



# MEMORANDUM

**Date:** November 13, 2012  
**To:** Region 2 Stewards  
**Re:** REGION 2 WEEKEND EDUCATIONAL  
SATURDAY & SUNDAY, FEBRUARY 2 & 3, 2013

**Delta Meadowvale**  
6750 Mississauga Road – just south of the 401  
Mississauga, ON  
Phone: 1-800-422-8238      Fax: 1-905-542-4036

**Room rates: Double/single \$109.00 plus taxes**  
**Shared with another member \$54.50 plus taxes**

<b>Friday</b>	8:00 pm	Hospitality Suite
<b>Saturday</b>	9:00 am to 9:20 am	Plenary
	9:30 am to 5:00 pm	Classes
<b>Saturday</b>	8:00 pm	Hospitality Suite
<b>Sunday</b>	9:00 am to 1:00 pm	Classes

**What you need to do:**

- a) Complete the necessary forms and return to the Niagara Regional Office:

**Before:**                    **December 10, 2012**  
**Fax:**                        **1-905-892-7662**  
**Mail:**                      **2285 Highway 20 East, Fonthill, ON L0S 1E6**  
**Email:**                    **jkopczinski@opseu.org**

- b) Call/fax the hotel and book your room **before, December 21<sup>st</sup>, 2012**

# REGION 2 EDUCATIONAL COURSE DESCRIPTIONS

## FEBRUARY 2 & 3, 2013



### **Stewards 1: Making a Difference in the Workplace**

This is an updated version of Stewards 1, full of NEW 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 to develop a profile of their members, clarify the tasks of the steward, find resources and information in OPSEU, and understand the grievance process and their role in it. Participants must have completed Part 1 before registering in Part 2. Participants should bring their collective agreements.

### **Advancing Union Issues through Labour Management Committees**

Often union-side members become cynical about labour management committee work because the employer refuses to meet, or follow through on action. This course aims to strengthen skills of labour management committees to solve workplace problems and build the union, whether management is cooperating or not. A variety of activities are used to clarify the union-building potential of LMC's, to assess the effectiveness of a labour management committee, and to strengthen skills to move a workplace complaint to resolution at the LMC. Attention is paid to a) arguing an issue; b) addressing management tactics; c) using the LMC to communicate with members; d) strategies to mobilize members to back LMC work; e) connecting LMC work to bargaining and mobilizing work in the Local. Bring Your Collective Agreement to this course.

### **NEW - Interpreting Your Collective Agreement: An Activist's Role**

Do you know what your collective agreement is? Do you have a copy of it? Have you ever wondered what is in your collective agreement and how to find information on different articles? Do you know how the collective agreement is structured? Are you confused by some of the terms used in it?

In this newly revised version of the Contract Interpretation course members will be assisted in understanding the power of their collective agreement and how to interpret and enforce their collective agreement. Using interpretation guidelines developed through case law, participants will build the skills and confidence needed to understand and use their collective agreements. Activities will give participants an opportunity to review legislation, examine the importance of timelines, discuss case scenarios and debate some common clauses and what they mean.

## **Health and Safety: Level One**

This course is designed for members and stewards who want to become more involved in health and safety activities in their workplace. There is a strong focus on health and safety legislation to enable participants to use the legislation effectively in their own workplaces. Participants work in groups to explore the legislation and to gain a better understanding of their rights and employers' obligations under the Occupational Health and Safety Act and its regulations. Participants are introduced to the concepts of hazard identification, assessment and control and develop a greater understanding of the components of an effective health and safety system.

## **Duty to Accommodate 2: Making Accommodation Work**

Does your employer balk at providing proper accommodations? Has your employer challenged the medical information the member has provided? Is the employer asking members for independent medical exams? Do you hear grumblings from co-workers about the number of accommodations in the workplace?

Building on the skills and information in the first course, "Duty to Accommodate: A tool for inclusive workplaces", Making Accommodation Work: Duty to Accommodate 2 examines the challenges of supporting a worker in need of an accommodation. This course investigates strategies and skills for gathering information, challenging employer tactics used to prevent accommodations, developing a fair accommodation plan, and communicating with co-workers to build more workplace solidarity.

While the course focuses mainly on the practical aspects of accommodation due to disability, many of the issues such as collective agreement language, attendance management programs, co-worker resentment apply to accommodation based on sex and family status as well.

**Note:** Due to the volume of information about Duty to Accommodate, it is strongly advised that participants take "**Duty to Accommodate: A Tool for Inclusive Workplaces**" before Duty to Accommodate 2.

## **Workplace Safety and Insurance Board (WSIB) – Level Two**

The second level is designed to provide participants with the knowledge of the benefits and service available. This level is designed to build on the knowledge attained in Level One. Benefits and services will be detailed, including changes as a result of legislation/bills. The course will take an in-depth look at services and benefits available under the Act.

