

July 21, 2023

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

LOCATION: Sheraton Centre Toronto Hotel, 123 Queen St West, Toronto ON, M5H 2M9

DATES: Saturday, September 23, 2023 – 9:00AM to 5:00PM
Sunday, September 24, 2023 – 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 seven courses:

1. ***Dismantling Anti-Black Racism*** - Prerequisites: None

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.

As per the 2022 Convention, this course is a core OPSEU/SEFPO educational component that has become mandatory for all elected Union activists to attend.

2. ***Stewards 1: Making a Difference in the Workplace***- Prerequisites: None

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.**

3. **Stewards 3: Dealing with Discipline** - Prerequisites: Stewards 1 & Stewards 2

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.

4. **Health & Safety: Level 2** - Prerequisites: Health & Safety: Level One

This course is designed for Health and Safety committee members and union activists with a strong interest in Health and Safety. Participants learn how to be more effective members of their JHSC's as they work in small groups learning how to better identify, categorize, and control hazards.

Using case studies and examples from their own workplaces, participants learn how to improve workplace inspections, and how to begin accident and illness investigations.

The course offers the opportunity to prioritize and strategize around health and safety problems and to address problems specific to participants' own workplaces. The course builds on the material in OPSEU's Level 1 course and assumes that participants have a basic knowledge of the Occupational Health and Safety Act. *Interpreting Your*

5. **Basic Grievance Handling** - Prerequisites: None

This course is designed to examine the grievance process from a workplace organizing perspective. Grievances are opportunities to build the union. This hands-on course helps members analyze situations to decide whether a grievance is the best approach.

They will learn about different types of grievances and the remedies available through the grievance/arbitration process. They will develop technical skills in writing, processing grievances and practice communication to assess whether a member's rights have been violated. Participants should bring their Collective Agreements to the course.

6. **The Indigenous Journey: Walking Together: Part One** - Prerequisites: None

Would you like to learn more about Indigenous peoples? Do you know that the First Nation, Inuit and Métis peoples have differences in their traditions, beliefs, communities and cultural identities as well as some commonalities?

Through activities, inspired by the teachings and traditions of Indigenous peoples, we will take you through an overview of the lives of the First Nations, Inuit and Métis peoples as well as allow you an opportunity to share in some of their stories.

You will take a journey of examining both historical and current relationships between Indigenous people and governments within Canada and the world today. If you would like to share in the rich history of Indigenous peoples and spend time understanding why being an ally is important, this course will offer that opportunity.

7. ***Newly Updated* Dealing with Workplace Conflict** - Prerequisites: None

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 analyze 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.

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.**
- ✚ You are responsible for booking your own accommodations directly with the hotel, if required. An online direct booking link for rooms in the Event Group Block will be issued to successful applicants at the following rates: Single \$319.00, Double \$370.00 (taxes not included).
- ✚ 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.
- ✚ All applications must be approved/signed by a Local Executive Committee member from the applicants Local, per OPSEU/SEFPO Policy 6.2.2. **Applications without the required signatures will not be processed.**

Applications must be received by: 4:00 p.m. August 4, 2023

**ATTENTION: Region 5 Educationals:
Fax: (416) 944-0288 or Email: R5educationals@opseu.org**

LATE APPLICATIONS WILL NOT BE ACKNOWLEDGED

Personal Information	Local:	Union No.:
	Name:	
	Address:	
	City:	Postal Code:
	Personal Email:	
Hotel Information	<p>Sheraton Centre Toronto Hotel 123 Queen St West, Toronto ON, M5H 2M9 Phone: 416-361-1000</p> <p>PLEASE SEE ATTACHED INFORMATION SHEET FOR BOOKING DETAILS</p> <p>Members who require hotel accommodations will be responsible for booking their own room before September 10th, 2023. A direct booking link will be issued to successful applicants at the OPSEU/SEFPO group rate: Single: \$319.00, Double: \$370.00 (Taxes not included)</p>	
Course Selection	<p>Please indicate your 1st, 2nd and 3rd choice of which courses you would like to attend:</p> <p> <input type="checkbox"/> Dismantling Anti-Black Racism <input type="checkbox"/> Health & Safety: Level 2 <input type="checkbox"/> Stewards 1: Making a Difference <input type="checkbox"/> I have taken the prerequisite to this course (Health & Safety: Level One) <input type="checkbox"/> Dealing with Workplace Conflict <input type="checkbox"/> Basic Grievance Handling <input type="checkbox"/> Stewards 3: Dealing with Discipline <input type="checkbox"/> The Indigenous Journey: Part 1 <input type="checkbox"/> I have taken the prerequisites to this course (Stewards 1 & Stewards 2) </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>	
On-site Childcare	<p>Childcare will be available on-site at the hotel on Saturday from 8:30AM to 5:00PM and Sunday from 9:00AM to the end of classes. Parents/Guardians MUST be on site at all times when utilizing childcare provided by OPSEU/SEFPO. To register your child/dependent for on-site childcare, please complete return the Childcare Registration Form with your application package.</p>	
Off-site Family Care (Child/Elder/Dependant)	<p>Family/Attendant Care will be reimbursed as per OPSEU/SEFPO Policy. 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 to a maximum of \$220.00 within a 24 hour period. For additional information, please refer to OPSEU/SEFPO Policy Section 4.2.2.</p>	

