



1201 Amber Drive  
THUNDER BAY, Ontario P7B 6M4  
Telephone 1-807-344-5804 or 1-800-268-7376  
Fax 1-807-343-0130

ONTARIO PUBLIC  
SERVICE  
EMPLOYEES UNION

# Memo

To: ALL LEC AND STEWARDS OF REGION 7  
From: The Staff and Executive Board Members of Region 7  
CC: Betty Stevens, Secretary OPSEU Education  
Date: December 18, 2009  
Re: **REGIONAL EDUCATION**

**The first Educational of 2010 will be held on February 20 and 21, 2010 at the Victoria Inn in Thunder Bay.**

**Your application and information on this Educational is enclosed.**

**The courses to be offered at this Educational are:**

- **Organize! The nitty-gritty of an organizing campaign**
- **Health and Safety Training – Level II (You must have taken Level I)**
- **WSIB Level I**
- **New Stewards II (You must have taken Steward I)**
- **Speak up and Organize – Challenging Bullying and Psychological Harassment in the Workplace**
- **Mental Health – Challenging Stigma in the Workplace**

**The other Educational will be held:**

- **May 29 and 30, 2010 in Dryden**
- **October 23 & 24, 2010 in Thunder Bay.**

## **Region Seven's 2010 first Educational will be held February 20 & 21, 2010 – Victoria Inn, Thunder Bay**

**Applications must be signed by a Local Executive Officer** and submitted to the Thunder Bay Regional Office no later than **FRIDAY, JANUARY 8, 2010**.

Applicants will be selected in accordance with the Education Policy, Section 2 of the OPSEU policy manual. Your local President has a copy of the Policy Manual. Applicants will be notified by mail after Monday, January 11, 2010 of their acceptance for the educational.

Cancellations for both hotel rooms and attendance in the course must be sent in writing to either the Dryden or Thunder Bay Office.

Family/Attendant Care will be reimbursed as per OPSEU policy and an expense claim will be available in your Educational Kit.

**Childcare** requests must be made to the Thunder Bay Regional Office at least **3 WEEKS in advance**. Applications for Child Care will be forwarded to the member, if requested.

**Accommodation** will be provided for those members who must travel 60 kilometres or more on a SHARED BASIS. The member must pay the difference for single or double accommodation. Please contact the Victoria Inn at 1-877-842-4667 to book your reservation. **Please remember to use the Group #227352**

If you require special assistance at the hotel, please notify the hotel at the time of making your reservations.

Here is a brief description of the courses that will be offered:

1. **HEALTH & SAFETY – LEVEL II - (Participants MUST have Level I)** This course is designed to provide stewards and Health and Safety Committee members with the knowledge necessary to identify hazards in the workplace. Participants will learn to control hazards and assist in accident investigation, prioritize and strategize around health and safety problems. This course also includes an overview of the Occupational Health and Safety Act. Case studies, group exercises and audio visual presentations will be used in this course.
2. **ORGANIZING – the nitty-gritty of an organizing campaign** - Organizing is the life-blood of the union. Organizing brings new members into our union. Organizing builds our collective strength and assists OPSEU members when; bargaining for improvements, enforcing our contracts, and lobbying politicians for changes to public policy to benefit our members and their communities.
3. **W.S.I.B – LEVEL I** – The first level is designed to provide an overview of the Workplace Safety and Insurance system. Participants will review the statutory obligations of both workers and employers mandated by the Workplace Safety and Insurance Act. Workers and employers will also learn their rights provided by the legislation. The course content includes other basic knowledge of the Workplace Safety and Insurance system.
4. **NEW STEWARDS – PART II – (Participants MUST have New Stewards I)** This course aims to strengthen the new steward's skills to act effectively as part of the local leadership team. It focuses on writing and filing a grievance and understanding the grievance procedure, facing management and mobilizing members around specific issues.
5. **SPEAK UP AND ORGANIZE – Challenging bullying and psychological Harassment in the Workplace** - Is bullying and psychological harassment an issue in your 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. We will strengthen individual and collective capacity to respond to co-workers and pressure employers to tackle this issue.

