



PLEASE CIRCULATE

April 5, 2023

TO: ALL LOCAL PRESIDENTS and LEC MEMBERS in REGION 4

**RE: REGION 4 WEEKEND EDUCATIONAL: June 10 & 11, 2023
Four Points by Sheraton Kingston, 285 King St. E, Kingston, ON K7L 3B1**

The courses being offered are:

1. Stewards 2: Facing the Employer and Building Member Involvement
2. Stewards 3: Dealing with Discipline
3. Indigenous Journey Part 2
4. Duty to Accommodate 2
5. Duty to Accommodate 2 – French

Applications must be approved by one of your Local Officers (ie. President, Vice-President, Secretary, Treasurer or Chief Steward) and must be received in the Brockville Regional Office no later than **Friday, April 28, 2023.**

Local Presidents need to be aware that according to Board Policy, their own Local is responsible for each of its members who attend a course. 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.

Members are responsible for making their own reservations directly with the hotel by Friday, May 19, 2023. Please follow web-link provided in this email to make your hotel reservations once your application is submitted.

All hotel bills must be paid upon checkout and you will be reimbursed on submission of your expense claim on the OPSEU member portal. Members who live within 60 km of the Hotel are entitled to accommodation for **Saturday night only**. Expenses for family and dependent care will be paid or provided in accordance with OPSEU's Policy (please see the attached expense guidelines).

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.

Please distribute the enclosed forms to interested members in your Local.

If you have any questions, please contact **Nicole Windsor** in the **Brockville Regional Office**.

1-844-765-1415 ext. 5403 or region4@opseu.org

In solidarity,

The Region Four Education Committee



APPLICATION FORM - PAGE 1 of 3
REGION 4 EDUCATIONAL

June 10 & 11, 2023

Four Points by Sheraton Kingston | 285 King St. E, Kingston, ON K7L 3B1

MEMBER INFORMATION:

OPSEU LOCAL # _____ EMPLOYER _____

NAME _____ OPSEU UNION # _____

E-MAIL ADDRESS _____

HOME ADDRESS _____

TELEPHONE (HOME) _____ (CELL) _____

SELF-IDENTIFICATION (OPTIONAL):

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* Worker

(*Lesbian, Gay, Bisexual, Transgender, Transsexual, Intersex, Queer, Questioning, Two-Spirited)

UNION ACTIVITY:

1. Executive Office presently held in your Local? _____

2. Executive Office(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 this course? _____

Please submit completed application to region4@opseu.org by Friday, April 28, 2023.



APPLICATION FORM – PAGE 2 of 3
REGION 4 EDUCATIONAL

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COURSE SELECTION: You will be registered for one course. Rank your 1st, 2nd and 3rd choices.

- Stewards 2: Facing the Employer and Building Member Involvement
- Stewards 3: Dealing with Discipline
- Indigenous Journey Part 2
- Duty to Accommodate 2
- Duty to Accommodate 2 – French

HOTEL ACCOMMODATION:

Four Points by Sheraton Kingston, 285 King St. E, Kingston, ON K7L 3B1

Room Rate: \$189.00+tax/night Parking onsite: \$30.00+tax/daily

If you require accommodations, please book with the Hotel directly **before Friday, May 19, 2023.**

Friday, June 9th night is covered if you live more than 60 km from the hotel.

OPSEU only reimburses the shared accommodation rate (1/2 room rate).

To book call: **1-800-6277-4688** and use the group code: **“OPSEU/SEFPO Spring Educational”**; or

Book online using the following link: [Book your group rate for OPSEU/SEFPO Spring Educational](#)

TIME OFF:

Do you require time off from your **regularly scheduled** shift: **Yes** **No**

If YES, you must complete the following information in FULL:

Estimated Total Wage Claim: \$ _____

Date(s) & Times of shift(s): _____

Employer Name (& Ministry if applicable): _____

Unit/Branch/Division: _____

Employer Contact Name: _____

Employer Contact Title: _____

Employer Contact Address: _____

Employer Contact E-mail Address: _____

Please note: In order for wages to be covered, the request must be made on this form at the time of registration. Wages will be paid according to policy (see attached).

Please submit completed application to region4@opseu.org by Friday, April 28, 2023.



APPLICATION FORM – PAGE 3 of 3

REGION 4 EDUCATIONAL

June 10 & 11, 2023

Four Points by Sheraton Kingston | 285 King St. E, Kingston, ON K7L 3B1

CHILDCARE:

Do you require childcare at the Hotel: **Yes** **No**

If YES, you must complete a Childcare Registration Form and return it with this application.

HUMAN RIGHTS ACCOMMODATION:

Do you require an accommodation: **Yes** **No**

If YES, you must complete a Human Rights Accommodation Request Form and email it to equity@opseu.org.

DIETARY RESTRICTIONS:

Do you have any dietary restrictions: **Yes** **No**

If YES, please indicate: _____

APPROVAL/RECOMMENDATIONS:

Recommendation of Local Officer (required): _____

Signature of Local Officer

LEC Position

Recommendation of Staff Representative: _____

Signature of Staff Representative

Please return this completed Application by Friday, April 28, 2023

Send your COMPLETED Application Form to the Brockville Regional Office as follows:

Email: region4@opseu.org or Fax: (613) 498-3088

Stewards 2: Facing the Employer and Building Member Involvement

Prerequisite: Stewards 1/New Stewards Orientation

This revised follow-up to Stewards 1 focuses on investigating and writing a grievance, facing management, and involving members in worksite action. Participants will use their own collective agreements to identify grievances. They will become immersed in an evolving case study in order to interview a grievor, write up a grievance, face the employer at a step 1 and make a presentation on safety issues to the union side of the Joint Health and Safety Committee. They will examine the elements of effective mobilization and develop a campaign strategy for a local. Participants should bring their collective agreements.

