
August 4 2022

To: Region 5 Local Presidents, L.E.C.s, and E.B.M.s
From: Region 5 Education Committee

LOCATION: Courtyard by Marriott Downtown Toronto, 475 Yonge St, Toronto ON, M4Y 1X7

DATES: Saturday, September 24, 2022 – 9:00AM to 5:00PM
Sunday, September 25, 2022 – 9:00AM to 1:00PM (approx.)

CHILDCARE: Childcare will be available Saturday from 8:30AM to 5:00PM and Sunday from 9:00AM to the end of classes. **Parent/Guardians MUST be on site at all times when utilizing childcare provided by OPSEU/SEFPO**

COURSES: We are pleased to offer the following six courses:

1. *Dismantling Anti-Black Racism*

The 1.5 day Dismantling Anti-Black Racism course will raise awareness, provide a better understanding, and include strategies to dismantle anti-Black racism (ABR). It explores the topics of what anti-Black racism is and provides Black history highlights for a deeper understanding of the history of slavery and its impacts today. The course addresses the need to confront white supremacy. Participants will understand how colonization and the socially constructed concept of race has affected Black people. Additionally, the course highlights past, present and future efforts to address anti-Black racism in the workplace and in OPSEU/SEFPO.

In this introductory course, participants will develop skills and strategies in order to identify and intervene in situations of anti-Black racism. They will use case studies, videos, and real life scenarios to navigate difficult conversations. Participants will also have access to current terminology and be provided with tools to have (ABR) discussions that are important to engage in, especially with family members, fellow union members, neighbours and co-workers. This course will equip participants with the knowledge and ability to take action against anti-Black racism in our Union.

This course is a core OPSEU/SEFPO educational component that is valuable for all Union activists to attend.

2. *Duty to Accommodate 2: Making Accommodation Work*

Does your employer balk at providing proper accommodations? Has your employer challenged the medical information the member has provided? Is the employer asking members for independent medical exams? Do you hear grumblings from co-workers about the number of accommodations in the workplace?

Building on the skills and information in the first course, “Duty to Accommodate: A tool for inclusive workplaces”, Making Accommodation Work: Duty to Accommodate 2 examines the challenges of supporting a worker in need of an accommodation. This course investigates strategies and skills for gathering information, challenging employer tactics used to prevent accommodations, developing a fair accommodation plan, and communicating with co-workers to build more workplace solidarity.

While the course focuses mainly on the practical aspects of accommodation due to disability, many of the issues such as collective agreement language, attendance management programs, co-worker resentment apply to accommodation based on sex and family status as well.

Note: Due to the volume of information about Duty to Accommodate, it is strongly advised that participants take “Duty to Accommodate: A Tool for Inclusive Workplaces” before Duty to Accommodate 2.

3. *Stewards 1: Making a Difference in the Workplace*

This updated version of Stewards 1 includes a more detailed description and history of OPSEU/SEFPO'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 resources and information in OPSEU/SEFPO, and understand the grievance process and their role in it. Participants must have completed Stewards 1 before registering in Stewards 2. Participants should bring their collective agreements.

4. *BPS Benefits and Appeals: Helping Members Navigate through the Fine Print*

Benefits are increasingly under attack from employers, insurers, the media and government. It's time to protect these hard won working conditions. The BPS Benefits and Appeals course examines internal and external benefits and the many interactions they have with workers day to day lives.

Additionally, the course provides skills for the union activist to support members in understanding and navigating their particular benefit situation. Lastly, the course explores what we can do as a union to defend and strengthen our collective agreements and the social safety net from current attacks. Participants should bring their benefits booklets and Collective Agreements to the course.

Important Note: This course is not intended to create local benefits experts that do appeals. The course is intended to increase awareness and develop skills of local leaders to help support members with their benefits appeal issues.

5. *Women in Activism: Staying Connected*

Are you a woman who wants to get involved in your Union but you are uncertain as to where and how to begin? Have you wondered how activists got into the position they are in and why they got involved? Do you have the energy and interest but lack the confidence in getting yourself elected to a position? Then this is a course for you.

This new course will take you through the journey of successful women in unions and the political arena, how they got there and what they have achieved. You will understand your role as an activist gain confidence in taking the first steps and feel motivated in encouraging others to do the same. You will review your own time management strategies and work out a schedule for yourself.

Through scenarios, role-play, interactive videos and checklists, you will understand the issues women have faced over the years; some of which still continue today. You will learn how to build on these wins to make further inroads for women.

Suggested Pre-requisite – one elected activist and one partner who is not elected (take a closer look at who you may want to bring). This can be an encouragement to mentor others.

6. *Health & Safety: Level One*

This course is designed for members and stewards who want to become more involved in health and safety activities in their workplace. There is a strong focus on health and safety legislation to enable participants to use the legislation effectively in their own workplaces.

