

January 6, 2016

Dear Brothers and Sisters,

We are pleased to provide you with this brief overview of our education guidelines and policies. Our goal is to offer a program that builds confidence in our members who face the employer in their workplaces every day, and provide new and exciting educational forums for activists beyond the shop floor. Our program aims to provide the tools and knowledge to confront the challenges for the years ahead. We have included skill building, as well as opportunities for activists to share stories and network with other locals.

Together we can meet the demands and challenges we are faced with each day.

It starts with education!

Policies and Procedures that you should be aware of:

Accommodations:

OPSEU policy dictates that only shared accommodation (½ the room cost) will be provided to persons traveling in excess of sixty kilometers of the location of the educational. It is your responsibility to ensure that you find a roommate to share your accommodations and please indicate on your expense claim whom you shared with. Please also note that in special circumstances you may be able to have single room accommodations (if you are a single parent and bring your children). Also note that many locals will pay for the other half of the room however this needs to be completed on a separate expense claim and billed to your local directly. Be sure and ask your local executive if you qualify before assuming that it will be covered. For further details on accommodation guidelines please refer to the expense guideline provided in the attached package.

Childcare:

OPSEU endeavors to provide quality childcare for all OPSEU functions especially Educational. This primarily is to provide an inclusive environment for member activists that may otherwise not be able to afford or participate in an educational.

If it is not feasible to bring your children to the educational, you may qualify for reimbursement of reasonable childcare expenses provided by your own provider (not your spouse). This will require documentation and the signature of your childcare provider on the back of your expense claim. Please note that expense claims are carbon copied, do not work in reverse, and both copies will need to be completed separately.

Cancellations:

Members who have booked a hotel room are responsible for cancelling their reservations at the hotel within the time limits as stated by the hotel when the booking is made.

Please be advised that the cancellation policy regarding regional schools has changed. **Effective May 2014 any member that does not notify the Regional Office 48 hours prior to the start of the school will be assessed a \$50.00 penalty.** Extenuating circumstances will be taken into consideration.

Advance Cheques:

Applicants may apply to receive an advance cheque (upon your Local's approval), to cover accommodation, mileage, and meal expenses by filling out the request for advance portion of the application form.

In the enclosed package you will find an Application Form, an Accommodation Request Form, Child Care Form, an Expense Guide, and available course summaries. Please read all forms carefully and if you have any questions prior to the educational please do not hesitate to contact the London Regional Office 1-844-765-1410.

Please join us for a weekend of fun and exciting learning!



Region 1 Weekend Educational

February 27 & 28, 2016

Date: January 6, 2016
To: Region 1 L.E.C.s, Stewards, E.B.M.s, and Staff
From: Lorri Foley, Convenor, Region 1 - London

Please make this information available to all Local members.

OPSEU London Regional Office

1092 Dearness Drive, London, Ontario N6E 1N9

AGENDA

Sat. Feb. 27	9:00 am - 12:00 pm	Classes
	12:00 pm - 1:00 pm	Lunch (provided)
	1:00 pm - 5:00 pm	Classes
Sun. Feb. 28	9:00 am - 1:00 pm	Classes

NOTES:

- Persons attending OPSEU meetings are requested to refrain from using perfume, cologne and other fragrances for the comfort of other participants.
- Participants are also to refrain from bringing nut products, bottled water and Coca Cola products to OPSEU events.
- All courses will be held at the London Regional Office.
- Childcare will be held at the Holiday Inn Hotel & Suites (formerly London Hotel and Suites/Radisson).
- **NO** hospitality.
- **Child Care will be available:** Saturday 8:30 a.m. to 5:15 p.m.; and Sunday 8:30 a.m. to 1:15. Note that a supervised lunch will be provided for the children on Saturday.

- Please complete and return the necessary forms to the London Regional Office:
 1. Application/Advance Form signed by an Officer of your L.E.C.
 2. Registration Form for Child Care
 3. Accommodation Request Form
- The Course Selection Process will be carried out in accordance with the Education Policy.
- **Applications will be rejected if the signature of a Local Executive Officer has not been obtained on the Application/Advance Form.**
- Officer of your L.E.C. means President, Vice-President, Secretary, Treasurer, Chief Steward and Membership Secretary. If you are a Local Officer, the signature of another officer must be obtained.
- Confirmation of registration will be sent to Applicants.

