



PLEASE CIRCULATE

August 15, 2019

TO: ALL LOCAL PRESIDENTS and LEC MEMBERS IN THE SUDBURY OFFICE SERVICE AREA

RE: Sudbury Regional Office Service Area – October 8, 9, and 10, 2019
OPSEU Sudbury Regional Office
866 Newgate Avenue, Sudbury, ON P3A 5J9

This educational is intended for LEC members serviced out of the Sudbury Regional Office who are part of an OPS-BPS Composite Local or BPS Composite Local, and who live within daily travel distance from the venue; therefore overnight accommodation **is not being provided and will not be reimbursed for this event.**

Courses: FRENCH - Délégué syndical 1 : Faire une différence dans le milieu de travail
(Stewards 1: Making a Difference in the Workplace)

FRENCH – Obligation d’accommoder 1 : Un outil pour des milieux de travail inclusifs
(Duty to Accommodate: A Tool for Building Inclusive Workplaces)

Location: OPSEU Sudbury Regional Office
866 Newgate Avenue, Sudbury, ON P3A 5J9

Note: These courses are not intended for individuals coming from different locals. Registration will be restricted to Locals with multiple LEC members who are working together to build strength in their units and ultimately the Local.

*Applications must be approved by one of your Local Officers (i.e. President, Vice-President, Secretary, Treasurer, or Chief Steward), and must be received in the Sudbury Regional Office **no later than September 18, 2019.***

Local Presidents need to be aware that according to Board Policy, their own Local is responsible for each of its members who attend the courses. When an applicant does not attend and the Regional Office has not been so advised **48 hours** prior to the commencement of the educational, the Local will be assessed a **\$50 penalty**, to be deducted from the next Local rebate. Extenuating circumstances will be taken into consideration.

The Policy regarding payment of wages at the Educational remains the same since it was changed at the Annual Convention held in April 1999. Please see the attached information regarding this matter.

If you have any question, please call Jessica Sviezikas in the Sudbury Regional Office.

Phone: 1-844-765-1419, ext. 5642 / Email: jsviezikas@opseu.org

The Region 6 Education Committee



**DÉLÉGUÉ SYNDICAL 1 : FAIRE UNE DIFFÉRENCE DANS LE MILIEU DE TRAVAIL
OBLIGATION D'ACCOMMODER 1 : UN OUTIL POUR DES MILIEUX DE TRAVAIL INCLUSIFS
SUDBURY REGIONAL OFFICE SERVICE AREA
APPLICATION FORM – PAGE 1**

October 8, 9, and 10, 2019 – OPSEU Sudbury Regional Office

Local Executive Officer (Please Print)

OPSEU LOCAL # _____ EMPLOYER _____

NAME (Brother/Sister) _____ OPSEU UNION # _____

EMAIL _____

HOME ADDRESS _____

CITY _____ POSTAL CODE _____

TELEPHONE _____

Courses Description:

Stewards 1: Making a Difference in the Workplace

This updated version (March 2015) 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. Stewards 1 is a prerequisite to Stewards 2 and must be completed before taking Stewards 2. Participants should bring their collective agreements.

Duty to Accommodate: A Tool for Building Inclusive Workplaces

Provincial legislation and existing case law require employers and unions to provide accommodation short of undue hardship.

This interactive course examines the roles and responsibilities of the employer, the union and the member in accommodating members with disabilities and all other protected groups under the Ontario Human Rights Code. It builds activists' skills to support members requiring an accommodation, and to deal with employer resistance to accommodation in the workplace. (March 2010)

**** APPLICATION DEADLINE: Wednesday September 18, 2019 ****

Send your COMPLETED forms to the Sudbury Regional Office:

Email: jsviezikas@opseu.org | Fax: 705-560-2873



**DÉLÉGUÉ SYNDICAL 1 : FAIRE UNE DIFFÉRENCE DANS LE MILIEU DE TRAVAIL
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SUDBURY REGIONAL OFFICE SERVICE AREA
APPLICATION FORM – PAGE 2**

October 8, 9, and 10, 2019 – OPSEU Sudbury Regional Office

PLEASE NOTE: THIS EDUCATIONAL IS INTENDED FOR MEMBERS SERVICED OUT OF THE SUDBURY REGIONAL OFFICE, WHO LIVE WITHIN DAILY TRAVEL DISTANCE FROM THE VENUE. OVERNIGHT ACCOMMODATION WILL NOT BE REIMBURSED FOR THIS EVENT.

