

SAULT STE MARIE REGIONAL OFFICE

Memo

To: All Presidents & LEC Members – Sault Ste. Marie Service Area
From: **Michael Hocevar, Staff Representative**
Date: January 24, 2020
Re: **Sault Ste. Marie Service Area School – Stewards 1 – Making a Difference in the Workplace**

On behalf of the Executive Board in Region 6 and staff at the Sault Ste. Marie Regional Office, we are pleased to offer to you the following course this winter: **Stewards 1 – Making a Difference in the Workplace**. This course will be held on Saturday, March 7, 2020 from 9:00 am to 4:30 pm. here at our Union Membership Room at 154 Great Northern Road, Sault Ste. Marie, ON. Wages will be covered for all participants if you are scheduled to work, as well as travel and accommodations as per OPSEU policy if you are outside of 60 km away. Lunch will be able to be expensed. Daycare will not be provided at this event, but if it is not a regularly scheduled work day, then daycare expenses can be submitted.

In an effort to comply with the mandate of our new program which is to have all core officers trained in a timely manner and then have those officers effectively utilize that training, we encourage all LEC members to participate.

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.

Those attending are asked to complete the attached Application Form and Time off form if you are scheduled to work that day. If you require a human rights accommodation to attend this educational, please contact the equity unit at equity@opseu.org for the required form or it can be found on the OPSEU website. Deadline for applications is **February 12, 2020**. Please ensure that all sections are complete. We appreciate your co-operation and support as we strive to improve the quality and organization of the training that we bring to Region 6.

CC: Executive Board Members - Region 6
Supervisor, Region 6
Financial Services, Member Education

Application Deadline: February 12, 2020
Send applications to Tracy Gardiner at tgardiner@opseu.org, Fax: 705-949-0326, or drop off at 154 Great Northern Rd, SSM. ON P6B 4Z1

Course 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.

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Application Form

Name: _____ Local: _____

1. Office presently held in local and length of service in this position:
2. Previous positions and accomplishments in local:
3. Type of Local: Single Multi-Unit Composite
4. Work location, position, and type of work:
5. Other OPSEU courses attended:
6. What are your reasons for applying for this educational?
7. What do you plan to do with the skills you acquire in this course?
8. How will your participation in this regional program enable you to become more effective as a workplace representative for your members?
9. 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:

 Aboriginal Worker Worker of Colour Woman Worker
 Worker with a Disability Francophone Worker Young Worker
 TBLGIAPQQ2S Worker (Trans, Bisexual, Lesbian, Gay, Intersex, Asexual, Pansexual, Queer, Questioning, Two-Spirited)
10. Recommendation/comments of Local Executive Officer:

LEC Officer Signature: _____ Position _____

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TIME OFF LETTER INFORMATION

(Please complete each line)

Employee Name: _____

WIN Number: (if applicable) _____

Position Title: _____

Ministry/Employer Name: _____

Branch/Division: _____

Union Local #: _____

Date(s) Required: _____

Manager's Name: _____

Manager's Title: _____

Manager's Address:
(including postal code) _____

Manager's E-Mail Address: _____

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