6. **MENTAL HELATH; CHALLENGING STIGMA IN THE WORKPLACE** - As workers and labour activists, we are faced with economic, social and political changes in our workplaces that impact our mental well being. This introductory course explores mental health, mental health concerns and stigma in the workplace. Some of the topics covered in this course include; demystifying mental health; individual union and employer responsibilities; member to member issues; and strategies to challenge stigma and build inclusion.

## **APPLICATIONS MUST REACH THE THUNDER BAY REGIONAL OFFICE BY: FRIDAY, JANUARY 8, 2010**

**OPSEU REGIONAL OFFICE  
1201 Amber Drive  
THUNDER BAY, ONTARIO  
P7B 6M4**

**Telephone 807-344-5804  
800-268-7376  
Fax: 807-343-0130  
Email: [bdarrow@opseu.org](mailto:bdarrow@opseu.org)**

# APPLICATION FOR THUNDER BAY EDUCATIONAL FEBRUARY 20 AND 21, 2010

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Please indicate  
if this is new

City

Postal Code

PHONE : Residence \_\_\_\_\_ Work \_\_\_\_\_

S.I.N. or Union Number \_\_\_\_\_

OPSEU Local Number \_\_\_\_\_

POSITION ON LOCAL EXECUTIVE \_\_\_\_\_

COURSE SELECTION:

FIRST CHOICE: \_\_\_\_\_

SECOND CHOICE: \_\_\_\_\_

THIRD CHOICE: \_\_\_\_\_

FOURTH CHOICE: \_\_\_\_\_

RECOMMENDATION OF LOCAL EXECUTIVE OFFICER OR UNIT STEWARD:

**PLEASE NOTE: THIS APPLICATION MUST HAVE THE RECOMMENDATION OF A LOCAL EXECUTIVE OFFICER OR UNIT STEWARD IN ORDER TO BE CONSIDERED.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF LOCAL EXECUTIVE OFFICER OR UNIT STEWARD (Please print name and then sign)



ATTENDANCE AND ADVANCE FORM  
THUNDER BAY EDUCATIONAL  
February 20 and 21, 2010

Victoria Inn  
555 West Arthur Street  
THUNDER BAY, Ontario  
807-577-8481 or  
1-877-842-4667  
Group 227352

**PERSONAL INFORMATION**

LOCAL: \_\_\_\_\_ SIN/UNION # \_\_\_\_\_

Name: \_\_\_\_\_  
Last First

Home Address: \_\_\_\_\_  
Street City Postal Code

Phone Numbers: \_\_\_\_\_  
Home Work

**ACCOMMODATION**

Will be required at the Victoria Inn for the nights of February 19 & 20, 2010

Yes  No

**Group # 227352**

Single: \$105.99  Double: \$105.99  Twin (Shared): \$53.00 plus taxes

Smoker  Non-Smoker

- If you are bringing your spouse, you are to pay half of the cost of the room.
- If single accommodation is requested, you will be expected to absorb the difference between shared accommodation and single cost.
- OPSEU will pay accommodation only for participants traveling in from more than 60 km.

**LOST WAGES**

**THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY IF YOU WILL BE CLAIMING LOST WAGES**

Will you be claiming lost wages please indicate: Yes  No

No. of hours \_\_\_\_\_ Total wages being claimed \_\_\_\_\_

If your Employer will bill back the Union, please indicate approximate cost \_\_\_\_\_

**TIME OFF**

*Please complete all sections of this area in order to have a time off letter sent to your employer – If not completed – no time off letters will be sent.*

Time off letter required Yes  No  Dates: \_\_\_\_\_

***\*Please complete in FULL***

Name of Employer Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Fax #: (Very important) \_\_\_\_\_

Please check off if you are attending on: Shift  Vacation  Regular Day Off  Work Day

**NOTE:** Claims for lost wages must be accompanied by supporting documentation confirming the details of time off without pay

**ADVANCE**

Yes  No

Amount \$ \_\_\_\_\_ Sent to: Home  Meeting  Regional Office

**IMPORTANT:** Please complete and return to the THUNDER BAY Regional Office by **JANUARY 8, 2010** fax 1-807-343-0130 or mail to 1201 Amber Drive, Thunder Bay P7B 6M4