Orientation for local presidents – November 2017

This three-day workshop will give local presidents the skills and tools they need to help them fulfil their leadership role within the union and navigate OPSEU’s organizational structure, systems, supports, and resources.

Please note that it is restricted to local presidents who have never taken the orientation before.

Dates and times

Session 1
Wednesday, November 8, 2017 – 9:00 a.m. to 4:30 p.m.
Thursday, November 9, 2017 – 9:00 a.m. to 4:30 p.m.
Friday, November 10, 2017 – 9:00 a.m. to 2:00 p.m.

Session 2
Wednesday, November 22, 2017 – 9:00 a.m. to 4:30 p.m.
Thursday, November 23, 2017 – 9:00 a.m. to 4:30 p.m.
Friday, November 24, 2017 – 9:00 a.m. to 2:00 p.m.

Location
The Westin Prince Toronto Hotel, 900 York Mills Road, Toronto, Ontario M3B 3H2

Eligibility
All local presidents who have not already taken the orientation for local presidents are eligible to participate. A selection process ensures equitable representation from all the regions. If there are more applications than available spaces, selection will be based on the order of date of election as local president within each region.

Please note that the course is only open to elected, currently serving local presidents. Local vice-presidents and acting local presidents are not eligible to take the course.

Please email your completed application package to presidentsorientation@opseu.org or fax it to 416-443-0180. Application deadline: Friday, September 22, 2017, 4 p.m.
Get your application in!

Complete this application package and submit it by **Friday, September 22, 2017 at 4 p.m.** Any applications received after this time will not be considered.

Email the completed application form to presidentsorientation@opseu.org or fax it to 416-443-0180. If you have any questions or need more information, contact the Campaigns and Member Education Unit at 1-800-268-7376, extension 8299.

**Important notes**

**This is an application form only.** Please check your email regularly during the two weeks following September 22. This is when we will contact you if you have been selected to attend the orientation. **Please do not make travel arrangements before you have received confirmation that you have been selected.**

If we cannot reach you by email or phone to confirm your attendance, we will select the next person on the waiting list.

**Hotel information**

- OPSEU will book your room for you, and a confirmation email will be sent to you.
- You are responsible for payments to the hotel upon checkout.
- Hotel rooms are available for check-in the night before the orientation begins. Participants must check out of the hotel on the last day of the session, which ends at 2:00 p.m.
- **OPSEU will only reimburse the shared room rate at the designated hotel, as per OPSEU policy.**
Personal information
Please complete this section fully.

Local: ____________________

OPSEU membership number: ________________________________

Date elected as local president: ________________________________

Name: ____________________________________________________

Street address: _____________________________________________

City: ____________________________ Postal code: ________________

Home phone: ____________________ Work phone: ________________

Cell phone: ______________________ Vacation phone: ____________

Email address: _____________________________________________

Please email your completed application package to presidentsorientation@opseu.org or fax it to 416-443-0180. Application deadline: Friday, September 22, 2017, 4 p.m.
Application questions
As part of your application, please answer the following questions to help us ensure the program is relevant to you.

Name: ___________________________   Local #: __________

1. Type of local:   □ single   □ multi-site   □ composite

2. Does your local have bylaws?   □ yes   □ no

3. Have you taken the orientation for local presidents before?   □ yes   □ no

4. What is working best in your local right now?

5. What are the most difficult challenges you face right now in your local?

6. What are your top three learning goals for the orientation?

   1. 

   2. 

   3. 

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Hotel Accommodation Request Form  
The Westin Prince Toronto Hotel

OPSEU will make hotel accommodations on your behalf.  
**Note: All members are still required to pay their bill upon departure.**

Please provide the information requested below and return this form together with your 
registration information to presidentsorientation@opseu.org **no later than September 22.**

Name ____________________________________________
Local ___________________________________________________________________________________Union #
Email address ______________________________________________________________
Home phone ___________________________ Work phone ______________________________

Please fill out arrival and departure dates. We will book your hotel room only for the 
session you are placed into once we have confirmed your attendance.

SESSION: Arrival date ______________ Departure date ________________

**Single room request** □

Bed size (please specify; to be confirmed, based on hotel availability) ________________

Travel with family? yes □ no □

Children? yes □ no □ If yes, how many? ________________

**Twin-shared room request** □ sharing with: ________________________________

Name ____________________________________________
Local ___________________________________________________________________________________Union #
Email address: ________________________________________________
Home phone ___________________________ Work phone ______________________________

**Please note:** If, after registering, you are unable to attend, you must notify the Member 
Education Unit by email at presidentsorientation@opseu.org.

**If sharing, be sure to let your roommate know you have cancelled. OPSEU will not find a replacement.** If you do not cancel, any expenses accrued will be billed back to you by OPSEU.

Please identify who your roommate is, otherwise a single room will be reserved on your behalf. As per OPSEU policy, OPSEU only covers hotel expenses on a twin-shared basis.

The hotel will send the hotel confirmation to your email address above. Please print legibly.

