



PLEASE CIRCULATE

August 1, 2023

TO: ALL LOCAL PRESIDENTS and LEC MEMBERS in REGION 4

RE: STEWARDS ORIENTATION
LOCAL TREASURERS COURSE

The courses being offered are:

1. Stewards Orientation – @ Brockville Membership Centre – 201-133 King St. W, Brockville
2. Stewards Orientation – @ Kingston Membership Centre – 824 John Counter Blvd., Kingston
3. Stewards Orientation – @ Ottawa Membership Centre – 2525 St. Laurent Blvd., Ottawa
4. Stewards Orientation (French) – Virtually via Zoom
5. Local Treasurers Course – Virtually via Zoom

Stewards Orientation (full day session) Saturday, September 9, 2023 - 9am-4pm

Local Treasurers Course (full day and a half session) Saturday, September 16, 2023 - 9am-4pm
Sunday, September 17, 2023 - 9am-Noon

Application Deadline: Friday, September 1st, 2023
Please submit your application to: region4@opseu.org
Spaces will be filled on a 'First come, first served' basis.

Time off requests: Permitted for Local Treasurers Course only.

NOTE: Time off for Stewards Orientation is typically covered by the local or member, and is coordinated with the Employer by the member and local. However, should your Employer require a time off letter to release you, and your local agrees to cover your wages; have your local complete a "Local that Wish to Use Rebates for Time-Off" form (see attached).

Permitted expenses:

In person course	Childcare	Lunch	Mileage/transportation
Virtual course	Childcare		

Please distribute to your membership.

Should you have any questions, please do not hesitate in reaching out to: region4@opseu.org.

In solidarity,

The Region Four Education Committee



APPLICATION FORM
REGION 4
Stewards Orientation & Local Treasurers Course
September 2023

MEMBER INFORMATION:

LOCAL # _____

FULL NAME _____

UNION # _____

PERSONAL E-MAIL ADDRESS _____

COURSE SELECTION:

Check all that may apply:

- Stewards Orientation – @ Brockville Membership Centre – 201-133 King St. W, Brockville
- Stewards Orientation – @ Kingston Membership Centre – 824 John Counter Blvd., Kingston
- Stewards Orientation – @ Ottawa Membership Centre – 2525 St. Laurent Blvd., Ottawa
- Stewards Orientation (French) – Virtually via Zoom
- Local Treasurers Course – Virtually via Zoom

Note: for the Stewards Orientation (in person) please select one option - the Membership Centre closest to your residence.

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.

TIME OFF:

(For the Local Treasurers Course only; unless your local agrees to cover 100% of your wages for Stewards Orientation. The “Local that Wish to Use Rebates for Time-Off” form (see attached) must be completed by your local and returned.

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 return this completed Application by Friday, September 1st, 2023

Send your COMPLETED Application Form to Email: region4@opseu.org

Stewards Orientation (1-day course)

This one-day course provides new stewards with the tools to create a profile of the diverse members the steward represents, and an understanding of the questions to pursue after the course.

Participants will receive a basic orientation to the role of stewards and other LEC members, and will develop an understanding of the structure of OPSEU. Information about key union resources will be provided, as well as options for resolving workplace issues, including the steps of the grievance process and common labour terms and vocabulary.

Local Treasurers Course

This course is aimed at Local Treasurers and Trustees who are either NEW to the role or experienced members who are seeking a “refresher course”. The goal is to give the necessary tools and education to Local Treasurers and Trustees in order for them to fulfill their roles in the Local. It will also draw on members’ experiences to solve problems occurring with the administration of Local funds.

Spaces will be filled on a ‘first come, first served’ basis. Interested members should apply themselves so that correct contact information can be confirmed. Receipt of each application will be confirmed and the course materials and zoom link will be emailed to each participant just prior to the course date.