

February 25, 2019

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: **Sheraton Toronto Airport Hotel & Conference Centre**
801 Dixon Road, Toronto ON, M9W 1J5
Tel: 416-675-6100

Agenda

Sat., June 8/2019 9:00 am – 5:00 pm (approx.)

Sun., June 9/2019 9:00 am – 4:00 pm (approx.)

Note: Classes may end as early as 1 p.m. if the course material for the day has been completed.

Note:

Childcare will be available:
Sat. from 8:30 am - 5:00 pm.

Sun. 9:00 am to end of classes

****Parent/guardian MUST be on site at all times when utilizing childcare provided by OPSEU.**

- Please complete and return the necessary forms to the **Toronto Wellesley Regional Office**
 1. Application/Advance Form signed by 2 Officers of your L.E.C. (2 page form)
 2. Registration Form for Child Care
 3. Union Activity Form which **MUST** be completed.

If you are submitting a Human Rights Accommodation Request Form, this can be sent directly to the Equity Unit or submitted with your other forms to the regional office. (Equity fax # 416-448-7419)

- The Participant and 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 signatures of 2 Local Executive Officers have not been obtained on the Application/Advance Form.
- Officers of your L.E.C. mean President, Vice-President(s), Secretary, Treasurer, or Chief Steward. 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.
- Lost Wages will **not** be provided for this Educational.
- OPSEU's 60km rule **will** be in effect for this Educational as per Policy.
- Please bring a copy of your most recent collective agreement with you to the Educational.
- You **MUST** bring your acceptance letter to the Educational
- As a reminder in accordance with OPSEU policy, Full Attendance is mandatory for participants at the educational. If you are unable to attend with Full Attendance without an acceptable reason, you may not receive credit for the course and your expenses may not be paid.

Applications must be received by: 4:00 p.m. March 22, 2019

Name _____ Local # _____

UNION ACTIVITY

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

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

3. HOW WILL YOUR LOCAL BENEFIT FROM YOUR ATTENDANCE?

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



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 union members.

We accord respect to all persons, regardless of age, political affiliation and racialization including and not limited to People of African descent, Black, Caribbean, South Asian, Asian, women, men, First Nations, Métis and Inuit peoples, members of ethno-racial groups, people with disabilities, gays, lesbians, bisexual, transgender/transsexual people, and gender diverse persons, francophones and all persons whose first language is not English.

In our diversity we will build solidarity as union members.

If you believe that you are being harassed or discriminated against contact _____ (specify names) * for immediate assistance.

* It is the event coordinator's responsibility to designate at least two qualified persons. The names and phones numbers of such persons must be listed. One of the designated members shall be female.

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

Scent free – Nut free – Smoke free

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



SHERATON TORONTO AIRPORT HOTEL:
801 Dixon Road
Toronto, ON M9W 1J5
Tel: 416-675-6100

APPLICATION FORM (2 page form)
REGION 5 June 8-9, 2019 EDUCATIONAL
at the SHERATON TORONTO AIRPORT HOTEL

PERSONAL INFORMATION:	LOCAL: _____ UNION #: _____			
	EMPLOYER/MINISTRY: _____			
	NAME: _____			
	<div style="display: flex; justify-content: space-between;"> Last First </div>			
	<div style="display: flex; justify-content: space-between;"> Home Address: Street City Postal Code </div>			
	<div style="display: flex; justify-content: space-between;"> Phone Numbers: Home Business </div>			
E-Mail: H: _____				
W: _____				
COURSE SELECTION: Please mark 1 st , 2 nd and 3 rd choices	Stewards 1: Making a Difference in the Workplace		Basic Grievance Handling for Union Building	
	Stewards 2: Facing the Employer and Building Member Involvement		Dealing with Workplace Conflict	
	Duty to Accommodate 1		Local Treasurers Course	
	Health and Safety Level 1		Indigenous Journey Part 2	
CHILDCARE:	Please complete the Childcare Registration Form CHILDCARE WILL ONLY BE PROVIDED FOR THE <u>NUMBER</u> OF CHILD(REN) LISTED ON THE FORM			
PLEASE NOTE:	If you require a human rights accommodation, please complete the Accommodation Request Form (Attached) NEW: Members who are selected to attend this educational are expected to attend the full course they have been registered for, and to participate fully in class activities and discussions. Failure to substantially complete the full course program may affect the payment of the member's expense.			
ACCOMMODATION	<p style="text-align: center;">Sheraton Toronto Airport Hotel: 801 Dixon Road, Toronto ON, M9W 1J5 Tel: 416-675-6100</p> <p style="text-align: center;">Book your own room before MAY 3, 2019 Be sure to request the OPSEU group rate</p> <p style="text-align: center;">You are responsible for contacting the Sheraton Toronto Airport Hotel 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 style="text-align: center;"><u>Single: \$169.00</u> <u>Double: \$169.00</u> <u>Triple: \$189.00</u> <u>Quad: \$209.00</u> (Taxes not included)</p>			



LOST WAGES ARE NOT BEING PROVIDED FOR THIS EDUCATIONAL

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

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

Local Executive Officer Signature

Position

Local Executive Officer Signature

Position

Please identify a list of the courses you have previously taken with OPSEU:

_____	_____
_____	_____
_____	_____

Please complete the following:

OPSEU is committed to achieving the 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.