Please email your completed application package to presidentsorientation@opseu.org or fax it to 416-443-0180. **Application deadline: Friday, September 22, 2017, 4 p.m.**
Time-off request form

If time off is allowed under the applicable article of your collective agreement for the above-noted meeting, OPSEU will arrange leave on your behalf. Reasonable travel time and shift work will be taken into account when determining leave.

**All participants from every region are expected to travel home on the final day of the session, which ends at 2 p.m.,** unless there are extenuating circumstances or a human rights accommodation is in place.

**Dates required**
None needed

**Session 1:**
- November 8
- November 9
- November 10

**Session 2:**
- November 22
- November 23
- November 24

Other dates (please explain) 

**Your information:**
Employee name: 

Local #: 

**Employer information:**
To avoid a delay in processing your time-off letter, please ensure that you fill out ALL fields below.

Workplace: 

(LBED members: Please include your LCBO store number. You will need to fill out a separate Request for Union Leave form if selected to attend.)

Manager’s name: 

Manager’s title: 

Manager’s address: 

(include postal code) 

Manager’s email address (REQUIRED): 

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Please email your completed application package to presidentsorientation@opseu.org or fax it to 416-443-0180. **Application deadline: Friday, September 22, 2017, 4 p.m.**
Child care registration form

Only complete if you are bringing your child or children to the orientation and require child care at the hotel. Please return this form with your application by September 22.

Please note: If your spouse attends, your child or children will not be eligible for onsite child care. Have your child bring a favourite toy. Swimming will not be available during child care. Child care will be provided where any request for child care is made by September 22.

Child care will be available during class time only.

Child(ren)’s name(s): ________________________________ Date(s) of birth: ________________________________

__________________________________________________________

Home address:

__________________________________________________________

Parent/guardian’s:

Home phone number: ________________________________

Cell phone or pager number: ________________________________

Alternate contact name: ________________________________

Alternate contact cell phone or pager number: ________________________________

Medical consent form

Upon admission of my child to the OPSEU child care program, I agree that in the event of an emergency when I cannot be reached, I authorize the administration of any medical procedures deemed necessary by a doctor or hospital selected.

Doctor’s name: ________________________________

Address: ________________________________

Telephone: ________________________________

Child’s OHIP number (REQUIRED): ________________________________

Signature of parent or guardian: ________________________________

Please email your completed application package to presidents@opseu.org or fax it to 416-443-0180. Application deadline: Friday, September 22, 2017, 4 p.m.
Human rights accommodation request form

Event name: Orientation for Local Presidents  Event dates: November 8-10/22-24, 2017

NOTE: This form is to be completed only if you are requesting an accommodation in accordance with the Ontario Human Rights Code. Sufficient information must be provided to prove the need for the accommodation and to show a link to a Code-related ground. If necessary, an Equity Unit Officer will contact you to obtain further information.

Member name: ____________________________________________  Local #: __________________

Phone number: ____________________  Home email: ____________________________

How do you prefer to be contacted?  ☐ phone  ☐ email

1. Do you have an existing human rights accommodation approved by the Equity Unit (i.e., you have submitted a request form before)?

   Check one:
   ☐ (a) YES; and I need the same human rights accommodation as previously approved.
   ☐ (b) YES; but I require changes to my previously approved human rights accommodation.
   ☐ (c) NO; I have never been approved for a human rights accommodation.

   NOTE: If you checked (a) above, you do not need to complete the rest of this form, but the form still needs to be submitted. If you checked (b) or (c), please finish the form.

2. Please check ALL the Code-related grounds related to your request:

   ☐ disability (including food allergy)  ☐ family status
   ☐ sex/gender (including pregnancy)    ☐ creed or religion

   Other (please specify): ____________________________________________________________

3. Why do you require a human rights accommodation (i.e., what are your restrictions or limitations)? Please be as detailed as possible.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

Please email your completed application package to presidentsorientation@opseu.org or fax it to 416-443-0180. Application deadline: Friday, September 22, 2017, 4 p.m.
Human rights accommodation request form – continued

4. Do you need this human rights accommodation for this event only or for all future union events?

Check one:

☐ For this event only
☐ For all future union events

5. What type of human rights accommodation or additional arrangements do you require to allow you to participate fully in union-related activities? (E.g., material in alternate formats, interpreters, arrangements/expenses beyond those provided at the event or through OPSEU policy). Please be as detailed as possible.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

6. Please provide any additional information that may assist us in reviewing your request. (Attach any relevant documents.)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Signature: ____________________________ Date: ________________

Please forward completed form to the Member Education Unit by fax to 416-443-0180 or by email to presidentsorientation@opseu.org no later than September 22. Alternatively, these two pages of the Human Rights Accommodation Request form may be sent directly to the Equity Unit by fax to 416-448-7419 or by email to equity@opseu.org.

NOTE: All information is kept confidential, except where necessary to arrange the accommodation or to process expense claims.

Please email your completed application package to presidentsorientation@opseu.org or fax it to 416-443-0180. Application deadline: Friday, September 22, 2017, 4 p.m.