# REGION 2 EDUCATIONAL ATTENDANCE FORM

February 2 & 3, 2013

(Page 1 of 2)

Local \_\_\_\_\_

Union # \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone # home \_\_\_\_\_ work \_\_\_\_\_

**SECURE EMAIL ADDRESS:** \_\_\_\_\_

**(PLEASE PRINT CLEARLY. . . THANK YOU)**

**Course Selection: Please rank choices, select more than one (1<sup>st</sup>, 2<sup>nd</sup>, etc.)**

Stewards 1: Making a Difference in the Workplace

Advancing Union Issues through Labour Management Committees

Interpreting Your Collective Agreement: An Activist's Role

Health and Safety: Level One

Duty to Accommodate 2: Making Accommodation Work

Workplace Safety and Insurance Board (WSIB) – Level Two

**Advance:** amount required \$ \_\_\_\_\_  mail to home  deliver to educational

Approved by Local Officer: \_\_\_\_\_

**Other forms attached:**  Child care  Accommodation Request

**LOST WAGES: LOST WAGES WILL NOT BE PAID**

Mail to:  
or

**OPSEU, 2285 Highway 20 East, Fonthill, ON L0S 1E6**  
**Fax to: 1-905-892-7662 or Email: jkopczinski@opseu.org**  
**By December 10, 2012**

# REGION 2 EDUCATIONAL ATTENDANCE FORM FEBRUARY 2 & 3, 2013

(Page 2 of 2)

NAME: \_\_\_\_\_

LOCAL: \_\_\_\_\_

Current position within your Local:

Positions /activities previously accomplished in your Local:

How will your participation in this regional program enable you to become more effective as a workplace representative for your members?

OPSEU is committed to achieving equitable participation of designated group members in its education programs. Your indication of your designated group status will enable us to assess our progress in reaching this goal.

- |  |  |
|--|--|
| <input type="checkbox"/> Aboriginal (First Nations, Metis and Inuit) | <input type="checkbox"/> Woman                       |
| <input type="checkbox"/> Person with a Disability                    | <input type="checkbox"/> Racialized Person           |
| <input type="checkbox"/> **LGBQQT                                    | <input type="checkbox"/> Young Person (under age 30) |
|  | <input type="checkbox"/> Francophone                 |
|  | <input type="checkbox"/> Gender Variant              |

*\*\* Lesbian, Gay, Bi-sexual, Queer, Questioning, and 2 Spirited*

# ALLOWABLE EXPENSES FOR WEEKEND EDUCATIONALS

## Meal expenses

\$12 breakfast, \$17 lunch, \$27 supper

## Accommodation

Members living within 60 km are entitled to accommodation for Saturday only.

Members living beyond 60 km are entitled to room accommodation for Friday and/or Saturday night(s).

Members are reimbursed for the shared cost of accommodation – \$54.50 + taxes (1/2 the cost of the room) and are responsible for making their own reservations and for paying the full cost of the room at checkout.

**Parking** costs are posted at the pay & display meters - overnight parking can be added to your hotel bill. Provide the registration desk with your license plate number.

## Cancellations

Members who have booked a hotel room are responsible for canceling their reservations at the hotel within the time limits as stated by the hotel when the booking is made. Child care requires 24 hours notice of cancellation.

## \*\*\*\*\*IMPORTANT NOTICE\*\*\*\*\*

**DUE TO FINANCIAL AND LOGISTICAL LIMITATIONS, YOU MUST BE CONFIRMED TO BE ADMITTED TO A COURSE AND TO RECEIVE EXPENSE REIMBURSEMENT.**

## Advance Cheques

Applicants may arrange to receive an advance cheque to cover accommodation, mileage and meal expenses by filling out a dollar amount on the request for an advance portion of the application form. **NOTE:** Advances are not given for lost wages.

## Travel expenses

Round-trip mileage at the rate of  
50 cents per kilometer  
55 cents with 1 passenger  
60 cents with 2 passengers  
65 cents with 3 passengers  
70 cents with 4 passengers

## OPSEU Policies

**NO  
Fragrances  
Nuts & Nut Products  
Bottle Water  
Coca-Cola Products**

Persons attending OPSEU events are to refrain from using perfume, cologne and other fragrances, for the comfort of other participants.

Participants are also to refrain from bringing nuts and nut products, bottled water and Coca-Cola products to OPSEU events.



## Child/Family/Attendant Care

Child care will be provided at regional schools whenever a sufficient number of children are registered.

Members must register for child care two weeks in advance of the event by completing the form and returning it to the Niagara Regional Office.

If insufficient numbers of children are registered, the member will be notified as soon as possible by phone.

### When you bring children with you

Members are entitled to claim the full cost of the hotel room and meal expenses for children under 13 years at 50% of OPSEU's standard meal allowance. Children 13-16 are entitled to the regular meal rates.

**NOTE: Meal claims for children will only be paid if they are registered in OPSEU Childcare.**

If a spouse accompanies the member and the child(ren), the member should bear the additional cost of the other half of the room, and no meal expenses will be paid for the child(ren) or the spouse.

