



Region 6 Virtual Educational Stewards Orientation – Nov. 25, 2023

September 22, 2023

To: Region 6 Local Executive Committee Members

RE: Region 6 Virtual Educational

Stewards Orientation: 1 day course

November 25, 2023 – 9:00 a.m. to 5:00 p.m.

Course Description

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/SEFPO. Information about key union will be provided, as well as options for resolving workplace issues, including the steps of the grievance process and common labour terms and vocabulary. This course is also available in French. This course is equivalent to Stewards 1 and will serve as a prerequisite for Stewards 2.

Attached is the registration package for the upcoming Region 6 Stewards Orientation course being held virtually via Zoom.

Attendance Form and Human Rights Accommodation Requests are to be submitted to Tracy Gardiner at the Sault Ste. Marie Regional Office by October 25, 2023 by 4:30pm.



APPLICATIONS

Completed application forms must include the signed recommendation of a Local Executive Officer and be received by the Sault Ste. Marie Regional Office no later than October 25, 2023 by 4:30pm.



APPLICATION APPROVAL: MODIFIED PROCESS

Please be advised members applying to attend OPSEU/SEFPO education programs or conferences normally require a signature from a member of the LEC to approve the application. If they are unable to sign the form please have them forward an email with their approval.



SELECTION PROCESS – EDUCATION POLICY SECTION 7 (POLICY MANUAL)

The selection process will be in accordance with the Education Policy – Section 7 of the Policy Manual. All Local Presidents have an OPSEU/SEFPO Policy Manual. Please contact your Local President to review this policy. Applicants will be notified after October 25, 2023 of their acceptance for the educational where they will be provided with virtual links to the educational materials.



CANCELLATIONS

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. 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.



FAMILY/ATTENDANT CARE

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/dependent care will be reimbursed at the rate of \$15.00 per hour. If you have any questions, please check the OPSEU/SEFPO Policy Manual.



LOST WAGES/TIME OFF

Per past practice, lost wages will be paid for those members who are scheduled to work Saturday, November 25, 2023 or any pre or post night shift. Any claim for lost wages must be substantiated by proof from your employer.

**APPLICATIONS MUST BE SENT BY EMAIL BY:
WEDNESDAY, October 25, 2023 by 4:30pm.**

**OPSEU/SEFPO Regional Office
Telephone: 1-844-765-1421 Ext. 5621
Email: tgardiner@opseu.org**



ATTENDANCE FORM
REGION 6 VIRTUAL EDUCATIONAL
Stewards Orientation November 25, 2023

<p><u>PERSONAL INFORMATION</u></p> <p>LEC Position: _____</p> <p>Application Due Oct. 25, 2023 by 4:30pm</p>	<p>Local: _____ Union # _____</p> <p>Name: _____ Last _____ First _____</p> <p>Home Address: _____ Street _____ City _____ Postal Code _____</p> <p>Phone Numbers: _____ Home _____ Work _____ Cell _____</p> <p>Personal Email: _____ Home _____</p>
<p><u>TIME OFF</u> (CHECK THOSE THAT APPLY) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> Nov. 25, 2023 From: _____ to _____</p> <p><input type="checkbox"/> Other (night shift pre or post event) Date: _____ From: _____ to _____</p> <p>Example: ✓ December 25, 2023 From: 8:30am to 4:30pm</p>	<p align="center">★ <u>TO BE COMPLETED IF REQUESTING TIME-OFF (email)</u> ★</p> <p><u>Name of Employer Contact:</u> _____</p> <p><u>Title:</u> _____</p> <p><u>Employer:</u> _____</p> <p><u>Address:</u> _____</p> <p align="center">★ <u>Employer email: (mandatory)</u> ★</p> <p>_____</p>
<p>ACCOMMODATION</p>	<p><u>Only</u> If Required, please complete the Human Rights Accommodation Form</p>

 Local Executive Officer Signature or attach
 an approval email with the attendance from

 Position

Please complete and send by **Oct. 25, 2023 by 4:30pm**
ONLY BY EMAIL to Tracy Gardiner at tgardiner@opseu.org