Do you require time off from your regularly scheduled shift to attend? No Yes*

*If Yes, you must complete and submit the Time off Letter Information form with this application.

Please note: Any and all time off must be declared at the time of application for the educational.

**** APPLICATION DEADLINE: *Wednesday September 18, 2019* ****

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SUDBURY REGIONAL OFFICE SERVICE AREA
APPLICATION FORM – PAGE 3

October 8, 9, and 10, 2019 – OPSEU Sudbury Regional Office

NAME: _____ OPSEU LOCAL #: _____
Please Print

- 1. LEC position presently held in your Local?
2. LEC position(s) previously held in your Local?
3. Union activities to date: (campaigns, committees, handling grievances, health and safety, union office or relevant activity.):
4. Other OPSEU Local and/or Regional Educationals you have attended (include years):
5. What do you plan to do with the skills you acquire in these courses?

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.

- ___ Indigenous Worker
___ Racialized Worker
___ Woman Worker
___ Worker with a Disability
___ Francophone Worker
___ Young Worker
___ LGBTTIQQ2S* (*Lesbian, Gay, Bisexual, Transgender, Transsexual, Intersex, Queer, Questioning, Two-Spirited)

Recommendation of Staff Representative:

Signature of Staff Representative

Recommendation/Comments of Local Executive Committee Officer:

Signature of Local Executive Committee Officer

Position

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October 8, 9, and 10, 2019 – OPSEU Sudbury Regional Office

TIME OFF LETTER INFORMATION

This form must be completed and submitted with your application for any and all time off required from a regularly scheduled shift.

Member Name: _____

OPSEU Local #: _____

Employer Name: _____

Date(s) & Time(s) Required: _____

Employer Contact Name: _____

Employer Contact Title: _____

Employer Contact Address: _____

Employer Contact Email Address: _____

OPS Only:

Ministry: _____

Branch/Division: _____

WIN Number: _____



Wage Claims for Educationals

A resolution was passed at Convention 1999 to reinstate a member's ability to claim for lost wages to attend Educationals.

The thinking at the time was that it wasn't fair for members who work weekends to have to take vacation days or comp days to attend an educational when members who don't work weekends didn't have a problem attending on their regularly scheduled time off. On the other hand, there were some who felt it wasn't fair for those who work weekends to be paid to attend an educational and still get their time off during the week. Clearly there were two sides to the issue, but the delegates decided to pay time off for members who work shifts.

At the next meeting of the officers, they decided that the intent of the motion will have been honored if a region dedicates 10% of its education budget for lost wages. The officers left it up to each region to establish their own rules about how to pay lost wage claims. In Region 6 we place a lot of importance on educating our members. We will do our best to compensate those who need time off while remaining within budget.

The Education Committee has decided that it will dedicate \$10,000 to pay lost wages this year. As two Regional Educationals are being planned, each will have \$5,000 allotted to pay for lost wages. ***The money will be distributed among all wage claimers - pro-rated up to 100% of actual wages for each educational.*** For example, this means that if \$6,000 in lost wages is claimed for the Spring Educational, each of the wage claimers will get 83.3% of their claim. Hopefully the local would see fit to top up the difference.

This formula was used for previous Educationals and has worked reasonably well. However, the following issues need to be addressed:

1. **The request for time off or, at the very least, an intention to claim for time off must be submitted at the time that the registration for the educational is submitted.**

One time a number of wage claims came in after an educational, when the members submitted their expense claims. The members explained they did not know when they submitted their registration forms whether or not they would be scheduled to work. If the work schedule isn't made up yet and your members know they wish to attend the weekend educational being held, then they should ask their employer not to be scheduled for work that weekend. Furthermore, late wage claims make it impossible for the staff coordinating the educational to let others know in advance how much their claim is actually worth.

2. **Proof of time off in the form of a letter from the employer must accompany the claim – lost wages will only be paid for prescheduled shifts on Saturday and Sunday (at straight time).**

Time off will not be paid for travel time on Friday and time off will not be paid for anything other than straight time. The letter from the employer must give full details of the basis for the claim.