



Date: March 14, 2022

TO: All Presidents in Region 3 or their Designate; Unit Stewards in Composite Locals; PRHC Delegate, PYWC Delegate; Presidents of Area Councils or their Designate.

RE: May 14 & 15, 2022 Educational

We have enclosed a call for the Region 3 Educational to be held on May 14 & 15, 2022 at the Pinestone Resort, 4252 County Road #21, Haliburton, Ontario K0M 1S0.

You will find the following in this package:

1. **Attendance Form** (to be forwarded to your Local President for prioritization). Accommodations must be booked and paid for by yourself. *Extra or incidental charges are to be paid by the member as well.*
2. **Application for Educational** (to be forwarded along with your Attendance form).
3. **Advance Request Form**
4. **Time Off Letter request form**
5. Description of Courses to be offered.
6. **Human Rights Accommodation Request** – if required, please fill out and return.
7. **Child Care Registration.** Complete the “Registration for Child Care” only if child care is required. A spouse is excluded from the list of eligible care providers.
8. Educational Information Sheet – outlines certain educational policies.
9. Statement of Respect/Scant/Nut-Free/Smoking

Please return this form with your application. For your application to be considered, it must be sent to the email (region3@opseu.org) by Monday March 28, 2022 by 4:30pm.

In solidarity,

Leslie Sanders

Co-ordinator of Educational
Staff Representative
Peterborough Regional Office

cc. Region 3 Executive Board Members
Oshawa, Peterborough and Orillia Regional Offices
Lori Davis, Supervisor, Local Services
Education/Campaigns Department
Accounting Department

PLEASE NOTE: You will receive a confirmation letter if selected.

CHANGES TO EXPENSE CLAIMS

The Member Portal (opseu.org/members-login) is the quickest way to have your expenses processed. Please see the E-Claim tutorial in your Members Profile under the Documents menu. If you choose to use a paper expense claim – only one event is allowed on each form. Multiple events on one form will be returned to the member for correction.

Please Note: OPSEU will only reimburse a member shared accommodation of \$67.50 (plus applicable taxes).

Meals that are included in the room rates will not be allowable expenses even if you do not eat at the resort.

Additional Guests - please notify the hotel directly to let them know you are bringing additional guests, so they can be added into the meal arrangements. There is a charge of \$90.00 plus 13% tax and 18% service charges for each adult guest, which includes breakfast, lunch & dinner on Saturday and breakfast on Sunday. **This payment will be charged in advance of arrival. Upon check-in participants and paid guests will be provided with a bracelet, allowing them to eat with the group.**

Expenses for dependent care will be paid or provided in accordance with OPSEU's policies.

Lost wages will be reimbursed for shift workers only in accordance with current OPSEU policy. Documentation must be submitted with your claim.

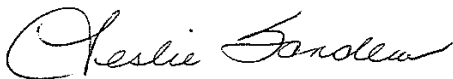
Own time is not paid for a weekend education.

Time off arrangements – Please see form attached regarding time off.

Check-in time: after 4 p.m. on Friday Checkout time: by noon on Sunday.

Should you require additional information, please call the Oshawa Regional Office or email region3@opseu.org.

In solidarity,



Leslie Sanders
Co-ordinator of Educational
Staff Representative
Peterborough Regional Office

cc. Region 3 Executive Board Members
 Oshawa and Orillia Regional Offices
 Steve Nield, Supervisor, Local Services
 Member Education Department
 Accounting Department

PLEASE NOTE: You will receive a confirmation letter if selected.

Course Descriptions for May 14 & 15, 2022

Workplace Surveillance: Know Your Rights

Develop an understanding of workers' rights regarding workplace surveillance so that you can be informed, strategic and proactive in a technologically changing workplace. Through shared experiences, hands-on mapping of your workplace surveillance systems, insights into the future of work, and an exploration of case studies, you will return to your local with tools, tips, best practices, sample contract language and more.

