR THIS EDUCATIONAL?

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3. HOW WILL YOUR LOCAL BENEFIT FROM YOUR ATTENDANCE?

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4. WHAT IS YOUR RECENT ACTIVITY WITH YOUR LOCAL AND OPSEU?

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## 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.





**ATTENDANCE / ADVANCE FORM**  
**REGION 5 EDUCATIONAL**  
**March 17-18, 2012**

**COURTYARD MARRIOTT**  
**475 Yonge Street**  
**Toronto, ON M4Y 1X7**  
**Tel: 1-800-847-5075/416-924-0611**  
**Fax: 416-924-1413**

<b>PERSONAL INFORMATION:</b>	<b>LOCAL:</b> _____ <b>UNION #:</b> _____ <b>EMPLOYER/MINISTRY:</b> _____ <b>NAME:</b> _____ <div style="display: flex; justify-content: space-between;"><span>Last</span><span>First</span></div> <b>Home Address:</b> _____ <div style="display: flex; justify-content: space-between;"><span>Street</span><span>City</span><span>Postal Code</span></div> <b>Phone Numbers:</b> _____ <div style="display: flex; justify-content: space-between;"><span>Home</span><span>Business</span></div> <b>E-Mail:</b> H: _____ W: _____																				
<b>COURSE SELECTION:</b> Please mark 1 <sup>st</sup> choice and 2 <sup>nd</sup> choice	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Stewards 1</td> <td style="width:50%;">Union Skills for Workplace Investigation</td> </tr> <tr> <td>Stewards 2 (Pre-requisite: MUST have taken Stewards 1 in the last 2 years).</td> <td>Let's Start Meeting like This!</td> </tr> <tr> <td>Cross Cultural Communications</td> <td>Treasurers</td> </tr> <tr> <td>Health and Safety: Level 3 (Pre-requisite: MUST have taken Health &amp; Safety 2 in the last 2 years).</td> <td>Advanced Grievance Handling For Union Building</td> </tr> </table>	Stewards 1	Union Skills for Workplace Investigation	Stewards 2 (Pre-requisite: MUST have taken Stewards 1 in the last 2 years).	Let's Start Meeting like This!	Cross Cultural Communications	Treasurers	Health and Safety: Level 3 (Pre-requisite: MUST have taken Health & Safety 2 in the last 2 years).	Advanced Grievance Handling For Union Building												
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<b>REQUEST FOR CHILDCARE:</b>  YES <input type="checkbox"/> NO <input type="checkbox"/>	<p><b>CHILDCARE WILL ONLY BE PROVIDED for the # of child(ren) as listed/requested on this Form, and Childcare MUST be requested IN ADVANCE! Please complete the attached Childcare Registration Form also.</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Child/Children's Name</th> <th style="width:10%;">AGE</th> <th style="width:10%;">M/F</th> <th style="width:30%;">Special Care Needed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Child/Children's Name	AGE	M/F	Special Care Needed																
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<b>LOST WAGES:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>Lost wages will be considered according to the Education Policy  <b>LOST WAGES WILL ONLY BE PAID IF REQUESTED ON THIS FORM</b>          If you are applying for lost wages, indicate which <b>DATE(S)</b> requested for <b>TIME OFF</b>:</p> <p align="center"> <b>FRIDAY, Mar. 16</b> <input type="checkbox"/>     <b>SATURDAY, Mar. 17</b> <input type="checkbox"/>     <b>SUNDAY, Mar. 18</b> <input type="checkbox"/>          Number of hours: _____ Hourly rate: _____ Total wages being claimed: _____ </p>																				
<b>ADVANCE:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>ADVANCE AMOUNT:</b> \$ _____ Sent to: Home <input type="checkbox"/> Meeting <input type="checkbox"/> Regional Office <input type="checkbox"/>																				
<b>SPECIAL NEEDS:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Please complete Personal Assistance Form attached</b>																				
<b>ACCOMMODATION</b>	<p align="center"><b>Courtyard by Marriott Downtown Toronto</b>     475 Yonge Street, Toronto, ON M4Y X7  <b>Tel: Toll Free 1-800-847-5075</b></p> <p align="center">Book your own room <b>before THURSDAY, FEBRUARY 15, 2012, 5:00 p.m.</b></p> <p>You are responsible for contacting the Courtyard by Marriott Downtown Toronto to book your accommodation. As per OPSEU Policy, members will be reimbursed for the cost of twin-shared occupancy only.</p> <p>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.</p> <p>Accommodation expenses will be paid in accordance with OPSEU Policy. (Please see attached information sheet).  <b>Single: \$119.00     Double: \$119.00</b> (Taxes not included)</p>																				

LOCAL AUTHORIZATION (OFFICERS OF THE L.E.C.)

