

Date: December 3, 2010  
To: Region 5 L.E.C.s, Stewards, E.B.M.s, and Staff  
From: Region 5 Education Committee

*Please make this information available to all Local members.*

**LOCATION: Courtyard by Marriott Downtown Toronto**

475 Yonge Street, Toronto, ON M4Y 1X7

Tel: Toll-free 1-800-847-5075 or 416-924-0611, Fax: 416-924-1413

**NOTE: SOME CLASSES MAY BE OFFERED AT THE OPSEU TORONTO REGIONAL OFFICE,  
MEMBERSHIP CENTRE @ 31 WELLESLEY STREET EAST**

**AGENDA**

Sat. - March 26 9:00 am Plenary

Classes to follow

Sun. - March 27 9:00 am – 2:00 pm (approx.)

NOTE: Childcare will be available:  
Sat. from 8:30 am-5:30 pm  
and 6:30 pm -10:00 pm  
Sun. 8:30 am - end of classes

- Please complete and return the necessary forms to the **Toronto Regional Office**:
  1. Application/Advance Form signed by 2 Officers of your L.E.C.
  2. Registration Form for Child Care.
  3. Personal Assistance Form.
  4. **NEW:** Union Activity Form which **MUST** be completed.
- The Course Selection Process will be carried out in accordance with OPSEU Education Policy. The Education Committee will not entertain class switches and due to overwhelming demand there are no wait lists for classes.
- Applications will be rejected if the signature of 2 Local Executive Officers has not been obtained on the Application/Advance Form.
- Officers of your L.E.C. means President, Vice-President(s), Secretary, Treasurer, Chief Steward or Secretary. If you are a Local Officer, the signature of another Officer must be obtained.
- Confirmation will be sent to applicants who are accepted.
- Late applications will not be acknowledged.
- Please bring a copy of your most recent collective agreement with you to the Educational.
- You **MUST** bring your acceptance letter to the Educational

**Deadline: 4:00 p.m. Friday, January 7, 2011**



NAME \_\_\_\_\_

## UNION ACTIVITY

1. WHAT POSITIONS HAVE YOU HELD IN YOUR LOCAL OR WITHIN OPSEU?

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2. WHAT ARE YOUR REASONS FOR APPLYING FOR THIS EDUCATIONAL?

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3. HOW WILL YOUR LOCAL BENEFIT FROM YOUR ATTENDANCE?

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4. WHAT IS YOUR RECENT ACTIVITY WITH YOUR LOCAL AND OPSEU?

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## STATEMENT OF RESPECT to be Read out at All OPSEU Events

Harassment or discrimination of any kind will not be tolerated at OPSEU functions.

Whenever OPSEU members gather, we welcome all peoples of the world. We will not accept any unwelcoming words, actions or behaviours against our sisters and brothers.

We accord respect to **all** persons, regardless of political affiliation, including people of colour, women, men, First Nations men and women, Metis or other Aboriginal peoples, members of ethno-racial groups, people with disabilities, gays, lesbians, bisexual, transgendered/transsexual peoples, francophones and all persons whose first language is not English.

In our diversity we will build solidarity as union sisters and brothers.

If you believe that you are being harassed or discriminated against, inform the Facilitator or Staff Representative for immediate assistance.



We also remind you of our policies that designate all OPSEU events as

### **SCENT FREE, NUT FREE, and SMOKE FREE**

We ask all participants to turn off cell phones, smoke outside and refrain from the use of perfumes and colognes or nuts.





