



## Region 6 Virtual Educational December 15 & 16, 2021

October 21, 2021

**To:** Region 6 Local Executive Committee Members

**RE:** Region 6 Virtual Educational

### **Advanced Grievance Handling**

**December 15, 2021: 09:00 am to 12:00 pm and 1:00 pm to 4:30 pm  
&  
December 16, 2021: 09:00 am to 1:00 pm**

#### **Course Description**

##### **Prerequisite: Basic Grievance Handling for Union Building**

This follow-up to Basic Grievance Handling focuses on augmenting skills from Basic Grievance Handling. Participants will learn how to establish a grievance committee, the roles and responsibilities of the committee, how to negotiate and write up a draft settlement and build confidence in grievance handling. Participants should bring their collective agreements.

Attached is the registration package for the upcoming Region 6 Advanced Grievance Handling course being held virtually via Zoom.

Attendance Form and Human Rights Accommodation Requests are to be submitted to Cathy Guppy at the North Bay Regional Office by November 12, 2021 by 4:30pm.



#### **APPLICATIONS**

Completed application forms must include the signed recommendation of a Local Executive Officer and be received by the North Bay Regional Office no later than November 12, 2021 by 4:30pm.



#### **APPLICATION APPROVAL: MODIFIED PROCESS**

Please be advised members applying to attend OPSEU/SEFPO education programs or conferences normally require a signature from a member of the LEC to approve the application. **Please make sure your LEC is aware you are applying and they approve. We may ask for this approval through email if there are an abundance of applications. We understand through lockdown that signatures are not always possible.**



### **SELECTION PROCESS – EDUCATION POLICY SECTION 7 (POLICY MANUAL)**

The selection process will be in accordance with the Education Policy – Section 7 of the Policy Manual. All Local Presidents have an OPSEU/SEFPO Policy Manual. Please contact your Local President to review this policy. Applicants will be notified after November 17, 2021 of their acceptance for the educational.



### **CANCELLATIONS**

Notification by a member to cancel course attendance should be received by both the local president and the regional office no later than 48 hours before commencement of the regional school. When a member does not attend and the Regional office has not been notified 48 hours prior to the school's commencement, **the member will be assessed a \$50.00 penalty.** Extenuating circumstances will be taken into consideration.



### **FAMILY/ATTENDANT CARE**

Family/Attendant Care will be reimbursed as per OPSEU/SEFPO policy as outlined on the back of the expense claim. Such allowance is not intended to reimburse the claimant for dependant/family expenses they would have normally incurred as a result of employment except where the absence exceeds the normal work day or week.

Family/dependent care will be reimbursed at the rate of \$15.00 per hour. If you have any questions, please check the OPSEU/SEFPO Policy Manual.



### **LOST WAGES/TIME OFF**

Per past practice, lost wages will be paid for those members who are scheduled to work Wednesday, December 15 and/or Thursday, December 16. Any claim for lost wages must be substantiated by proof from your employer.

**APPLICATIONS MUST BE SENT BY EMAIL BY:  
Friday, November 12, 2021 by 4:30pm.**

**OPSEU/SEFPO Regional Office  
Telephone: 1-844-765-1417 Ext. 5602  
Email: [cguppy@opseu.org](mailto:cguppy@opseu.org)**



**ATTENDANCE FORM  
REGION 6 VIRTUAL EDUCATIONAL**

**Advanced Grievance Handling December 15 & 16, 2021**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p><b><u>PERSONAL INFORMATION</u></b></p> <p>LEC Position: _____</p> <p><b>Application Due November 12, 2021 by 4:30pm</b></p>                                                                                                                                                                                                                                                                                                                                       | <p>Local: _____ Union # _____</p> <p>Name: _____<br/>Last _____ First _____</p> <p>Home Address: _____<br/>Street _____ City _____ Postal Code _____</p> <p>Phone Numbers: _____<br/>Home _____ Work _____ Cell _____</p> <p>Personal Mail: _____<br/>Home _____</p>                                                                                                                  |
| <p><b><u>TIME OFF</u></b><br/>(CHECK THOSE THAT APPLY)<br/>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> <b>December 15, 2021</b><br/>From: _____ to _____</p> <p><input type="checkbox"/> <b>December 16, 2021</b><br/>From: _____ to _____</p> <p><input type="checkbox"/> Other (night shift pre or post event)<br/>From: _____ to _____</p> <p><b>Example:</b><br/>✓ December 25, 2021<br/>From: 8:30am to 4:30pm</p> | <p style="text-align: center;">★ <b><u>TO BE COMPLETED IF REQUESTING TIME-OFF (email)</u></b> ★</p> <p><b><u>Name of Employer Contact:</u></b> _____</p> <p><b><u>Title:</u></b> _____</p> <p><b><u>Employer:</u></b> _____</p> <p><b><u>Address:</u></b> _____<br/>_____<br/>_____</p> <p style="text-align: center;">★ <b><u>Employer email: (mandatory)</u></b> ★</p> <p>_____</p> |
| <p><b>ACCOMMODATION</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b><u>Only</u> If Required, please complete the Human Rights Accommodation Form</b></p>                                                                                                                                                                                                                                                                                            |

**PREREQUISITE BASIC GRIEVANCE HANDLING**

\_\_\_\_\_  
Local Executive Officer Signature or attach an approval email with the attendance from

\_\_\_\_\_  
Position

*Please complete and send by **November 12, 2021 by 4:30pm** ONLY BY EMAIL to Cathy Guppy at [cguppy@opseu.org](mailto:cguppy@opseu.org)*

**APPLICATION DUE November 12, 2021.**