

To: All Local Presidents and Local Executive Committee in Region 4

RE: **Region 4 Weekend Educational: June 8-9, 2024**  
Lord Elgin Hotel, 100 Elgin Street, Ottawa, ON K1P 5K8

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The courses being offered are:

1. Stewards 2: Facing the Employer and Building Member Involvement
2. Stewards 2: Facing the Employer and Building Member Involvement (being offered virtually)
3. Stewards 3: Dealing with Discipline
4. Taking Action on Stress in the Workplace
5. Challenging Bullying and Non-Code Based Harassment in the Workplace
6. Délégué syndical 2: Faire face à l'employeur, améliorer la participation des membres

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 Kingston Regional Office no later than Friday, May 10, 2024.

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 10, 2024. *Please make your hotel reservations as soon as you submit your application to us.*

All hotel bills must be paid upon checkout and you will be reimbursed on submission of your expense claim on the OPSEU/SEFPO 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/SEFPO'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:

**Alison St. Amand** in the **Kingston Regional Office** at: **1-844-765-1414 ext. 5425** or [astamand@opseu.org](mailto:astamand@opseu.org)

*In solidarity,*

*The Region Four Education Committee*



**MEMBER INFORMATION:**

NAME: \_\_\_\_\_ UNION ID #: \_\_\_\_\_

LOCAL #: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

EMAIL ADDRESS (Personal): \_\_\_\_\_

TELEPHONE: (Personal): \_\_\_\_\_

**SELF-IDENTIFICATION (OPTIONAL):**

OPSEU/SEFPO 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)

**COURSE SELECTION: (You will be registered for one course. Please rank your 1st, 2nd and 3rd choices)**

- Stewards 2: Facing the Employer and Building Member Involvement
- Stewards 2: Facing the Employer and Building Member Involvement (**virtual**)
- Stewards 3: Dealing with Discipline
- Taking Action on Stress in the Workplace
- Challenging Bullying and Non-Code Based Harassment in the Workplace
- Délégué syndical 2: Faire face à l'employeur, améliorer la participation des membres

**HOTEL ACCOMMODATION:**

**Lord Elgin Hotel: 100 Elgin Street, Ottawa, ON K1P 5K8**

**Room Rate: \$199.00+tax/night**

**Parking is available at the municipal parking lot, 110 Laurier Ave West, reimbursable to a maximum daily rate of \$20**

**Parking is also available on site, however only reimbursable to a maximum daily rate of \$20**

**If you require accommodations, please book with the Hotel directly before Friday, May 10, 2024**

Friday night is covered if you live more than 60 km from the hotel.

OPSEU/SEFPO will reimburse at the single accommodation rate.

To book call: 1-800-267-4298 or email [groups@lordelgin.ca](mailto:groups@lordelgin.ca) and use the group code: "OPSEU/SEFPO"



Application Form Page 2 of 3

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/SEFPO 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?  
\_\_\_\_\_  
\_\_\_\_\_

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).



**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](mailto: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

## Course Descriptions

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### **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.

### **Taking Action on Workplace Stress**

Is your work stressing you out? If so, you're not alone. In Canada, one in four workers report feeling highly stressed at work. Factors such as excessive demands, lack of control, precarious work, inadequate resources and support, and workplace bullying and harassment can all take their toll on the well-being of workers.

Participants will be able to identify workplace factors that negatively affect workers' health and wellbeing and gain familiarity with terminology associated with workplace stress. The course will help to develop strategies for influencing change in the workplace as well as examine ways to work with your union to address and resolve workplace stress issues.

### **Challenging Bullying and Non-Code-Based Harassment in the Workplace**

Is bullying and psychological harassment an issue in your workplace? This course will help you recognize the signs of bullying and a toxic workplace. We'll look at case law and other tools helpful in understanding the impact of workplace bullying. And we'll strengthen individual and collective capacity to respond to co-workers, and pressure employers to tackle this issue.