**ATTENDANCE / ADVANCE FORM**  
**REGION 5 EDUCATIONAL**  
**MARCH 26-27, 2011**

**COURTYARD MARRIOTT**  
**475 Yonge Street**  
**Toronto, ON M4Y 1X7**  
**Tel: 416-934-5548**  
**Fax: 416-924-1413**

<b>PERSONAL INFORMATION</b>	<b>LOCAL:</b> _____ <b>UNION #:</b> _____		
	<b>EMPLOYER/MINISTRY:</b> _____		
	<b>NAME:</b> _____ <div style="display: flex; justify-content: space-between;"><span>Last</span><span>First</span></div>		
	<b>Home Address:</b> _____ <div style="display: flex; justify-content: space-between;"><span>Street</span><span>City</span><span>Postal Code</span></div>		
<b>Phone Numbers:</b> _____ <div style="display: flex; justify-content: space-between;"><span>Home</span><span>Business</span></div>			
<b>E-Mail:</b> H: _____ W: _____			
<b>COURSE SELECTION</b> Please mark 1 <sup>st</sup> choice and 2 <sup>nd</sup> choice	<b>Stewards 1: Making a Difference in the Workplace</b>	<input type="checkbox"/>	<b>L E C Leadership &amp; Team Development</b>
	<b>Stewards 2: Facing the Employer, Building Member Involvement</b>	<input type="checkbox"/>	<b>Politics of Pensions</b>
	<b>Health &amp; Safety Level Two:</b>	<input type="checkbox"/>	<b>Advanced Grievance Handling</b>
	<b>Local Treasurer/Trustees Course</b>	<input type="checkbox"/>	
<b>ACCOMMODATION</b>	<p align="center"><b>Courtyard by Marriott Downtown Toronto</b>  <b>475 Yonge Street, Toronto, ON M4Y 1X7</b>  <b>Tel: Toll-Free 1-800-847-5075</b></p> <p align="center">Book your own room before <b>Wednesday, February 2, 2011</b></p> <p>You are responsible for contacting the Courtyard by Marriott to book your accommodation. As per OPSEU Policy, members will be reimbursed for the cost of twin-shared occupancy only. Members who bring children to Union events will be entitled to single accommodation and meal expenses. Members will be responsible for payment of hotel room upon check-out. Accommodation expenses will be paid in accordance with OPSEU Policy. (Please see attached information sheet).</p> <p><b>Single: \$139.00      Double: \$69.50 – twin / shared</b> (Taxes not included)</p>		
<b>LOST WAGES</b>	<p>Lost wages will be considered according to the Education Policy</p> <p><b>LOST WAGES WILL ONLY BE PAID IF REQUESTED ON THIS FORM</b></p> <p>Will you be applying for lost wages: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, indicate dates for time off: FRIDAY, Mar. 24 <input type="checkbox"/> SATURDAY, Mar. 25 <input type="checkbox"/> SUNDAY, Mar. 26 <input type="checkbox"/></p> <p>Number of hours: _____ Hourly rate: _____ Total wages being claimed: _____</p>		
<b>ADVANCE</b>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <b>AMOUNT \$</b> _____</p> <p>Sent to: Home <input type="checkbox"/> Meeting <input type="checkbox"/> Regional Office <input type="checkbox"/></p>		
<b>SPECIAL NEEDS</b>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <b>Please complete Personal Assistance Form attached</b></p>		

**LOCAL AUTHORIZATION (OFFICERS OF THE L.E.C.)**

**NOTE: APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE REQUIRED LOCAL LEC AUTHORIZATION!!!**

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Local Executive Officer Signature

\_\_\_\_\_

Position

\_\_\_\_\_

Local Executive Officer Signature

\_\_\_\_\_

Position

<p><b>IMPORTANT:</b> Please complete and return this form by <b>FRIDAY, JANUARY 7, 2011</b> to: OPSEU Toronto Ofc., ATTENTION: <b>Rose Koenig, Fax: (416) 944-0288 or Email: rkoenig@opseu.org</b></p>
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# INFORMATION SHEET

## APPLICATIONS

Application forms must be signed by two (2) Local Executive Officers and received by the Toronto Regional Office no later than 4:00 p.m. - **FRIDAY, JANUARY 7, 2011.**

## ACCOMMODATION

A block of rooms has been reserved at the Courtyard by Marriott Downtown Toronto:

- Tel: 1-800-847-5075, and request the "OPSEU Educational Weekend"
- Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **WEDNESDAY, FEBRUARY 23, 2011**. All unreserved rooms will be released for re-sale after this date. OPSEU Policy states that members are responsible for their own rooms AND paying for same, you are also responsible for any cancellation. Failing cancellation, you are responsible for the room charges.
- According to Union Policy, any member living within 60 kms of the hotel is entitled to room accommodation for the Saturday night only. Any member living outside 60 kms of the hotel is entitled to room accommodation for Friday and Saturday night. Members will be reimbursed for the cost of a twin-shared room only as per OPSEU policy.

## CANCELLATIONS

- A member cancelling participation must notify the Toronto Regional Office and their local president on or **before 9:00 a.m. on THURSDAY, MARCH 23, 2011.**
- If a member fails to cancel, the local will now be charged \$100.00

## CHILDCARE/ELDER/DEPENDANT CARE

- We encourage the use of the onsite Childcare
- Members will be reimbursed for Child Care at \$6.00 an hour for a maximum of 12 hours and \$40.00 overnight, to a maximum of \$112.00 a day.
- Child care claims will be honoured for children up to and including age 16, for whom the member is guardian.
- Friends, family, or professional or 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 child care through the Toronto Regional Office for educationals must include the completed paperwork with their Course Registration forms.
- Members who have responsibility for elderly/dependent persons living with them as part of their family may claim for their care.

- Members will be reimbursed for elder/dependent care at \$6.00 an hour for a maximum of 12 hours, and \$40 overnight, to a maximum of \$112 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.

## LOST WAGES: *Please note change on application form*

- In order to claim for lost wages, we will require proof from your Employer that you were scheduled to work and the amount of lost wages incurred. OWN TIME IS NOT PAID. Lost wages may be paid for shift workers who are scheduled to work. It would be appreciated if shift workers make every effort to rearrange their schedule to avoid lost wage claims. The Regional budget is limited and excessive claims limit our ability to offer a broader program.
- TIME OFF ARRANGEMENTS are to be made by the member. No time off requests will be submitted automatically by OPSEU.

## EXPENSE FORMS

- A member 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 his/her private vehicle, he/she 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 car pool.
- Current Kilometre Rates: single driver at 50¢ per km; with 1 member at 55¢ per km; with 2 members at 60¢ per km; with 3 members at 65¢ per km; with 4 members at 70¢ per km.
- ALL expenses MUST be submitted on proper Expense Claim Forms.

## MEALS

- **BREAKFAST:** Members who stay at the hotel or had to be present for an OPSEU event before 0800 hours (8:00 a.m.) are eligible to claim.
- **DINNER:** Members who stay at the hotel or had to be present for an OPSEU event past 1700 hours (5:00 p.m.) are eligible to claim.

## ADVANCE

- Indicate the amount required on the Application/ Advance Form and return to the Toronto Regional Office.



**Registration Form for Child Care**  
**Region 5 Week-end Educational**  
**MARCH 26 – 27, 2011**

This form **MUST** be completed if requesting family accommodations or child care.

Child(ren)'s Name	Age	Medical Problems/Allergies/Special Care Needed	Health Card #

**Have your Child Bring a Favourite Toy and Bathing Suit.**

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Parent:** \_\_\_\_\_

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

\_\_\_\_\_, **ONTARIO** \_\_\_\_\_

**Phone #'s: (home)** \_\_\_\_\_ **(work)** \_\_\_\_\_

**\* Swimming will be available pending availability and parental consent.**

Please return with your Application/Advance Form to the OPSEU Toronto Regional Office



**PERSONAL ASSISTANCE FORM**  
Region 5 Week-end Educational  
MARCH 26 – 27, 2011

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

Local: \_\_\_\_\_

**SPECIAL NEEDS**

**Please check any of the following that affect you:**

- Special Diet
- Visually Impaired
- Hearing Impaired
- Crutches
- Wheelchair: (hub to hub measurement \_\_\_\_\_ inches)
- I require the following considerations regarding my health:

\_\_\_\_\_

- Other (please provide details) \_\_\_\_\_
- Any additional requests? \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return with your Application/Advance Form to the OPSEU Toronto Regional Office.

*31 Wellesley St. East, Toronto, Ont. M4Y 1G7 (416) 443-8888 or 1-800-268-7376 Fax (416)944-0288*



# Course Descriptions

## Region 5 Week-end Educational

### MARCH 26 – 27, 2011

#### STEWARDS 1: Making a Difference in the Workplace

This is the first Part of a two (2)-weekend course. The second half of the course will be offered at a future educational

- This is Part 1 of an intense 4-day program designed to provide stewards with the information needed to be an effective advocate on behalf of local members. Through role plays, exercises, extensive experience sharing and discussion, stewards gain many new skills in a fun, encouraging environment. Part 1 is an introduction to the structures and policies of the Union. Stewards are also introduced to basic problem-solving discussions, shop floor tactics, and communication skills for working with constituency groups in their local. Participants MUST complete STEWARDS PART-1 prior to registering for STEWARDS-PART 2.

#### STEWARDS PART II: Facing The Employer, Building Member Involvement, Prerequisite: STEWARDS – PART 1

- 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.

#### HEALTH & SAFETY – PART II (2 weekends, 4 day course. YOU MUST HAVE ATTENDED PART 1 as a Pre-Requisite)

- This course is designed to provide stewards and Health and Safety Committee members with the knowledge necessary to identify hazards in the workplace.
- Participants will learn to control hazards and assist in accident investigation, prioritize and strategize around health and safety problems. This course also includes an overview of the Occupational Health and Safety Act. Case studies, group exercises and audio visual presentations will be used in this course.

#### LOCAL TREASURERS/TRUSTEES COURSE

- This course is aimed at Local Treasurers and Trustees who are either new to the role or experienced members who are seeking a “refresher course”. The goal is to give the necessary tools and education to Local Treasurers and Trustees in order for them to fulfill their roles in the Local. It will also draw on members’ experiences to solve problems occurring with the administration of Local funds.

#### LEC LEADERSHIP & TEAM DEVELOPMENT

- Have you ever returned from a union course with great ideas for improving your local and been met with, at best, blank stares? This course is based on the assumption that LEC teams can benefit from training and planning together to build inclusive, effective locals. It emerges from the experience of OPSEU’s Building Local Capacity Project.
- Four to six (4-6) people from an LEC register together and participate in this course with 4 or 5 other LEC groupings. The course is a working session for LEC’s to clarify their individual and collective roles as local leaders, to develop a comprehensive picture of their units and workplaces and to assess the functioning of their Local. Based on that assessment, LEC’s will begin to develop action plans, which include using a range of OPSEU resources. The final session on “Practicing Shared Leadership” provides tools for improving the ways the LEC works together to address common Local problems.

#### POLITICS OF PENSIONS

- This course seeks to demystify the world of pensions, educate members about labour’s role in the development of pensions in Canada. Increase members’ ability to influence public policy around pensions and increase member awareness of how bargaining can be used to improve pensions.

#### ADVANCE GRIEVANCE HANDLING

- This course is an extension of the Internal Organizing BPL education program. It is aimed at stewards who have an interest in assuming a lead hand role in the operation of the grievance procedure in their local union or unit. The course contains much more skill-based technical information and practical instruction than either Steward as an Organizer or Grievance Handling for Shop Stewards. It will continue to stress the importance of shop steward participation in decision-making and active representation of the workers assigned to them.