Application Deadline: 4:30 pm Friday, February 5th, 2016



Application/Advance Form

Region 1 Weekend Educational

February 27 & 28, 2016

Personal Information	Local: _____	Union #: _____
	Name: _____	
	Address: _____	
	City: _____	Postal Code: _____
	Home Phone: _____	Business Phone: _____
	E-mail: _____	
Course Selection	Please indicate your 1 st and 2 nd choices below: _____ Stewards 1: Making a Difference in the Workplace _____ Stewards 3: Dealing with Discipline _____ Cross-Cultural Communication at Work: A Union Perspective _____ Challenging Discrimination in Everyday Union Work _____ Challenging Bullying and Non-Code-Based Harassment in the Workplace _____ Workers Health and Safety Training Modules: Cancer; Body in the Workplace; Toxic Substance	
Accommodation	Book your room before January 27 th , 2016: Holiday Inn Hotel & Suites (formerly London Hotel/Suites) 855 Wellington Road South, London Request the "OPSEU Block." Phone: 519-668-7900; 1-855-543-2924; Fax: 519-668-7923 Room Rates: \$99 + tax/night Twin-shared rate: \$49.50 + tax/night Parking: complimentary You are responsible for contacting the Holiday Inn Hotel & Suites, London 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.	
Advance	Required: <input type="checkbox"/> No <input type="checkbox"/> Yes - Amount: \$ _____ Mail: <input type="checkbox"/> To Home <input type="checkbox"/> To Regional Office <input type="checkbox"/> Hold for Pick-up at Educational	
Lost Wages	Lost wages to be considered according to OPSEU Education Policy with pre-approval. If applying for wages, please indicate number of Scheduled Hours, Hourly Rate, and Total Wages to be claimed. *You are responsible for making your own time off arrangements.*	
Lunch	Lunch will be provided on Saturday, February 27 th . Please list any dietary restrictions: _____	
1.	Office presently held in your Local: _____	
	Length of service in this position: _____	
2.	Positions/activities previously accomplished in your local (i.e. member, steward, committee officer, campaigns), and length of service in these positions: _____	
3.	Type of Local: <input type="checkbox"/> Single <input type="checkbox"/> Multi-Unit <input type="checkbox"/> Composite	
4.	Your work location: _____	
	Your position at work: _____	
	Type of work: _____	
5.	Other OPSEU local/regional educationals attended: _____	
6.	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: <input type="checkbox"/> Aboriginal Worker <input type="checkbox"/> Worker of Colour <input type="checkbox"/> Woman Worker <input type="checkbox"/> Worker with a Disability <input type="checkbox"/> Francophone Worker <input type="checkbox"/> Young Worker <input type="checkbox"/> LGBTTIQQ2S Worker (Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Queer, Questioning, Two-Spirited)	
7.	Recommendation/comments of Local Executive Officer: _____	

Local Executive Officer Signature

Position

Deadline for Applications to reach the OPSEU London Regional Office 4:30 p.m. Friday, February 5th, 2016

Confirmation of Registration will be sent to applicants.

ADDRESS: OPSEU, 1092 Dearness Drive, London, Ont. N6E 1N9

1-844-765-1410 1-800-268-7376 Fax (519) 649-2786

Accommodation:

- ❑ A block of rooms has been reserved at the **Holiday Inn Hotel & Suites (formerly London Hotel & Suites/Radisson), 855 Wellington Road South, London: Phone (519) 668-7900 or 1-855-543-2924** 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 **January 27th, 2016**. All unreserved rooms will be released for re-sale after this date. Members are responsible for paying their own hotel bill on check-out.
- ❑ According to Union Policy, any member living within 60 kms of the hotel is entitled to room accommodation for the Saturday night only. Members will be reimbursed for the cost of a twin-shared room only as per OPSEU policy.

Cancellations:

- ❑ Please be advised that the cancellation policy regarding regional schools has changed. **Effective May 2014 any member that does not notify the Regional Office 48 hours prior to the start of the school will be assessed a \$50.00 penalty.** Extenuating circumstances will be taken into consideration.
- ❑ Members who have booked a Hotel Room are responsible for cancelling their reservation at the Hotel.

Family/Attendant Care:

- ❑ Members are entitled to reimbursement of reasonable costs of family/dependant care provided by someone other than his/her partner/spouse as a result of absences from home arising from the conduct of Union business. Such allowance is not intended to reimburse the claimant for dependant/family expenses he/she would have normally incurred as a result of employment except where the absence exceeds the normal work day or week.
- ❑ Family/Attendant care will be reimbursed at the rate of \$6.00 per hour to a maximum of 12 hours. The overnight fee is \$40.00 to a maximum of \$112.00 per 24 hour period and must be attested to by the care providers.
- ❑ Members who bring children to Union events will be entitled to single accommodation and meal expenses (Saturday's lunch will be provided and thus will not be an allowable expense). Claims for these expenses should also be included in the family care column of the Expense Form and described appropriately.
- ❑ Members seeking child care at the event must request it at least three weeks before the event. The Child Care Form must be completed and returned with your Application to the London Regional Office. If insufficient members request child care, applicants will be notified by phone.

Own Time/Wages/Time-Off:

- ❑ There are limited monies available. Members **must apply** for their wages at the time of application providing the scheduled hours of work and their hourly rate for approval by the Executive Board Members of Region 1. Therefore, lost wages will be considered according to the Education Policy. You will be notified if you have been approved for lost wages. Otherwise, there is no payment for lost wages or own time for Weekend Educationals. **You are responsible for making your own time off arrangements. If that is not possible, you can request that a letter be sent to your employer confirming time off is required to attend the educational.**

Travel 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 55¢ per km; with 1 member at 60¢ per km; with 2 members at 65¢ per km; with 3 members at 70¢ per km; with 4 members at 75¢ per km.
- ❑ Travel expense forms can be obtained from the Regional Office Staff and submitted to the London Regional Office.