Stewards 3: Dealing with Discipline

This is an advanced level steward course. It is suggested that participants take Stewards 1 and Stewards 2 prior to signing up for this program. Dealing with Discipline is a skills and knowledge focused workshop that will assist union activists in their duties representing members that are facing discipline up to and including dismissal.

The course bridges concepts from Stewards 1 and 2, Basic and Advanced Grievance Handling and Workplace Investigations. Participants should bring their Collective Agreements to the course.

Indigenous Journey Part 2

As a follow-up to the Indigenous Journey: Walking Together course, the Indigenous Journey 2, explores the relationship between Indigenous peoples and white settlers. This unique course will examine the relationship from settler contact to today through the lens of Indigenous people.

Duty to Accommodate 2

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.

EXPENSE GUIDELINES INFORMATION SHEET

<p>REGISTRATION</p> <ul style="list-style-type: none"> ➤ Application forms must be received by the Brockville Regional Office no later than Friday, April 28, 2023 	<p>LOST WAGES:</p> <ul style="list-style-type: none"> ➤ In order to claim for lost wages, proof from your employer that you were scheduled to work and the amount of lost wages incurred must be provided. Own time is not paid. ➤ You are asked to make every effort to rearrange your schedule to avoid lost wage claims. ➤ Depending on demand, individual applicants may be limited to one lost wages claim for a weekend educational per calendar year. ➤ The Regional Education Committee will endeavor to distribute lost wages equitably among locals while taking into consideration equity criteria, the educational needs of locals and the region, and special circumstances that may apply. ➤ Time off arrangements are to be made by the member. No time off requests will be submitted automatically by OPSEU.
<p>ACCOMMODATION</p> <p>A block of rooms has been reserved at the Four Points by Sheraton Kingston.</p> <ul style="list-style-type: none"> ➤ Members are responsible for making their own accommodation and payment arrangements. ➤ Accommodations should be booked no later than Friday, May 19, 2023. Booking after this date is subject to availability and regular hotel room rates will apply. ➤ If members are unable to attend, they are responsible for cancelling their reservation. ➤ Members will be reimbursed for the shared cost of the OPSEU conference rate negotiated with the Hotel. 	<p>EXPENSE FORMS</p> <ul style="list-style-type: none"> ➤ Members 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 carpool. ➤ Current kilometer rates: 1 OPSEU member travelling alone \$0.55/km; 2 OPSEU members \$0.60/km, 3 OPSEU members \$0.65/km, 4 OPSEU members \$0.70/km, 5 OPSEU members \$0.75/km. ➤ All expenses must be submitted via the member portal or on proper expense claim forms.
<p>CHILD CARE/ELDER/DEPENDENT CARE</p> <ul style="list-style-type: none"> ➤ Members will be reimbursed for childcare at \$15.00 an hour for a maximum of 12 hours and \$40.00 overnight, to a maximum of \$220.00 per 24 hour period. ➤ Childcare claims will be honoured for children up to and including age 16, for whom the member is guardian. ➤ Friends, family, professional, 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 childcare through the Brockville Regional Office for the Educational must include the completed paperwork with their application. ➤ 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. ➤ Members who have responsibility for elderly/dependent persons wherever the service is provided, at home, in town or out of town. ➤ Members will be reimbursed for elder/dependent care at \$15.00 an hour for a maximum of 12 hours, and \$40 overnight, to a maximum of \$220 a 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. 	<p>MEALS</p> <ul style="list-style-type: none"> ➤ Breakfast: Provided on June 10th & 11th. ➤ Lunch: Provided on June 10th. ➤ Dinner: Members who stay at the hotel or had to be present for an OPSEU event past 5:00 p.m. are eligible to claim \$29 on June 9th & 10th. ➤ Meal rates: Breakfast \$13, Lunch \$19, Dinner \$29
<p>CANCELLATIONS</p> <ul style="list-style-type: none"> ➤ Notification by members to cancel attendance should be received by both the Local President and the Regional Office no later than 48 hours before (no later than 4:30 PM on the Wednesday prior to the weekend school). ➤ When a member does not attend and has not cancelled as per the guidelines, the member will be assessed a \$50 penalty (extenuating circumstances will be taken into consideration). 	<p>ADVANCE</p> <ul style="list-style-type: none"> ➤ Members may arrange to receive an advance cheque to cover accommodation, mileage and meal expenses by filling out the Advance Request Form. ➤ Completed forms can be submitted directly to advances@opseu.org ➤ NOTE: Advances are not given for lost wages.

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 honoured 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 Four 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.



**CHILDCARE REGISTRATION FORM
REGION 4 EDUCATIONAL**

June 10 & 11, 2023

Four Points by Sheraton Kingston | 285 King St. E, Kingston,
ON K7L 3B1

This form MUST BE completed and returned if requesting childcare. Childcare will be available on site during the Educational, if requested.

Child(ren)'s First Name, Last Name, and Age

Name of parent: _____

Phone (C): _____

Childcare required for (check box):

___ Saturday, June 10, 2023

___ Sunday, June 11, 2023

Does your child have medical needs, allergies or special needs?

Any other pertinent information for the childcare provider:
