



**EDUCATION CALL OUT
Timmins Membership Centre
May 2, 2025 from 0900-1630**

March 11, 2025

To: Local Executive Committee Members

RE: TIMMINS EDUCATIONAL- STEWARDS ORIENTATION

Course Descriptions:

Stewards Orientation (1-day 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. 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.

**Note: This course only will be offered in person*

Deadline to register: March 24, 2025 - application to ssavage@opseu.org



APPLICATIONS

Completed application forms must include the signed recommendation of a Local Executive Officer (an approval via email from an LEC will be accepted if a signature is not possible) and be received by the Timmins Regional Office **no later than March 24th to ssavage@opseu.org**



LOCATION

OPSEU/SEFPO Timmins Membership Centre – **Entrance at Back of the Building**
1-414 Algonquin Blvd. E., Timmins ON P4N 1B6. From 0900 to 1630



ACCOMMODATIONS

Hampton Inn Timmins
848 Riverside Dr., Timmins ON P4N 3W1
(705) 531-6000

A block of rooms will be held aside for this event, please make reservations under the group (links below) at a rate of \$194.00 +tax OPSEU/SEFPO pays accommodation for members travelling 60 km or more. Members will be reimbursed for the cost of single occupancy. Members are responsible for payment of room upon checkout. Follow links below for booking.

Book prior to March 31st, by clicking on link below:

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=YTSRDHX&groupCode=CHHOPS&arrivaldate=2025-05-01&departuredate=2025-05-03&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>



MEALS

Breakfast (full hot buffet) will be provided for those staying at the Hotel from 0600 to 1000 included in your stay. A lunch break will be taken; however, lunch will not be provided. Please be mindful of nut free policy should you bring a lunch.



LOST WAGES/TIME OFF

Per past practice, lost wages will be paid for those members who are scheduled to work on these days or the nightshift before. Any claim for lost wages must be substantiated by proof from your employer.



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 via email on or before March 26, 2025.



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 as per OPSEU/SEFPO Policy Manual.



APPLICATION FORM
Stewards Orientation May 2, 2025 Event #87505

PERSONAL INFORMATION

Local: _____ Union #: _____ LEC Position: _____

**Book Hotel before
March 31, 2025**

Name: _____

Home Address: _____
Street City Postal Code

Phone Numbers: _____
Home Cell

Personal Home Email: _____

Accommodation: Attached On file Non needed

TIME OFF REQUIRED? Yes No

★ **TO BE COMPLETED IN FULL IF REQUESTING TIME-OFF**

Name of Employer Contact: _____

Title: _____

Employer: _____

Address: _____

Employer email: _____

(CHECK THOSE THAT APPLY AND COMPLETE START AND END TIME OF SHIFT (S))

May 1, 2025

May 2, 2025

From: _____ to _____

From: _____ to _____

May 3, 2025

Other: _____

From: _____ to _____

From: _____ to _____

Submit to: ssavage@opseu.org

Local Executive Officer Signature
or attach approval email with this application from

Position