

MEMORANDUM

Date: APRIL 16, 2013
To: Region 2 Stewards
Re: REGION 2 WEEKEND EDUCATIONAL
 SATURDAY & SUNDAY, JUNE 8th & 9th, 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

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

What you need to do:

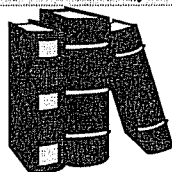
- a) Complete the necessary forms and return to the **Hamilton** Regional Office:

Before: May 17th, 2013 - 4:30 pm
Fax: 905-527-7701
Mail: 1-55 Frid Street, Hamilton, ON L8P 4M3
Email: ssostar@opseu.org

- b) Call/fax the hotel and book your room **before, May 17th, 2013**

REGION 2 EDUCATIONAL COURSE DESCRIPTIONS

JUNE 8 & 9, 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.

Union Skills for Workplace Investigations

Have you ever been called, at the last minute, to the employer's office to "represent" a member who is being accused of serious wrong-doings? Have you wondered what to do and how best to represent this person, particularly if you suspect that they may have broken a rule or two? This hands-on course takes you step by step, through a workplace investigations process. It starts with the first contact with the member through to the response to the investigation findings, with lots of practice in between. Through case studies and a variety of active exercises, you'll practise interviewing the member, anticipating the investigator's questions, preparing the member for meeting the investigator, taking good notes at the meeting, and working with the member to respond to the findings. The Resource Toolkit has additional information about investigations in different sectors, use of surveillance and other issues.

Health and Safety: Level Two

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.

Basic Grievance Handling for Union Building

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.

Women in Unions: Getting Involved

This course is for diverse women who are just getting involved in OPSEU, 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's 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.

Union Strategies for Attendance Management Programs

Are the employees in your workplace under assault from the employer's attendance management program? Do you find yourself responding to issues such as medical notes being denied, requests for independent medical exams, last chance agreements being offered, and members being threatened with non-disciplinary dismissal?

This course examines why Attendance Management Programs exist, how these programs are supposed to be run, employer motivations, and strategies to challenge the employer. By examining their own workplace situations, participants will be able to identify inconsistencies between workplace policies and program implementation, as well as become skilled at recognizing unfair attendance management practices. Through a series of interactive exercises participants will develop strategies to defend members and build the locals capacity to challenge unfair and poorly implemented Attendance Management Programs.

REGION 2 EDUCATIONAL ATTENDANCE FORM

JUNE 8 & 9, 2013

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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 (1st, 2nd, etc.)

<input type="checkbox"/>	Stewards 1: Making a Difference in the Workplace
<input type="checkbox"/>	Union Skills for Workplace Investigations
<input type="checkbox"/>	Health and Safety Level Two
<input type="checkbox"/>	Basic Grievance Handling for Union Building
<input type="checkbox"/>	Women in Unions: Getting Involved
<input type="checkbox"/>	Union Strategies for Attendance Management Programs

ACCOUNTING PURPOSES

Accommodation: Will be required for the night(s) of: Friday _____ Saturday _____

Accommodation rates: Single \$ 109.00 Double/(Spouse) \$ 109.00 Twin/(Shared) \$ 54.50

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:	OPSEU1-55 Frid Street Hamilton, ON L8P 4M3
or	Fax to: 1-905-527-7701 or Email: ssostar@opseu.org
	By: 4:30pm - May 17th, 2013

REGION 2 EDUCATIONAL ATTENDANCE FORM

JUNE 8 & 9, 2013

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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. As such, the 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 dinner

Hotel 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 (1/2 the cost of the room + taxes) and are responsible for making their own reservations and for paying the full cost of the room at checkout.

Parking costs are reimbursed - overnight parking can be added to your hotel bill. Provide the registration desk with your license plate number.

Cancellations

The Regional Office must be notified 48 hours in advance. 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.

Accommodation Requests

Complete the appropriate form enclosed if you require an accommodation to attend the educational.