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

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

\_\_\_\_\_  
Position

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

\_\_\_\_\_  
Position

**IMPORTANT:** Please complete & return this form by **FRIDAY, JANUARY 6, 2012** to: OPSEU Victoria Park Regional Office,  
**ATTENTION: Rita Ashley, Fax: (416) 497-9377 or Email: rashley@opseu.org**

# INFORMATION SHEET

## APPLICATIONS

Application forms must be signed by two (2) Local Executive Officers and received by the **Victoria Park Regional Office** no later than 4:00 p.m. – **FRIDAY, JANUARY 6, 2012.**

## ACCOMMODATION

A block of rooms has been reserved at the Courtyard by Marriott Downtown Toronto:

- Tel: 1-800-847-5075, and request the “OPSEU Educational Weekend”.
- Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **THURSDAY, NOVEMBER 10, 2011, 5:00 p.m.** All unreserved rooms will be released for re-sale after this date. OPSEU Policy states that members are responsible for their own rooms AND paying for same, you are also responsible for any cancellation. Failing cancellation, you are responsible for the room charges.
- According to Union Policy, any member living **within** 60 kms of the hotel is entitled to room accommodation for the Saturday night only. Any member living **outside** 60 kms of the hotel is entitled to room accommodation for Friday and Saturday night. 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 **Victoria Park Regional Office** and their local president on or **before 9:00 a.m. on THURSDAY, MARCH 15, 2012.**
- If a member fails to cancel, the local will be charged \$100.00, and the member will be entered on the No-Show List which excludes the member’s attendance at Region 5 Weekend Educationals for 1 year.

## 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 \$40.00 overnight, to a maximum of \$112.00 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 arrangement satisfactory 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 **Victoria Park Regional Office** for educationals must include the completed paperwork with their Course Registration forms.
- **If childcare is requested they must be in attendance with the program. If the child is not in attendance you will be responsible for the full cost of the accommodation.**

- 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.
- **ARRANGEMENTS for TIME OFF 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 **Victoria Park Regional Office.**

## Registration Form for Child Care

Region 5 Week-end Educational  
March 17-18, 2012

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

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

### Have your Child Bring a Favourite Toy

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

\_\_\_\_\_, ONTARIO \_\_\_\_\_

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

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



**PERSONAL ASSISTANCE FORM**  
Region 5 Week-end Educational  
March 17-18, 2012

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 Victoria Park Regional Office.**

2550 Victoria Park Ave., Ste. 400, Toronto, Ont. M2J 5A9 (416) 443-8888 or 1-800-268-7376 Fax (416)497-9377

## **Course Descriptions**

### **Region 5 Weekend Educational**

### **March 17-18, 2012**

#### **Health and Safety: Level 3**

This course builds on concepts covered in OPSEU Health and Safety Level 1 and 2. OPSEU Health and Safety Level 3 is designed to help union activists, worker joint health and safety committee members, health and safety representatives, and workers to address complex hazards using their local health and safety systems and external resources. Drawing from their own experiences, participants will strategize effective approaches to complex hazards, such as investigating concerns about potential occupational cancers and ergonomic hazards. Participants will also learn basic approaches to investigating indoor air quality complaints. They will discuss the precautionary principle and the ALARA principle and understand the centrality of these two concepts in health and safety activism. Participants will develop strategies to address ergonomic hazards, develop recommendations and practice facing the employer to propose their recommendations, enhancing their organization skills and confidence to represent members in their efforts to achieve safer and healthier workplaces.

#### **Stewards 2: Facing the Employer, Building Member Involvement (Prerequisite: Part One)**

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.

#### **Stewards 1: Making a Difference in the Workplace**

This is an updated version of Stewards 1, full of NEW tools and practical activities. The key aims are to strengthen steward skills to orient a NEW employee to the union, have effective one-on-one conversations with a cross-section of members, develop a communications strategy to enlist diverse member involvement, and develop approaches to everyday workplace problems. Throughout the course, participants are supported to develop a profile of their members, clarify the tasks of the steward, find resources and information in OPSEU, and understand the grievance process and their role in it. Participants must have completed Part 1 before registering in Part 2. Participants should bring their collective agreements.

#### **Cross-Cultural Communication at Work: A Union Perspective**

In our workplaces, unions, and communities, we experience daily interactions with diverse groups including co-workers, and our union sisters and brothers. There are moments when these interactions lead to miscommunication, and misunderstanding about cultural expressions and social cues. In order to work through some of these communication challenges, an introductory course, Cross-Cultural Communication has been designed. Participants will work through case scenarios to develop strategies designed to improve their cross-cultural communication.

## **Union Skills for Workplace Investigations**

Have you ever been called, at the last minute, to the employer's office to "represent" a member who is being accused of serious wrongdoings? Have you wondered what to do and how best to represent this person, particularly if you suspect that they may have broken a rule or two? This hands-on course takes you step by step, through a workplace investigations process. It starts with the first contact with the member through to the response to the investigation findings, with lots of practice in between. Through case studies and a variety of active exercises, you'll practise interviewing the member, anticipating the investigator's questions, preparing the member for meeting the investigator, taking good notes at the meeting, and working with the member to respond to the findings. The Resource Toolkit has additional information about investigations in different sectors, use of surveillance and other issues.

## **Local Treasurers/Trustees 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.

## **Let's Start Meeting Like This! Running Meetings that Build the Union**

Have you ever been confused at meetings about when you can speak and when you can't? Perhaps you have tried to run a meeting where there was no quorum, or where people kept interrupting each other and getting off track. Maybe you're discouraged because you're not sure how to make meetings a good use of anyone's time. This course examines the potential of meetings to tap into diverse members' energy and interest, and to build union capacity. Practical, hands-on activities will help you a) develop an interesting agenda and get members to the meeting; b) understand how to write and put forward a motion and use basic rules of parliamentary procedure effectively; c) facilitate an effective meeting discussion; d) deal with meeting "nightmares" who often look like members who won't stop talking, or who can't agree. Materials include templates for committee reports and meeting minutes, as well as step by step guidelines on running different kinds of meetings.

## **Advanced Grievance Handling for Union Building**

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.