Prior Union Experience & Education:	
1.	Position(s) previously held in your Local
	Length of service in this position:
2.	Positions/activities previously held/accomplished in your Local (ie. Steward, committee officer, campaigns), and length of service:
3.	Type of Local:
4.	Your work location:
	Your position at work:
	Type of work:
5.	Other OPSEU/SEFPO Local/Regional Educationals attended:
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:</p> <p> <input type="checkbox"/> Indigenous Worker <input type="checkbox"/> Francophone Worker <input type="checkbox"/> Racialized Worker <input type="checkbox"/> Young Worker <input type="checkbox"/> Woman Worker <input type="checkbox"/> LGBTTIAQQ2S Worker (Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Asexual, Queer, Questioning, Two-Spirited) <input type="checkbox"/> Worker with a Disability </p>
<p>_____</p> <p>Local Executive Officer Signature*</p> <p>Or attach approval email with attendance form</p> <p><i>If you require support in receiving LEC approval, please contact r5educationals@opseu.org</i></p>	
<p><i>Before you submit, please make sure that you have completed all sections of this registration package, and included any additional request forms that are applicable to you:</i></p> <p> <input type="checkbox"/> Advance Request Form <i>If you do not require an Advance, Human Rights Accommodation, or On-Site Childcare, you do not need to return these sections with your application.</i> <input type="checkbox"/> Human Rights Accommodation Form <input type="checkbox"/> On-site Childcare Registration </p>	
<p>Deadline for Applications: August 4th 2023 @ 4:00 PM Email to: R5educational@opseu.org</p>	

INFORMATION SHEET

REGISTRATION

Application forms must be signed by one (1) Local Executive Officer (OPSEU/SEFPO Policy 6.2.2) and received by r5educationals@opseu.org no later than 4:00 p.m. – **August 4, 2023**

LATE APPLICATIONS MAY NOT BE ACKNOWLEDGED

ACCOMMODATION

- A block of rooms has been reserved at the Sheraton Centre Toronto Hotel, 123 Queen St W, Toronto ON, M5H 2M9
- Members are responsible for making their own Accommodation and Payment arrangements. Accommodations must be booked no later than **September 10th, 2023**. All unreserved rooms will be released for re-sale after this date. OPSEU/SEFPO 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.
- An online direct booking link, and telephone instructions for reserving a hotel room will be issued to successful Educational applicants after the registration deadline of August 4, 2023.
- 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 FRIDAY, SEPTEMBER 13TH, 2023.**

CHILDCARE/ELDER/DEPENDANT CARE

- Use of the On-site Childcare is encouraged
- Members who arrange their own childcare will be reimbursed at \$15.00 an hour to a maximum of \$220.00 per 24 hour period, per OPSEU/SEFPO Policy 4.2.2.
- Child care claims will be honoured for children up to and including age 16, for whom the member is the **parent/guardian**.

CHILDCARE/ELDER/DEPENDANT CARE cont'd

- 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, the child/dependent must be in attendance with the program. If the child/dependent 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 CLAIMS

- 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 Kilometric Rates: round trip mileage at a rate of \$0.55/km; one (1) OPSEU/SEFPO member travelling alone, \$0.60/km; two (2) OPSEU/SEFPO members, \$0.65/km; three (3) OPSEU/SEFPO members, \$0.70/km four (4) OPSEU/SEFPO members \$0.75/km
- **ALL** expenses **MUST** be submitted on proper Expense Claim Forms or via the MemberPortal.

LOST WAGES

- Lost Wages ***will not*** be provided for this Educational as per OPSEU/SEFPO Policy; this means that time-off letters are ***not*** being issued for this Educational

MEALS

- **BREAKFAST:** Members who stay at the hotel or had to be present for an OPSEU/SEFPO event before 0800 hours (8:00 a.m.) are eligible to claim twenty-one dollars (\$21.00).
- **LUNCH:** Members attending this educational may claim twenty-nine dollars (\$29.00) lunch on both Saturday and Sunday.
- **DINNER:** Members who stay at the hotel or had to be present for an OPSEU/SEFPO event past 1700 hours (5:00 p.m.) are eligible to claim thirty-eight dollars (\$38.00).

ADVANCE

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