Participants work in groups to explore the legislation and to gain a better understanding of their rights and employers' obligations under the Occupational Health and Safety Act and its regulations. Participants are introduced to the concepts of hazard identification, assessment and control and develop a greater understanding of the components of an effective health and safety system.

IMPORTANT INFORMATION:

- ✚ The Participant and Course Selection Process will be carried out in accordance with OPSEU/SEFPO Education Policy.
- ✚ Confirmation will only be sent to applicants who are accepted.
- ✚ Lost Wages will not be provided for this Educational.
- ✚ OPSEU/SEFPO's 60km rule will be waived on Saturday – this means that if you live further than 60km from the hotel you are entitled to single accommodations on Friday and Saturday; if you live within 60km of the hotel you are entitled to single accommodations on Saturday night only. **Please note that normally hotel accommodations are reimbursed at double occupancy, but due to ongoing health and safety reasons related to COVID-19, single accommodation will be approved for this Educational.**
- ✚ As a reminder, in accordance with OPSEU/SEFPO policy, full Attendance is mandatory for participants at the educational. If you are unable to attend with Full Attendance without an acceptable reason, you will not receive credit for the course and your expenses (if any) may not be paid.
- ✚ Persons attending OPSEU/SEFPO 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/SEFPO Events.
- ✚ Officers of your L.E.C. mean President, Vice-President(s), Secretary, Treasurer, or Chief Steward. If you are a Local Officer, the signature of another Officer must be obtained. **Applications without the required signatures will not be processed.**

Applications must be received by: 4:00 p.m. August 26, 2022

ATTENTION: Susan Kesper, Fax: (416) 944-0288 or Email: R5educational@opseu.org

LATE APPLICATIONS MAY NOT BE ACKNOWLEDGED

Personal Information	Local:	Union No.:
	Name:	
	Address:	
	City:	Postal Code:
	Home/Cell Phone:	Business Phone:
	Personal Email:	
Hotel Information	<p>Courtyard by Marriott Downtown Toronto 475 Yonge St, Toronto ON, M4Y 1X7 Phone: 416-924-0611</p> <p>Book your own room before August 23, 2022 Be sure to request the OPSEU group rate</p> <p>PLEASE SEE ATTACHED INFORMATION SHEET</p> <p>Single: \$279.00 Double: \$279.00 (Taxes not included)</p>	
Course Selection	<p>Please indicate your 1st, 2nd and 3rd choice of which course you would like to attend:</p> <p>_____ Duty to Accommodate 2 _____ Dismantling Anti-Black Racism</p> <p>_____ Stewards 1: Making a Difference _____ BPS Benefits and Appeals</p> <p>_____ Women in Activism: Staying Connected _____ Health & Safety, Level 1</p>	
Human Rights Accommodation	<p>Complete the attached Human Rights Accommodation Form for any specific accommodation needs. Please email completed form to r5educationals@opseu.org, or directly to the OPSEU/SEFPO Equity Unit at equity@opseu.org.</p>	
Family Care (Child/Elder/Dependant)	<p>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/dependant care will be reimbursed at the rate of \$15.00 per hour. If you have any questions, please check the OPSEU/SEFPO Policy Manual.</p>	
1.	<p>Position(s) previously held in your Local</p> <hr/> <p>Length of service in this position:</p>	
2.	<p>Positions/activities previously held/accomplished in your Local (ie. Steward, committee officer, campaigns), and length of service:</p>	
3.	<p>Type of Local: ___ Single ___ Composite ___ Multi-Unit</p>	
4.	<p>Your work location:</p> <hr/> <p>Your position at work:</p> <hr/> <p>Type of work:</p>	
5.	<p>Other OPSEU/SEFPO Local/Regional Educationals attended:</p>	
6.	<p>OPSEU/SEFPO is committed to achieving equitable participation of designated group members in its education programs. 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 ___ LGBTTIAQQ2S Worker (Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Asexual, Queer, Questioning, Two-Spirited)</p>	
7.	<p>_____</p> <p>Local Executive Officer Signature Or attach approval email with attendance form</p>	
<p>Deadline for Applications: August 26, 2022 @ 4:00 PM Email to: R5educationals@opseu.org</p>		

INFORMATION SHEET

REGISTRATION

Application forms must be signed by one (1) Local Executive Officer and received by r5educationals@opseu.org no later than 4:00 p.m. – **August 26, 2022**

LATE APPLICATIONS MAY NOT BE ACKNOWLEDGED

ACCOMMODATION

A block of rooms has been reserved at the Courtyard by Marriott Downtown Toronto, 475 Yonge St, Toronto ON, M4Y 1X7