Duty to Accommodate: A Tool for 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)

Dealing with Workplace Conflict

Everyday, in our lives, we have to deal with situations of conflict. It may be with our family, our work colleagues, our friends, our peers or our supervisors. In this 1 ½ day course we will define and analyse conflict and look at the range of processes aimed at alleviating or eliminating sources of conflict.

There are many tools available to persons in conflict. How and when they are used depends on several factors that will be perused. We will also look at mediation and its role in conflict resolution.

Mental Health Challenging: Stigma in the Workplace

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.

Information Sheet

Application

- ❑ Application forms must be signed by the Local President, and received by the Region 3 email address (region3@opseu.org) no later than March 28, 2022 by 4:30pm.

Cancellations

- ❑ A member cancelling participation must notify the Local President and the Region 3 email address as soon as possible.

Allowance/Reimbursement

- ❑ Members will be reimbursed for Child Care at \$15.00 an hour for a maximum of 12 hours, to a maximum of \$220.00 in a 24 hour period, and must be signed by care provider(s).
- ❑ Childcare claims will be honoured for children up to and including age 16, for whom the member is guardian.
- ❑ Care may be provided by friends/family, professional or commercial services, or any other arrangement satisfactory to the member making the claim. Claims may be verified and must be signed by the service provider. A spouse is excluded from the list of eligible care providers.

Elder/Dependant Care

- ❑ Members who have responsibility for elderly/dependant persons living with them as part of their family may claim for their care.
- ❑ Members will be reimbursed for family/attendant care at \$15.00 an hour, to a maximum of \$220.00 in a 24 hour period.
- ❑ This policy covers the expenses for persons over the age of 16, permanently residing with, and under the care of a member, who are differently-abled and/or aged. A spouse is excluded from the list of eligible care providers.

Statement of Respect

Harassment or discrimination of any kind will not be tolerated at OPSEU/SEFPO functions.

Whenever OPSEU/SEFPO members gather, we welcome all peoples of the world. We will not accept any unwelcoming words, actions or behaviours against our union members.

We accord respect to all persons, regardless of age, creed, political affiliation and racialization including and not limited to People of African descent, Black, Caribbean, South Asian, Asian, women, men, First Nations, Métis and Inuit peoples, members of ethno-racial groups, people with disabilities, gays, lesbians, bisexual, transgender/transsexual people, and gender diverse persons, francophones and all persons whose first language is not English.

In our diversity we will build solidarity as union members.

If you believe that you are being harassed or discriminated against contact the Facilitator or Instructor for immediate assistance.

Allergy Alert Scent, Peanuts and Nut-Free Policy

Workers are becoming sensitized to chemicals, scented products and certain foods such as peanuts, peanut butter, pecans, walnuts, many chocolate bars and energy/nutrition bars.

For many individuals, attending conferences, meetings etc. and being exposed to perfumes, other strong scents and certain foods can pose serious health risks such as asthma attacks, respiratory problems and/or migraine headaches.

In the interest of the health and safety of the sisters and brothers whose health may suffer from any of these exposures, we ask that you refrain from wearing or using scented products, peanut and nut products at all OPSEU/SEFPO events and OPSEU/SEFPO locations.



Alerte aux allergies Politique pour un environnement sans parfums, sans arachides et sans noix

Les travailleurs sont de plus en plus sensibles aux produits chimiques, aux produits parfumés et à certains aliments, tels que les arachides, le beurre d'arachide, les pacanes et les noix (famille des noix), ainsi qu'à de nombreuses barres de chocolat et barres énergétiques et nutritives.

Pour de nombreuses personnes qui assistent aux conférences, réunions, etc., une exposition aux parfums et autres produits fortement odorants, ainsi qu'à certains aliments, peut poser un risque grave pour la santé, tels que crises d'asthme, problèmes respiratoires et/ou migraines.

Dans l'intérêt de la santé et de la sécurité de nos consœurs et confrères sujets aux effets néfastes d'une exposition à ces produits, nous vous demandons de ne pas porter ou utiliser des produits parfumés et de ne pas avoir avec vous arachides, noix et produits contenant des noix lorsque vous vous trouvez à une activité ou dans un local du SEFPO, quels qu'ils soient.