



## Welcome to the Region 1 - June 2016 - Education lineup!

**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 Educationals. 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. **The Cancellation Policy regarding Regional Schools has changed: As of 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 locals 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 advance 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 Windsor Regional Office 1-800-268-7376! **Please join us for a weekend of fun and exciting learning!**

**ADDRESS: OPSEU, 130-3005 Marentette Avenue, Windsor, Ont. N8X 4G1**  
1-800-268-7376 Fax (519) 977-7553



# Region 1 Weekend Educational

June 11, 12, 2016

**Date:** March 16, 2016  
**To:** Region 1 L.E.C.s, Stewards, E.B.M.s, and Staff  
**From:** Marisa Forsyth, Convenor, Region 1 - Windsor

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

Classes and Accommodations: Caesars Windsor

377 Riverside Drive East, Windsor, Ontario

**Contact Info: OPSEU Windsor Regional Office**

**130-3005 Marentette Avenue, Windsor, Ontario N8X 4G1**

<b><u>Hospitality Suite</u></b>		
<b>TBD - at Caesars Windsor</b>		
<b>June 11 and 12 at 8:00 p.m.</b>		
<b><u>Educational</u></b>		
<b>Fri June 10</b>	<b>8:00 pm - 11:00 pm</b>	<b>Hospitality</b>
<b>Sat June 11</b>	<b>9:00 am - 12:00 pm</b>	<b>Classes</b>
	<b>12:00 pm - 1:30 pm</b>	<b>Lunch</b>
	<b>1:30 pm - 5:00 pm</b>	<b>Classes</b>
	<b>8:00 pm - 11:00 pm</b>	<b>Hospitality</b>
<b>Sun June 12</b>	<b>9:00 am - 1:00 pm</b>	<b>Classes</b>
<b><u>***Assorted pastries will be provided at all Breaks***</u></b>		
<b><u>NOTE: MEALS ARE NOT PROVIDED for the Members</u></b>		

NOTE: 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.

**Child Care available at CAESARS:**

Friday 7:30 pm – 11:00 pm  
Saturday 8:30 am - 5:00 pm  
7:30 pm – 11:00 pm  
Sunday 8:30 am - 1:15 pm

SATURDAY Lunch is provided for children registered for Child Care

- Please complete and return the necessary forms to the **Windsor Regional Office:**
  1. Application/Advance Form signed by an Officer 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 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.

**Deadline: 4:30 pm Friday May 20, 2016**

**ADDRESS: OPSEU, 130-3005 Marentette Avenue, Windsor, Ont. N8X 4G1**

1-800-268-7376 Fax (519) 977-7553



# Application/Advance Form

## Region 1 Weekend Educational – June 11-12, 2016

<b>Personal Information</b>	Local:	Union #:
	Name:	
	Address:	
	City:	Postal Code:
	Home Phone:	Business Phone:
	E-mail:	
<b>Course Selection</b>	Please indicate your 1 <sup>st</sup> and 2 <sup>nd</sup> Choices:  <input type="checkbox"/> Stewards 1 – Making a Difference in the Workplace <input type="checkbox"/> Reducing the Gap – Pay Equity <input type="checkbox"/> Women in Unions: Getting Involved <input type="checkbox"/> Union Skills for Workplace Investigations <input type="checkbox"/> Mental Health: Challenging the Stigma in the Workplace <input type="checkbox"/> NEW: 3-3 hr workshops- Finding, Recruiting and Maintaining Leaders, Effective One on One Communication, Union Strategies to Take Action on Workplace Stress	
<b>Accommodation (1-800-991-8888, Group Code: (COP0610))</b>	Book room before <b>May 20, 2016</b> : Caesars Windsor, Windsor, ON Phone: 1 800 991 8888 (Group Code COP0610) Room Rates: \$165 + tax/night Twin-shared rate: \$82.50 + tax/night Complimentary VALET & Self Parking Caesars has offered OPSEU great meeting room rates and in order to receive them, all members are encouraged to book their hotel room at Caesars by the cut-off date of <b>May 20, 2016</b> . You are responsible for contacting Caesars Windsor, Windsor 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.	
<b>Advance</b>	Please fill in the attached form.	
<b>**NOTE: Lost Wages</b>	NO WAGES. You are responsible for making your own time off arrangements.	
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"/> Indigenous Worker <input type="checkbox"/> Worker of Colour <input type="checkbox"/> Woman Worker <input type="checkbox"/> LGBTTIAQQ2S Worker (Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Asexual, Queer, Questioning, Two-Spirited) <input type="checkbox"/> Worker with a Disability <input type="checkbox"/> Francophone Worker <input type="checkbox"/> Young Worker	
7.	Recommendation/comments of Local Executive Officer:	