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

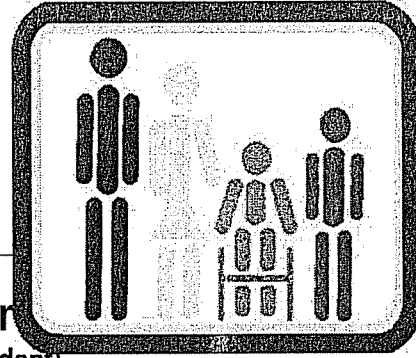
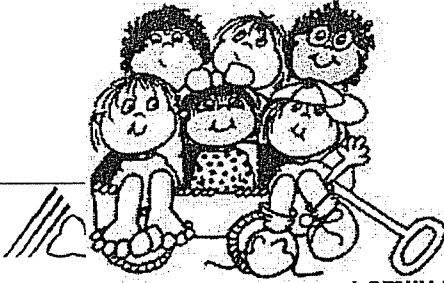
NO
Fragrances
Nuts & Nut Products
Bottle Water
Coca-Cola Products

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/Dependent/Attendant Care

Complete the appropriate form enclosed if you require Child/Family/Attendant Care to attend the educational.



Family/Attendant Family Care (Child/Elder/Dependent) When you bring children with you

Childcare will be provided at regional schools whenever a sufficient number of children are registered. If there are insufficient numbers registered, the member will be notified as soon as possible.

Members must register for childcare two weeks in advance of the event by completing the appropriate form and returning it to the **Hamilton Regional Office**.

In accordance with OPSEU POLICY:

1. Members who bring children to union events will be entitled to single accommodation and meal expenses.
2. The meal allowance for children under 12 years of age is 50% of OPSEU's standard meal allowance, (before their 13th birthday).
3. All children (16 years or younger) accompanying the member must be pre-registered and signed in at the day care. If child(ren) are not signed in and attending, single accommodation and meals will not be honoured.

CANCELLATION MUST BE DONE WITHIN 24 HOURS **When care is provided in your home**

Members will be reimbursed for family/dependent care at \$6.00 an hour for a maximum of 12 hours, plus the overnight fee of \$40.00, to a maximum of \$112.00 per 24 hour period and must be signed by the care provider(s). Overnight is between 12:00 to 8:00am, please specify hours claimed for each day.

Members are entitled to reimbursement of reasonable costs of family/dependent care provided by someone other than their partners/spouses as a result of absences from home arising from the conduct of union business. Such allowances are not intended to reimburse the claimant for family/dependent expenses that they would have normally incurred as a result of employment except where the absence exceeds the normal work day or week.

Claims must be signed by the service provider and may be verified by Head Office before payment is made.

REGISTRATION FORM FOR CHILD CARE
REGION 2 WEEKEND EDUCATIONAL
JUNE 8 & 9, 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?

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

Name of Parent: _____
Address: _____ _____
Phone # (H) _____ (W) _____
Signature _____ Date _____

****Please complete and bring the next page Child Care Consent Form with you to the Educational****

BRING THIS FORM WITH YOU TO CHILD CARE
****OPSEU Child Care Consent Form****

Date: _____

Child's Name: _____

Date of Birth: _____

Home Address: _____

Home Phone Number: _____

Cell Phone or Pager Number: _____

Hotel Room Number: _____

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 Card Number : _____

Signature of Parent or Guardian: _____



ACCOMMODATION REQUEST FORM

(page 1 of 2)

Event name: Region 2 Weekend Educational

Event Date: June 8 & 9, 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. **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] _____



ACCOMMODATION REQUEST FORM

(page 2 of 2)

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?

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

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

Signature: _____ Date: _____

PLEASE FORWARD COMPLETED FORMS TO Hamilton Regional Office BY FAX AT 905-527-7701 or BY E-MAIL ssostar@opseu.org NO LATER THAN **May 17, 2013**

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



HOTEL RESERVATION FORM

RE: OPSEU JUNE 8 & 9, 2013 EDUCATIONAL

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

Accommodations should be booked NO LATER THAN: MAY 17th, 2013

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.