Indigenous Worker		Worker with a disability	
Woman Worker		Racialized Worker	
Young Worker		Francophone Worker	
TBLGIAPQQ2S (Trans, Bisexual, Lesbian, Gay, Intersex, Asexual, Pansexual, Queer, Questioning, Two-Spirited)			

Please indicate below to request that OPSEU share your contact info with the Region 5 Representatives of 1 or more of these OPSEU Equity Committees and Caucuses:

- | | |
|---|---|
| <input type="checkbox"/> Provincial Human Rights Committee | <input type="checkbox"/> Indigenous Circle |
| <input type="checkbox"/> Provincial Women's Committee | <input type="checkbox"/> Workers of Colour Caucus |
| <input type="checkbox"/> Comité provincial des francophones | <input type="checkbox"/> Rainbow Alliance |
| <input type="checkbox"/> Provincial Young Workers Committee | <input type="checkbox"/> Disability Rights Caucus |

IMPORTANT: Please complete & return this 2 page form by **March 22, 2019**

to: 31 Wellesley St East, OPSEU Toronto Wellesley Regional Office

ATTENTION: Susan Kesper, Fax: (416) 944-0288 or Email: R5educationals@opseu.org

INFORMATION SHEET

REGISTRATION

Application forms must be signed by two (2) Local Executive Officers and received by the **Toronto Wellesley Regional Office no later than 4:00 p.m. – March 22, 2019.**

ACCOMMODATION

A block of rooms has been reserved at the Sheraton Toronto Airport Hotel & Conference Centre:

- Tel: 416-675-6100, and request the “OPSEU Educational Weekend”.
- Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **May 3, 2019**. 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.
- For this event, members living **within** 60 kms of the hotel will **not** be entitled to room accommodation for either the Friday or Saturday nights of the weekend educational, as per OPSEU policy. Members living **outside** 60 kms of the hotel **will** be entitled to room accommodation for Friday and Saturday night, as required. Members will be **reimbursed for the cost of a twin/shared room only** as per OPSEU policy.

CANCELLATIONS (NEW POLICY)

- 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 (no later than 9:00 A.M. on the Thursday prior to the weekend 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.
- A member cancelling participation must notify the **Toronto Wellesley Regional Office** and their local president on or **before 9:00 a.m. on THURSDAY, MAY 30, 2019.**

CHILDCARE/ELDER/DEPENDANT CARE

- We encourage the use of the onsite Childcare
- Members who arrange their own childcare will be reimbursed for Child Care at \$10.00 an hour for a maximum of 12 hours and \$40.00 overnight, to a maximum of \$160.00 per 24 hour period.
- 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 Wellesley Regional Office** for educational must include the completed paperwork with their Course Registration forms.
- **If childcare is requested they must be in attendance with the program. If the child is not in attendance you will be responsible for the full cost of the accommodation.**
- Members who have responsibility for elderly/dependent persons wherever the service is provided, at home, in town or out of town.
- Members will be reimbursed for elder/dependent care at \$10.00 an hour for a maximum of 12 hours, and \$40 overnight, to a maximum of \$160 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.

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: one (1) OPSEU member travelling alone \$0.55/km; two (2) OPSEU members, \$0.60/km; three (3) OPSEU members, \$0.65/km; four (4) OPSEU members \$0.70/km; five (5) OPSEU members \$0.75/km.
- **ALL** expenses **MUST** be submitted on proper Expense Claim Forms.

LOST WAGES

- Lost Wages will not be provided for this Educational as per OPSEU Policy.

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 (\$13).
- **LUNCH:** Members attending the educational are eligible to claim (\$19)
- **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 (\$29).