### **CANCELLATION MUST BE DONE WITHIN 24 HOURS**

### When care is provided in your home

Members are entitled to reimbursement for care provided by someone other than their partner/spouse as a result of their absence from home, **provided the signature of the care provider appears on the completed member expense form.**

Reimbursement will be at the rate of \$6 per hour to a maximum of 12 hours. The overnight rate is \$40 to a maximum of \$100 for each 24-hour period. Please specify hours.

# REGISTRATION FORM FOR CHILD CARE

## REGION 2 WEEKEND EDUCATIONAL

February 2 & 3, 2013

Note: This Form is to be completed when requesting child care that is provided by OPSEU on site/at home. The new Accommodation Request Form is only required to be completed if you have other child care needs.

**Child care will be available at the hotel (room to be announced) at 8:00 a.m. Saturday and 8:30 a.m. Sunday.**

**I REQUIRE CHILD CARE:**     **AT HOME**                       **AT THE EDUCATIONAL**

NAME	AGE

Does your child have any medical needs, allergies, or special care needs?

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**HAVE YOUR CHILD BRING A FAVOURITE TOY**  
*(Although we have lots of toys, books and crafts)*

<b>Name of Parent:</b> _____
<b>Address:</b> _____ _____
<b>Phone #</b> (H) _____ (W) _____
<b>Signature</b> _____ <b>Date</b> _____

**\*\*Please complete and bring the next page Childcare Consent form with you to the Educational\*\***



**BRING THIS FORM WITH YOU TO CHILD CARE**  
**\*\*OPSEU Childcare Consent Form\*\***

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone or Pager Number: \_\_\_\_\_

Hotel Room: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Room: \_\_\_\_\_

**Medical Consent Form**

Upon admission of my child to the OPSEU Childcare Program, I agree that in the event of an emergency when I cannot be reached, I authorize the administration of any medical procedures deemed necessary by a doctor or hospital selected.

Name of Doctor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Health Care Number : \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

# ACCOMMODATION REQUEST FORM

Event name: **Region Two Weekend Educational**

Event Date: **February 2 & 3, 2013**

**NOTE:** This form is to help the Equity Unit review requests for accommodation in accordance with the *Ontario Human Rights Code*. Please answer the questions below, sign and date the form and fax it to the fax # or e-mail address on page 2. If this was mailed to you, please return it in the enclosed envelope. **Sufficient information must be provided to substantiate a request. An Equity Unit Officer will contact you to discuss your needs further.**

Member Name: \_\_\_\_\_

Local #: \_\_\_\_ Employer: \_\_\_\_\_

Phone # for contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Please tell us the Code-related grounds for which you are seeking an accommodation (select all that apply):

- Disability
- Sex/Gender (including pregnancy)
- Family Status
- Creed (religion)
- Other (Please Specify) \_\_\_\_\_

2. Please identify the specific accommodation(s) you are requesting to enable you to participate fully in the activities of the union:

- Interpreter [Specify Type: \_\_\_\_\_ ]
- Child care / attendant care
- Material in alternate format [Please specify: \_\_\_\_\_ ]
- Dietary Restrictions.(Please list)

\_\_\_\_\_

- Other [Please list] \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. a) Is your Code-related need temporary or permanent?

\_\_\_\_ Temporary      \_\_\_\_ Permanent

b) If it is temporary, what is the expected duration of your Code-related need?

\_\_\_\_\_

4. a) What are your current restrictions and limitations?

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b) Are any of these restrictions and limitations permanent? If yes, please list:

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5. Please provide any additional information that you feel may assist us in reviewing your request. [Attach any relevant documents.]

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE FORWARD COMPLETED FORMS TO JOANNE KOPCZINSKI BY FAX AT 905-892-7662 or BY E-MAIL [jkopczinski@opseu.org](mailto:jkopczinski@opseu.org) NO LATER THAN DECEMBER 10, 2012. Alternatively, this form may be sent directly to the Equity Unit at 416-448-7419 or via e-mail to [equity@opseu.org](mailto:equity@opseu.org).**



## HOTEL RESERVATION FORM

RE: OPSEU FEBRUARY 2 & 3, 2013 EDUCATIONAL

FAX TO: DELTA MEADOWVALE 1-905-542-4036

Accommodations should be booked NO LATER THAN: December 21<sup>ST</sup>, 2012

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone # Home \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

Delta Privilege Card # \_\_\_\_\_ Reservation Code: \_\_\_\_\_

*Dates reservation requested for* \_\_\_\_\_

\_\_\_\_\_

Credit Card \_\_\_\_\_ Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

### ***Room requirements:***

Single/double (\$109.00 + taxes)

Shared (\$54.50 + taxes)

***Additional requirements:*** \_\_\_\_\_

(close to an elevator, etc.) **Note: All rooms are non-smoking.**

All information provided is for Delta Meadowvale use only and will be kept in the strictest of confidence.