Local Executive Officer Signature	Position
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**Deadline for Applications to reach the OPSEU Windsor Office - 4:30 p.m. Friday, May 20 2016**  
 Confirmation of Registration will be sent to applicants.

**ADDRESS: OPSEU, 130-3005 Marentette Avenue, Windsor, Ont. N8X 4G1**  
 1-800-268-7376 Fax (519) 977-7553

## Accommodation:

- ❑ A block of rooms has been reserved at Caesars Windsor, Windsor: Phone 1 800 991 8888 "OPSEU Group Code COP0610". **There is no online booking at this time.** Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **May 20, 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. Hotel Phone if family needs to reach you is 1-800-991-7777.
- ❑ 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.
- ❑ **PLEASE NOTE: ANY VISIBLE ALCOHOL UPON REGISTRATION WILL BE CONFISCATED BY THE HOTEL**

## Cancellations:

- ❑ The Cancellation Policy regarding Regional Schools has changed. As of 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 (signed) by the care providers.
- ❑ Members who bring children to Union events will be entitled to single accommodation and meal expenses. (Meals will not be provided for the members and will be allowable expenses). Claims for these expenses should also be included in the family care column of the Expense Form and described appropriately. Saturday lunch is provided for children registered for Child Care.
- ❑ 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 Windsor Regional Office. If insufficient members request child care, applicants will be notified by phone.

## Own Time/Wages\*\*:

- ❑ There is no payment for lost wages or own time. You are responsible for making your own time of arrangements. If that is not possible, you can request that a letter be sent to your employer confirming time off is required to attend.

## 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 OPSEU Windsor.

## Meals:

- ❑ In accordance with OPSEU Policy, the current rates for meal allowances are: breakfast \$13.00, lunch \$19.00, and dinner \$29.00.
- ❑ **Meals WILL NOT be provided for the members. Your meals will be claimable expenses. Saturday's lunch will be provided for the children registered for Child Care.**

## Advance:

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

## NEW - Accommodation Request Form

- ❑ Complete this form for specific accommodation requests (dietary etc.). Include with Application to the Windsor Regional Office. Please return to the Equity Unit at Head office Fax (416) 448-7419 or email to [equity@opseu.org](mailto:equity@opseu.org) or to the Windsor Regional Office.



# Course Descriptions

## Region 1 Weekend Educational

### June 11-12, 2016

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

*Instructor: Marisa Forsyth, Co-Facilitator: Steve Abdey*

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 to the course.

#### Reducing the Gap – The Importance of Pay Equity in Union Work

*Instructor Lorri Foley, Co-Facilitator Andre Savoie*

Would you be surprised to learn that women in Ontario still earn 29% less than men? Reducing the Gap: The Importance of Pay Equity in Union Work provides participants with information on what pay equity is, the struggle to achieve pay equity, why it is important to us, and where we are in the struggle today. This interactive course will develop practical skills in the recognition of employer tactics to stall or limit pay equity implementation and maintenance. Participants will also be able to practice skills in speaking to co-workers and others on the topic of pay equity and why it is important to them. **Note: This course is not training to negotiate pay equity plans.**

#### Women in Unions: Getting Involved

*Instructor: Denise Sands, Co-Facilitator: Nancy John*

This course is for diverse women who are just getting involved in OPSEU, who want to know how things work and how they can make a difference in the union. Participants will bring their own experience of the workplace, community and union to develop an analysis of what's needed in their locals, and how they can contribute to building an inclusive union. Through hands-on activities, women will practice making their voices heard, and will develop strategies for supporting the involvement of other diverse women in the union.

