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March 22<sup>ND</sup>, 2024

**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, May 25, 2024 – 9:00AM to 5:00PM  
Sunday, May 26, 2024 – 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 eight courses:

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

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 the resources and information in OPSEU/SEFPO, 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 to the course.**

2. **Stewards 2: Facing the Employer, Building Member Involvement - Prerequisites: Stewards 1**

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 to the course.**

**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 and Safety Level 1**

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.

**5. *Basic Grievance Handling for Union Building* - 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* - 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. *Women in Activism: Staying Connected* - Prerequisites: None**

This course is for diverse women who are just getting involved in OPSEU/SEFPO, who want to know how things work and how they can make a difference in the union. Participants will bring their own experience of the workplace, community and union to develop an analysis of what is needed in their locals, and how they can contribute to building an inclusive union. Through hands-on activities, women will practise making their voices heard, and will develop strategies for supporting the involvement of other diverse women in the union.

**8. *Local Treasurers Course* - Prerequisites: None**

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.

## **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.
- ✚ **Single accommodation is approved 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.
- ✚ 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 \$379.00 (taxes not included).
- ✚ Valet parking will not be covered

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: 4:00PM on April 12<sup>th</sup>, 2024**

**All applications must be sent to [r5educationals@opseu.org](mailto:r5educationals@opseu.org)**

**LATE APPLICATIONS AND APPLICATIONS SENT  
ELSEWHERE WILL NOT BE ACKNOWLEDGED**

<b>Personal Information</b>	Local:	Union No.:		
	Name:			
	Address:			
	City:	Postal Code:		
	Personal Email:			
<b>Hotel Information</b>	<p><b>Sheraton Centre Toronto Hotel</b> 123 Queen St West, Toronto ON, M5H 2M9      Phone: 416-361-1000</p> <p><b>PLEASE SEE ATTACHED INFORMATION SHEET FOR BOOKING DETAILS</b></p> <p>Members who require hotel accommodations will be responsible for booking their own room before <b>May 3rd, 2024</b>. A direct booking link will be issued to successful applicants at the OPSEU/SEFPO group rate: Single: \$379.00 (taxes not included).</p>			
<b>Course Selection</b>	<p>Please indicate your <b>1st, 2nd</b> and <b>3rd</b> choice of which courses you would like to attend:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Stewards 1: Making a Difference  <input type="checkbox"/> Women in Activism: Staying Connected  <input type="checkbox"/> Local Treasurers Course  <input type="checkbox"/> Basic Grievance Handling for Union Building  <input type="checkbox"/> The Indigenous Journey: Walking Together: Part One         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Stewards 2: Facing the Employer  <input type="checkbox"/> <i>I have taken the prerequisite to this course (Stewards 1).</i>  <input type="checkbox"/> Stewards 3: Dealing with Discipline  <input type="checkbox"/> <i>I have taken the prerequisites to this course (Stewards 1 &amp; Stewards 2).</i>  <input type="checkbox"/> Health and Safety Level 2  <input type="checkbox"/> <i>I have taken the prerequisite to this course (Health and Safety Level 1).</i> </td> </tr> </table>		<input type="checkbox"/> Stewards 1: Making a Difference <input type="checkbox"/> Women in Activism: Staying Connected <input type="checkbox"/> Local Treasurers Course <input type="checkbox"/> Basic Grievance Handling for Union Building <input type="checkbox"/> The Indigenous Journey: Walking Together: Part One	<input type="checkbox"/> Stewards 2: Facing the Employer <input type="checkbox"/> <i>I have taken the prerequisite to this course (Stewards 1).</i> <input type="checkbox"/> Stewards 3: Dealing with Discipline <input type="checkbox"/> <i>I have taken the prerequisites to this course (Stewards 1 &amp; Stewards 2).</i> <input type="checkbox"/> Health and Safety Level 2 <input type="checkbox"/> <i>I have taken the prerequisite to this course (Health and Safety Level 1).</i>
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<b>Human Rights Accommodation</b>	<p>Complete the attached Human Rights Accommodation Form for any specific accommodation needs. Please email completed form to <a href="mailto:r5educational@opseu.org">r5educational@opseu.org</a>, or directly to the OPSEU/SEFPO Equity Unit at <a href="mailto:equity@opseu.org">equity@opseu.org</a></p>			
<b>On-site Childcare</b>	<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. <b>Parents/Guardians MUST be on site at all times when utilizing childcare provided by OPSEU/SEFPO.</b> To register your child/dependent for on-site childcare, please complete return the Childcare Registration Form with your application package.</p>			