- Tel: 416-924-0611, and request the group rate with code "OPSEU".
- Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **August 23, 2022** All unreserved rooms will be released for re-sale after this date. OPSEU Policy states that members are responsible for their own rooms AND paying for same, you are also responsible for any cancellation. Failing cancellation, you are responsible for the room charges.
- For this event, members living **outside** 60 kms of the hotel **will** be entitled to room accommodation for both Friday and Saturday nights of the weekend educational as per OPSEU/SEFPO policy. Members living **within** 60 kms of the hotel **will** be entitled to room accommodation for Saturday night only, as required. Members will be **reimbursed for the cost of a single room. Please note that normally hotel accommodations are reimbursed at double occupancy, but due to ongoing health concerns amid the COVID pandemic, single accommodations will be covered for this educational.**

CANCELLATIONS (NEW POLICY)

- 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 (no later than 9:00 A.M. on the Thursday prior to the weekend 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.
- A member cancelling participation must notify r5educationals@opseu.org and their local president on or **before 9:00 a.m. on THURSDAY, SEPTEMBER 22, 2022.**

CHILDCARE/ELDER/DEPENDANT CARE

- We encourage the use of the onsite Childcare
- Members who arrange their own childcare will be reimbursed for Child Care at \$15.00 an hour to a maximum of \$220.00 per 24 hour period.
- Child care claims will be honoured for children up to and including age 16, for whom the member is **guardian**.
- Friends, family, or professional or Commercial Services or any other arrangement satisfactory may provide care to the

member making the claim. Claims may be verified and must be signed by the service provider.

- Members seeking child care through OPSEU/SEFPO for this educational must include the completed Childcare Registration paperwork with their Application forms.
- **If childcare is requested they must be in attendance with the program. If the child is not in attendance you will be responsible for the full cost of the accommodation.**
- Family/Attendant care will be reimbursed at the rate of \$15.00 per hour to a maximum of \$220.00 per 24 hour period and must be signed by the care provider(s). Please specify hours claimed for each day. 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.

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 their private vehicle, they 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: round trip mileage at a rate of \$0.55/km; one (1) OPSEU passenger, \$0.60/km; two (2) OPSEU passengers, \$0.65/km; three (3) OPSEU passengers, \$0.70/km four (4) OPSEU passengers \$0.75/km
- **ALL** expenses **MUST** be submitted on proper Expense Claim Forms.

LOST WAGES

- Lost Wages **will not** be provided for this Educational as per OPSEU Policy.

MEALS

- **BREAKFAST:** Members who stay at the hotel or had to be present for an OPSEU event before 0800 hours (8:00 a.m.) are eligible to claim (\$13).
- **LUNCH:** Members attending this educational will be provided lunch on Saturday, and are not eligible to claim (\$19). Members may claim lunch on Sunday.;
- **DINNER:** Members who stay at the hotel or had to be present for an OPSEU event past 1700 hours (5:00 p.m.) are eligible to claim (\$29).

ADVANCE

- Indicate the amount required on the Advance Form and return to r5educationals@opseu.org

HUMAN RIGHTS ACCOMMODATION REQUEST

Event name: Region 5 Weekend Educational
Event Date: September 24-25, 2022

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.

4. Do you need a temporary or ongoing human rights accommodation? (Check one.)

_____ Temporary need [Please specify expected duration: _____]

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

HUMAN RIGHTS ACCOMMODATION REQUEST

_____ 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.

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

Signature: _____

Date: _____

PLEASE FORWARD COMPLETED FORM NO LATER THAN August 26, 2022. This form may be sent directly to the Equity Unit via fax at 416-448-7419 or via e-mail to equity@opseu.org.

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



ALL SECTIONS IN THIS FORM MUST BE FULLY COMPLETED AND YOU MUST BE THE LEGAL GUARDIAN

Child(ren)'s Name	Age	Date of Birth: Year – month - date	Medical Problems/Allergies/Special Care Needed

Have your Child Bring a Favourite Toy

Parent/Guardian's Info

Home Address: _____ Contact #: _____

Alternate Contact Name: _____ Contact #: _____

Signature of Parent/Guardian: _____

Medical Consent Form

Upon admission of my child to the OPSEU Childcare Program, I agree that in the event of an emergency when I cannot be reached, I authorize the administration of any medical procedures deemed necessary by a doctor or hospital selected.

Name of Doctor: _____ Contact #: _____

*Child's OHIP # (required): _____

Signature of Parent/Guardian: _____

Please return with your Application Form to r5educationals@opseu.org

Parents must be on-site at all times when utilizing childcare provided by OPSEU.

CHILDREN WHO ARE NOT REGISTERED FOR CHILDCARE MAY NOT BE ACCOMMODATED IF BROUGHT TO THE EVENT