

# MEMORANDUM

(Please distribute)

Date: **September 12, 2008**

To: **Region 2 Stewards**

Re: **REGION 2 WEEKEND EDUCATIONAL  
SATURDAY, NOVEMBER 8 AND SUNDAY, NOVEMBER 9, 2008**

**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 \$129.00 plus taxes  
Shared with another member \$64.50 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: October 8, 2008**  
**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 OCTOBER 8, 2008**

# REGION 2 EDUCATIONAL COURSE DESCRIPTIONS NOVEMBER 8 & 9, 2008



## **My Union, Our Union, Making a Difference Stewardship Part A**

This intense four-day program held over two weekends is designed to provide stewards, especially if you are new, with all of the information you need to be an effective advocate on behalf of your Local membership. Through exercises, role plays, and extensive experience sharing and discussion, you will gain many new skills in a fun, encouraging environment.

**Part A** is an introduction of members to the structures and policies of the union in which they work. Stewards are introduced to basic problem-solving discussions, shop-floor tactics, and communication skills for working with constituency groups in their local.

## **My Union, Our Union, Making a Difference Stewardship Part B**

This intense four-day program held over two weekends is designed to provide stewards, especially if you are new, with all of the information you need to be an effective advocate on behalf of your Local membership. Through exercises, role plays, and extensive experience sharing and discussion, you will gain many new skills in a fun, encouraging environment.

**Part B** equips stewards with basic contract enforcement skills, including grievance-handling, meeting management, and mobilizing around workplace issues.

## **Grievance Handling - Advanced (Prerequisite: Stewardship Part B)**

This course covers the principles that allow stewards to effectively investigate, prepare and present grievances at all stages of the grievance procedure. Participants will review proper grievance procedures, practice interviewing grievors and witnesses, as well as presenting arguments to support the grievance.

## **Speak Up and Organize: Challenging Bullying and Psychological Harassment in the Workplace**

Is bullying and psychological harassment an issue in your workplace? This course will help you recognize the signs of bullying and a toxic workplace. We'll look at case law and other tools helpful in understanding the impact of workplace bullying. Also, we'll strengthen individual and collective capacity to respond to co-workers and pressure employers to tackle this issue.

## **Health & Safety 2**

This is a course 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 Joint Health and Safety Committees as they work in small groups learning how to identify, categorize and control hazards, how to improve workplace inspections and how to begin accident and illness investigations. This 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.

## **Employee Relations Committee Facing Management**

This course is designed to help stewards to determine the appropriate forum to successfully approach the employer on workplace issues. All available avenues for problem-solving will be explored and the merits of each methodology will be explored.

## **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.

# REGION 2 EDUCATIONAL ATTENDANCE FORM

## November 8 & 9, 2008

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Name (Ms./Mr.) \_\_\_\_\_ Local \_\_\_\_\_ SIN/ Union # \_\_\_\_\_

Street \_\_\_\_\_

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

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

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

- Stewardship Part A
- Stewardship Part B
- Grievance Handling – Advanced
- Bullying and Psychological Harassment
- Health & Safety 2
- Employee Relations/Labour Management
- Local Treasurer/Trustee Course

**Advance:** required  yes amount \$ \_\_\_\_\_  mail to home  
 no  deliver to educational

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**\*NO LOST WAGES WILL BE PAID FOR THIS EDUCATIONAL\***

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*LBED Members Only re time off required (without pay/no lost wages):*

**Complete:** Store No. \_\_\_\_ Day/s (include times) \_\_\_\_\_

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**Other forms attached:**  Child care  Personal assistance

Mail to: OPSEU, 2285 Highway 20 East, Fonthill, ON L0S 1E6

**or** Fax to: 1-905-892-7662 **or** Email: jkopczinski@opseu.org

By Wednesday, October 8, 2008

**REGION 2 EDUCATIONAL ATTENDANCE FORM**  
**November 8 & 9, 2008**  
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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?

My local President or Treasurer is aware of my advance request

Yes \_\_\_\_\_ No \_\_\_\_\_

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	<input type="checkbox"/> Woman	<input type="checkbox"/> Person with a Disability	<input type="checkbox"/> Racial minority
<input type="checkbox"/> Francophone	<input type="checkbox"/> Gay, Lesbian, Bisexual, Transgendered		<input type="checkbox"/> Does not apply

# ALLOWABLE EXPENSES FOR WEEKEND EDUCATIONALS

## Meal expenses

\$11 breakfast, \$16 lunch, \$26 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 – \$64.50 + 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 \$8.50/day by meter or \$13.68 overnight which can be added to your hotel bill. Provide the registration desk with your licence 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.

## \*\*\*\*\*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 45 cents per kilometer, plus 5 cents for every passenger.

**Lost wages  
WILL NOT BE PAID THIS TIME**

## TIME OFF ARRANGEMENTS

Time off arrangements are to be made by the member. No time off arrangements are made for educational seminars, with the exception of approved LBED members requiring corporately arranged time off.

LBED members applying for educationals are required to provide **store number, dates and times off required** on the application form and the necessary time off requests will be forwarded to OPSEU's head office once approved by the educational selection committee.



## **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 the rate of \$5.50 for breakfast, \$8.00 for lunch, and \$13.00 for supper.

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

### **When care is provided in your home**

Members are entitled to reimbursement of the reasonable cost for care provided by someone other than his/her partner/spouse as a result of their absence from home.

Members will be reimbursed at the rate of \$6 per hour to a maximum of 12 hours. The overnight fee is \$40 to a maximum of \$112 for each 24-hour period provided the signature of the care provider appears on the completed member expense form.

REGISTRATION FORM FOR CHILD CARE

REGION TWO WEEKEND EDUCATIONAL

November 8 & 9, 2008

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)*

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

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

Phone #            (H) \_\_\_\_\_ (W) \_\_\_\_\_

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

PERSONAL ASSISTANCE AND/OR SPECIAL NEEDS  
REQUEST FORM

November 8 & 9, 2008

This form **MUST** be completed and returned together with the Attendance and Advance Form to the **Niagara Regional Office** by **October 8, 2008**.

**PLEASE PRINT**

SIN/UNION# \_\_\_\_\_ LOCAL \_\_\_\_\_

NAME (Ms./Mr.) \_\_\_\_\_

STREET \_\_\_\_\_ APT. # \_\_\_\_\_

CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PHONE #: RES ( \_\_\_\_ ) \_\_\_\_\_ BUS ( \_\_\_\_ ) \_\_\_\_\_

Blind or visually impaired

Deaf or hearing impaired

**Wheelchair**

Wheel hub to hub measures: \_\_\_\_\_ cm.

I use crutches and need to be near an elevator

I will need special assistance in evacuating my room

Please specify any other special requirements:

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Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

# HOTEL RESERVATION FORM

**RE: OPSEU November 8 & 9, 2008 WEEKEND EDUCATIONAL**

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

Accommodations should be booked **NO LATER THAN: October 8, 2008**

Name (Ms./Mr.) \_\_\_\_\_

Street \_\_\_\_\_

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

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

Email \_\_\_\_\_

Delta Privilege Card # \_\_\_\_\_

OPSEU  
Reservation Code: 0811ONTARI\_001

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

\_\_\_\_\_

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

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

**Room requirements:**

Single/double (\$129.00 + taxes)

Shared (\$64.50 + taxes)

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

(close to elevator, etc.)

**Please Note: All rooms are now non smoking.**

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