Meals:

- ❑ In accordance with OPSEU Policy, the current rates for meal allowances are: breakfast \$13.00, lunch \$19.00, and dinner \$29.00.
- ❑ **Saturday lunch will be provided for the members at the London Regional Office; and lunch will be provided for the children registered for Child Care by the Child Care Providers at the Holiday Inn Hotel and Suites. Saturday's lunch will not be a claimable expense.**

Advance:

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

Accommodation Request Form:

- ❑ Complete this form for any specific accommodation requests.
- ❑ Please return to the Equity Unit at Head Office Fax (416) 448-7419 or email to equity@opseu.org or to the London RO

ADDRESS: OPSEU, 1092 Dearness Drive, London, Ont. N6E 1N9

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Course Descriptions

Region 1 Weekend Educational

February 27 & 28, 2016

Stewards 1: Making a Difference in the Workplace

Instructor: Marie Thomson

- This updated version of Stewards 1 includes a more detailed description and history of OPSEU's equity-seeking groups. The course continues to support stewards through a range of 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 as they develop a profile of their members, clarify the tasks of the steward, find the resources and information in OPSEU, and understand the grievance process and their role in it. Participants must have completed Stewards 1 before registering in Stewards 2.
- Participants should bring their collective agreements.

Stewards 3: Dealing with Discipline

Instructor: Carol Warner

This is an advanced level steward course. It is suggested that participants take Stewards 1 and Stewards 2 prior to signing up for this program.

- Dealing with Discipline is a skills and knowledge focused workshop that will assist union activists in their duties representing members that are facing discipline up to and including dismissal. The course bridges concepts from Stewards 1 and 2, Basic and Advanced Grievance Handling and Workplace Investigations.
- Participants should bring their Collective Agreements to the course.

Cross-Cultural Communication at Work: A Union Perspective

Instructor: Florry Foster

- 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.

Challenging Discrimination in Everyday Union Work

Instructor: Thomas Watson

- This course looks at everyday situations in our workplaces and union where inequality and racism are at work, and where people can take effective action. It uses case scenarios and analysis to examine different forms of discrimination – race, gender, age and disability – and its divisive effects. And it draws from videos and role play to get people to practice responding practically to situations. The course helps us to see equity and human rights as basic union work for all. And it strengthens our skills as effective allies and advocates to build more inclusive workplaces and locals.

Challenging Bullying and Non-Code-Based Harassment in the Workplace

Instructor: TBA

- 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. And we'll strengthen individual and collective capacity to respond to co-workers, and pressure employers to tackle this issue.

Workers Health and Safety Centre (WHSC) Health and Safety Training:

Instructor: Lorri Foley

- **Modules: Cancer, Body in the Workplace, and Toxic Substance**
This program intends to empower workers and their representatives with an understanding of Occupational Health and Safety. To complete the Level 1 program, the individual will be required to complete seven mandatory modules and three electives.
Members who have previously taken Modules are to bring Participant Workbooks and Manuals.



Registration Form for Child Care

Region 1 Weekend Educational

February 27 & 28, 2016

This form **MUST** be completed if requesting family accommodations.

- Do you require child care services at this Region 1 Weekend Educational? Yes No

- Child care will be available:

Saturday, February 27th from 8:30 a.m. - 5:15 p.m.

Sunday, February 28th from 8:30 a.m. to 1:15 pm.

Please note that childcare and lunch will be provided at the Holiday Inn Hotel and Suites, for the children enrolled in childcare during Saturday's lunch break.

Name(s) of Child(ren)	Age

- Does your child/children have medical needs, allergies, or special care needs?

Have your Child Bring a Favourite Toy

Signature of Parent: _____	Date: _____
Name of Parent: _____	
Address: _____ _____	
Phone #'s: (home) _____ (work) _____	

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

ADDRESS: OPSEU, 1092 Dearness Drive, London, Ont. N6E 1N9

1-844-765-1410 1-800-268-7376 Fax (519) 649-2786



HUMAN RIGHTS ACCOMMODATION REQUEST FORM

Event name: Region 1 Weekend Educational

Event Date: February 27/28, 2016

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 # for contact: _____ Home E-mail: _____

How do you prefer to be contacted? Phone: _____ E-mail: _____

1. Do you have an existing human rights accommodation approved by the Equity Unit?
(**Check one.**)

- a) YES and there are NO CHANGES IN MY NEED for accommodation _____
- b) YES but there are CHANGES IN MY NEED for accommodation _____
- c) NO, I have never been approved for an accommodation _____

NOTE: *If you checked (a) above, you do not need to complete the rest of the 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.

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



HUMAN RIGHTS ACCOMMODATION REQUEST FORM

4. Do you need a temporary or ongoing human rights accommodation? (Check one.)

Temporary need [Please specify expected duration: _____]

Ongoing need

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 forms to Mary Katherine MacDonald by Fax at 519-649-2786 NO LATER THAN February 5, 2016. Alternatively, this form may be sent directly to the Equity Unit at 416-448-7419 or via e-mail to equity@opseu.org.

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