#### Union Skills for Workplace Investigations

*Instructor: Lynne Easter, Co-Facilitator: Floyd Curtis*

Have you ever been called, at the last minute, to the employer's office to "represent" a member who is being accused of serious wrong-doings? 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 practice 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.

#### Mental Health: Challenging the Stigma in the Workplace

*Instructor: Rain Loftus, Co-Facilitator: Michelle Hallie*

As workers and labour activists, we are faced with economic, social, and political changes in our workplaces that impact our mental wellbeing on a daily basis. We all respond differently to situations that impact our lives and subsequently, our mental health. 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 some strategies to challenge stigma and build inclusion.

#### NEW: 3-3 hour Workshops – Finding Recruiting and Maintaining Leaders; Effective One on One Communication; Union Strategies to Take Action on Workplace Stress.

*Instructor: Marie Thomson, Co-Facilitator Lisa Fewster*



# Registration Form for Child Care

Region 1 Weekend Educational

June 11-12, 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:

Friday, June 10 from 7:30 p.m. to 11:00 p.m. (Hospitality)

Saturday, June 11 from 8:30 a.m. - 5:00 p.m.

Saturday, June 11 from 7:30 p.m. to 11:00 p.m. (Hospitality)

Sunday, June 12 from 8:30 a.m. to 1:15 pm.

**Saturday's Lunch will be provided for the children registered for Child Care.**

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) _____	

\*Swimming will NOT be provided.

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

**ADDRESS: OPSEU, 130-3005 Marentette Avenue, Windsor, Ont. N8X 4G1**

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# HUMAN RIGHTS ACCOMMODATION REQUEST

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**Event name: Region 1 Weekend Educational      Event Date: June 11-12, 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.

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

## HUMAN RIGHTS ACCOMMODATION REQUEST

Page 2 of 2

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.

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

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE FORWARD COMPLETED FORMS TO OPSEU Windsor BY FAX AT 519-977-7553 NO LATER THAN May 20, 2016. Alternatively, this form may be sent directly to the Equity Unit at 416-448-7419 or via e-mail to [equity@opseu.org](mailto:equity@opseu.org).**

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





# OPSEU Advance Form

## Member Information

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

Local: \_\_\_\_\_ Union #: \_\_\_\_\_

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

Phone: \_\_\_\_\_

## Event Information (Completed by staff assigned)

Meeting: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Location: \_\_\_\_\_

Cost Centre: \_\_\_\_\_

Event ID: \_\_\_\_\_

Staff Assigned: \_\_\_\_\_ ext.: \_\_\_\_\_

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

## Estimated Advance Amount

### Advance Request for Hotel

Amount	Date
\$	
\$	
\$	
\$	

*If you require a human rights accommodation please download and complete the Human Rights Accommodation Request Form from the OPSEU website or contact the Equity Unit at extension 8790.*

### Advance Request for Parking

Amount	Date
\$	
\$	
\$	
\$	

Hotel Name: \_\_\_\_\_

### Advance Request for Travel (Airfare/Train/Taxi)

Amount	Date	Type
\$		
\$		
\$		
\$		

### Advance Request Childcare/Attendant Care

(Childcare/Attendance C)

Amount	Date
\$	
\$	
\$	
\$	

**Total Estimated Advance Amount Requested** \$ \_\_\_\_\_

For Hotel Reimbursement please refer to OPSEU Hotel rates and expense guidelines outlined in the call package.

## Delivery Method

Direct Deposit  Pick-Up at Regional Office  Deliver to Staff: \_\_\_\_\_ ext: \_\_\_\_\_  Mailed to Home Address above

\* Reminder: All outstanding advance amounts will need to be reconciled prior to a new advance issued.