

TO: ALL LOCAL PRESIDENTS and LEC MEMBERS in REGION 4

RE: Region 4 Week-Long Educational: THE ARBITRATION PROCESS

WHEN: October 21-25, 2024

WHERE: Kingston Membership Centre | 824 John Counter Blvd, Kingston, ON K7K 2R1

The Arbitration Process



After the grievance procedure has been exhausted, an unresolved grievance can be referred to the last stage to be decided at Arbitration. This Course is intended to inform Local Union activists regarding various elements of the process at an Arbitration Hearing in order to fully appreciate what occurs during the grievance procedure and how it affects the final outcome.

Those selected for this Course will engage in a mixture of lecture-style review as well as role-play exercises. All the basic elements of what happens at a Hearing will be reviewed.

This Course is intended for Local Union Officers and Stewards who have:

- ✓ taken Grievance Handling courses, and
- ✓ have extensive grievance handling experience up to the final stages of the grievance procedure;
- ✓ have previously attended Arbitration Hearings and/or Mediation would be an asset.

Participants will be selected by the Education Committee from the applicants.

Applications must be received at the region4@opseu.org email address no later than Monday, September 23rd, 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.

HOTEL

Members are responsible for making their own reservations directly with a hotel if required. Reimbursement for single room accommodation to a maximum of \$200 per night is approved for members who live further than 60 km from the location of the event.

MEALS

Lunch will be catered Friday, October 25th only. Please advise of any dietary restrictions.

CHILD CARE

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**.

1-844-765-1414 ext. 5425 or region4@opseu.org

In solidarity,

The Region 4 Education Committee



APPLICATION FORM - PAGE 1 of 2
REGION 4 WEEK-LONG EDUCATIONAL: THE ARBITRATION PROCESS

October 21-25, 2024

Kingston Membership Centre | 824 John Counter Blvd, Kingston, ON K7K 2R1

MEMBER INFORMATION:

OPSEU/SEFPO LOCAL # _____ EMPLOYER _____

NAME _____ OPSEU/SEFPO UNION # _____

E-MAIL ADDRESS _____

HOME ADDRESS _____

TELEPHONE (HOME) _____ (CELL) _____

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

UNION ACTIVITY:

1. Executive Office presently held in your Local? _____

2. Executive Office(s) previously held in your Local? _____

3. Grievance handling experience:

4. Grievance handling courses attended:

Please submit completed application to region4@opseu.org by Monday, September 23rd, 2024.



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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.

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



EXPENSE GUIDELINES INFORMATION SHEET

<p>REGISTRATION</p> <ul style="list-style-type: none"> ➤ Application forms must be received by the Ottawa Regional Office no later than Monday, September 23rd, 2024. 	<p>LOST WAGES:</p> <ul style="list-style-type: none"> ➤ 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. ➤ You are asked to make every effort to rearrange your schedule to avoid lost wage claims. ➤ Depending on demand, individual applicants may be limited to one lost wages claim for a weekend educational per calendar year. ➤ The Regional Education Committee will endeavor to distribute lost wages equitably among locals while taking into consideration equity criteria, the educational needs of locals and the region, and special circumstances that may apply. ➤ Time off arrangements are to be made by the member. No time off requests will be submitted automatically by OPSEU/SEFPO.
<p>ACCOMMODATION</p> <p>A block of rooms has been reserved at the Lord Elgin Hotel</p> <ul style="list-style-type: none"> ➤ Members are responsible for making their own accommodation and payment arrangements. ➤ Accommodations should be booked no later than Monday, September 23rd, 2024. Booking after this date is subject to availability and regular hotel room rates will apply. ➤ If members are unable to attend, they are responsible for cancelling their reservation at least 7 days in advance. ➤ Members will be reimbursed at the single accommodation rate of the OPSEU/SEFPO conference rate negotiated with the Hotel. 	<p>EXPENSE FORMS</p> <ul style="list-style-type: none"> ➤ Members 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 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. ➤ All expenses must be submitted via the member portal or on proper expense claim forms.
<p>CHILD CARE/ELDER/DEPENDENT CARE</p> <ul style="list-style-type: none"> ➤ 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. ➤ Childcare claims will be honoured for children up to and including age 16, for whom the member is guardian. ➤ Friends, family, professional, 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 the Brockville Regional Office for the Educational must include the completed paperwork with their application. ➤ If childcare is requested they must be in attendance with the program. If the child is not in attendance you will be responsible for the full cost of the accommodation. ➤ Members who have responsibility for elderly/dependent persons wherever the service is provided, at home, in town or out of town. ➤ Members 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. ➤ 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. 	<p>MEALS</p> <ul style="list-style-type: none"> ➤ No meals are being provided. All meals will be eligible for reimbursement in accordance with standard OPSEU/SEFPO policies. Morning and afternoon snack breaks will be provided during course instruction. ➤ Dinner: Members who stay at the hotel or had to be present for an OPSEU/SEFPO event past 5:00 p.m. are eligible to claim dinner on October 20th and 21st. ➤ Meal rates: Breakfast \$21, Lunch \$29, Dinner \$38
<p>CANCELLATIONS</p> <ul style="list-style-type: none"> ➤ Notification by members to cancel attendance should be received by both the Local President and the Regional Office no later than 48 hours before (no later than 4:30 PM on the Wednesday prior to the weekend school). ➤ When a member does not attend and has not cancelled as per the guidelines, the member will be assessed a \$50 penalty (extenuating circumstances will be taken into consideration). 	<p>ADVANCE</p> <ul style="list-style-type: none"> ➤ Members may arrange to receive an advance cheque to cover accommodation, mileage and meal expenses by filling out the Advance Request Form. ➤ Completed forms can be submitted directly to advances@opseu.org ➤ NOTE: Advances are not given for lost wages.



WAGE CLAIM POLICY

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.