**EXPENSE GUIDELINES  
INFORMATION SHEET**

<p><b>REGISTRATION</b></p> <ul style="list-style-type: none"> <li>➤ Application forms must be received by the Kingston Regional Office no later than <b>Friday, May 10, 2024</b></li> </ul>	<p><b>LOST WAGES:</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ You are asked to make every effort to rearrange your schedule to avoid lost wage claims.</li> <li>➤ Depending on demand, individual applicants may be limited to one lost wages claim for a weekend educational per calendar year as the Regional Education Committee endeavors to distribute lost wages equitably among locals, taking into consideration equity criteria, the educational needs of locals and the region, and special circumstances that may apply.</li> <li>➤ Time off arrangements are to be made by the member including requesting time off through the event application. No time off requests will be submitted automatically by OPSEU/SEFPO.</li> </ul>
<p><b>ACCOMMODATION</b></p> <p>A block of rooms has been reserved at the Lord Elgin Hotel</p> <ul style="list-style-type: none"> <li>➤ Members who live within 60 km of the event are ineligible for accommodation as per OPSEU/SEFPO policy</li> <li>➤ Members are responsible for making their own accommodation and payment arrangements.</li> <li>➤ Accommodations should be booked no later than <b>Friday, May 10, 2024</b>. Booking after this date is subject to availability and regular hotel room rates will apply.</li> <li>➤ If members are unable to attend, they are responsible for cancelling their reservation.</li> <li>➤ Members will be reimbursed at the single accommodation rate of the OPSEU/SEFPO conference rate negotiated with the Hotel.</li> </ul>	<p><b>EXPENSE FORMS</b></p> <ul style="list-style-type: none"> <li>➤ Members will be reimbursed for the actual cost incurred for travel. As per the policy of the union, the most economical means of transportation should be used.</li> <li>➤ 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.</li> <li>➤ Members must arrange their own travel and are encouraged to carpool.</li> <li>➤ Current kilometer rates for OPSEU/SEFPO members: 1 member travelling alone \$0.60/km; 2 members \$0.65/km, 3 members \$0.70/km, 4 members \$0.75/km, 5 members \$0.80/km.</li> <li>➤ All expenses must be submitted via the member portal or on proper expense claim forms.</li> </ul>
<p><b>CHILD CARE/ELDER/DEPENDENT CARE</b></p> <ul style="list-style-type: none"> <li>➤ Members requiring childcare on site must include the Childcare Registration Form with their application.</li> <li>➤ 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 if childcare on site is not used.</li> <li>➤ Childcare claims will be honoured for children up to and including age 16, for whom the member is guardian.</li> <li>➤ Friends, family, professional, commercial services or any other satisfactory arrangement may provide care to the member making the claim. Claims may be verified and must be signed by the service provider.</li> <li>➤ Members who have responsibility for elderly/dependent persons (over the age of 16) wherever the service is provided, at home, in town or out of town 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.</li> </ul>	<p><b>MEALS</b></p> <ul style="list-style-type: none"> <li>➤ <b>No meals are being provided except breakfast for overnight guests.</b> All meals (excluding breakfast for overnight guests) will be eligible for reimbursement in accordance with standard OPSEU/SEFPO policies. Morning and afternoon snack breaks will be provided during course instruction.</li> <li>➤ Meal rates: Breakfast \$21, Lunch \$29, Dinner \$38</li> </ul>
<p><b>CANCELLATIONS</b></p> <ul style="list-style-type: none"> <li>➤ Notification by members to cancel attendance should be received by both the Local President and the Regional Office no later than 48 hours before end of last business day before scheduled event.</li> <li>➤ When a member does not attend and has not cancelled as per the guidelines, the member will be assessed a \$50 penalty, deducted from the local rebate (extenuating circumstances will be taken into consideration).</li> </ul>	<p><b>ADVANCE</b></p> <ul style="list-style-type: none"> <li>➤ Members may arrange to receive an advance cheque to cover accommodation, mileage and meal expenses by filling out the Advance Request Form.</li> <li>➤ Completed forms can be submitted directly to <a href="mailto:advances@opseu.org">advances@opseu.org</a></li> <li>➤ NOTE: Advances are not given for lost wages.</li> </ul>

## WAGE CLAIM POLICY

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### 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.