<b>Off-site Family Care (Child/Elder/ Dependant)</b>	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.
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<b>Prior Union Experience &amp; Education:</b>	
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: ___ Single                      ___ Composite                      ___ Multi-Unit
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>___ Indigenous Worker                      ___ Francophone Worker</p> <p>___ Racialized Worker                      ___ Young Worker</p> <p>___ Woman Worker                      ___ LGBTTIAQQ2S Worker (Lesbian, Gay, Bisexual, Transsexual,</p> <p>___ Worker with a Disability                      Transgender, Intersex, Asexual, Queer, Questioning, Two-Spirited)</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 <a href="mailto:r5educationals@opseu.org">r5educationals@opseu.org</a></i></p>	
<p><b><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></b></p> <p><input type="checkbox"/> Advance Request Form</p> <p><input type="checkbox"/> Human Rights Accommodation Form</p> <p><input type="checkbox"/> On-site Childcare Registration</p> <p style="text-align: right;"><i>If you <b>do not</b> require an Advance, Human Rights Accommodation, or On-Site Childcare, you do not need to return these sections with your application.</i></p>	
<p><b>Deadline for Applications: April 12<sup>th</sup> 2024 @ 4:00PM</b></p> <p><b>Email to: <a href="mailto:R5educationals@opseu.org">R5educationals@opseu.org</a></b></p>	



# Human Rights Accommodation Request Form

Event Name: Region 5 In Person May 2024 Educational

Date: (mm/dd/yyyy) 05/25-26/2024

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: \_\_\_\_\_

Email: \_\_\_\_\_

How do you prefer to be contacted?

Phone

Email

1. Do you have an existing human rights accommodation approved by the Equity Unit (i.e. you have submitted a request form before)? (Check one.)

a) Yes; and I need the same human rights accommodation as previously approved

b) Yes; but I require changes to my previously approved human rights accommodation

c) No; I have never been approved for a human rights 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.

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

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4. Do you need this human rights accommodation for this event only or for all future union events? (Check one.)

- For this event only
- For all future union events

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5. What type of human rights accommodation or additional arrangement do you require to allow you to participate fully in union-related activities? (e.g. assistance during emergency evacuation, material in alternate formats, interpreters, arrangement / expenses beyond those provided at the event or through OPSEU policy). Please be as detailed as possible.

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

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Signature of Member

\_\_\_\_\_

Please forward completed forms to: Region 5 Educationals

by fax at: N/A

or by email: [r5educationals@opseu.org](mailto:r5educationals@opseu.org)

no later than: April 12<sup>th</sup>, 2024 at 4:00PM

Alternatively, this form may be sent directly to the Equity Unit via email to [equity@opseu.org](mailto:equity@opseu.org).

**NOTE: Please do not fax documents. Email is the only accepted method of submission. Thank you.**

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



# 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](mailto:r5educationals@opseu.org) **no later than 4:00PM – April 12<sup>th</sup>, 2024.**

## 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 **May 3rd, 2024**. 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 May 3rd, 2024.
- 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.**

## 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](mailto:r5educationals@opseu.org) and their local president **on or before 9:00AM on THURSDAY, MAY 23RD,**

## CHILD CARE / 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.
- Childcare 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 childcare 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 carpool.
- 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](mailto:r5educationals@opseu.org).