ADVANCE

- Indicate the amount required on the Advance Form and return to the **Toronto Wellesley Regional Office**



Registration Form for Child Care
Region 5 Week-end Educational
June 8-9, 2019

ALL SECTIONS in this form MUST BE fully completed if requesting family accommodations for child care and you MUST be the legal guardian. (Please sign Parent agreement)

Child(ren)'s Name	Date of Birth: Year – month - date	M/F	Medical Problems/Allergies/Special Care Needed

Have your Child Bring a Favourite Toy

Signature of Parent: _____ Date: _____

Name of Parent: _____

Address: _____

_____, ONTARIO _____

Phone #'s: (home) _____ (work) _____

**IMPORTANT: Parents must be on-site at all times when utilizing childcare provided by OPSEU.
 Please return with your Application/Advance Forms to the OPSEU Wellesley Office**

HUMAN RIGHTS ACCOMMODATION REQUEST

Event name: Region 5 June Weekend Educational

Event Date: June 8-9, 2019

NOTE: This form is to be completed only if you are requesting an accommodation in accordance with the Ontario Human Rights Code. Sufficient information must be provided to prove the need for the accommodation and to show a link to a code-related ground. If necessary, an Equity Unit Officer will contact you to obtain further information.

Member Name: _____ Local #: _____

Phone # for contact: _____ Home E-mail: _____

How do you prefer to be contacted? Phone: _____ E-mail: _____

1. Do you have an existing human rights accommodation approved by the Equity Unit? (**Check one.**)

a) YES and there are NO CHANGES IN MY NEED for accommodation _____

b) YES but there are CHANGES IN MY NEED for accommodation _____

c) NO, I have never been approved for an accommodation _____

NOTE: If you checked (a) above, you do not need to complete the rest of the form but the form still needs to be submitted. If you checked (b) or (c), please finish the form.

2. Please check **ALL** the Code-related grounds related to your request:

Disability (including food allergy) _____ Family status _____

Sex/gender (including pregnancy) _____ Creed or religion _____

Other (please specify) _____

3. Why do you require a human rights accommodation (i.e. what are your restrictions or limitations)? Please be as detailed as possible.

4. Do you need a temporary or ongoing human rights accommodation? (Check one.)

_____ Temporary need [Please specify expected duration: _____]

_____ Ongoing need

HUMAN RIGHTS ACCOMMODATION REQUEST

5. What type of human rights accommodation or additional arrangements do you require to allow you to participate fully in union-related activities? (e.g. *material in alternate formats, interpreters, arrangements/expenses beyond those provided at the event or through OPSEU policy*). Please be as detailed as possible.

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

Signature: _____ Date: _____

PLEASE FORWARD COMPLETED FORM NO LATER THAN March 22, 2019. This form may be sent directly to the Equity Unit via fax at 416-448-7419 or via e-mail to equity@opseu.org.

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



Course Descriptions

Region 5 Weekend Educational, June 8-9, 2019

Stewards 1: Making a Difference in the Workplace

This updated version (March 2015) of Stewards 1 includes a more detailed description and history of OPSEU's equity-seeking groups. The course continues to support stewards through a range of 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 as they develop a profile of their members, clarify the tasks of the steward, find the resources and information in OPSEU, and understand the grievance process and their role in it. Stewards 1 is a prerequisite to Stewards 2 and must be completed before taking Stewards 2. **Participants should bring their collective agreements.**

Stewards 2: Facing the Employer, Building Member Involvement - Prerequisite: Stewards 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.**

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. **Participants should bring their Collective Agreements to the course.**

Duty to Accommodate: A Tool for Inclusive Workplaces

Provincial legislation and existing case law require employers and unions to provide accommodation short of undue hardship.

This interactive course examines the roles and responsibilities of the employer, the union and the member in accommodating members with disabilities and all other protected groups under the Ontario Human Rights Code. It builds activists' skills to support members requiring an accommodation, and to deal with employer resistance to accommodation in the workplace. (March 2010)

Dealing with Workplace Conflict

Every day, in our lives, we have to deal with situations of conflict. It may be with our family, our work colleagues, our friends, our peers or our supervisors. In this 1 ½ day course we will define and analyze conflict and look at the range of processes aimed at alleviating or eliminating sources of conflict. There are many tools available to persons in conflict. How and when they are used depends on several factors that will be perused. We will also look at mediation and its role in conflict resolution.

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.

Local Treasurers Course

This course is designed for 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.

Indigenous Journey 2

As a follow-up to Indigenous Journey: Walking Together course, the Indigenous Journey 2, explore the relationship between indigenous peoples and white settlers. This unique course will examine the relationship from settler contact to today through the lens of indigenous people. Participating in this course will provide an opportunity to examine historical events such as the doctrine of discovery, colonization, residential schools, the "60s' scoop", and treaties. We will assess the impact of these events on cultural appropriation, the environmental movement, missing and murdered indigenous persons, the Truth and Reconciliation calls to action, and socioeconomic concerns. We will further examine how colonialism continues to influence the work we do as OPSEU members. The course will look beyond North American borders and examine and contrast the plight of Indigenous peoples globally. Lastly the course will look at how we as OPSEU and community members can be allies to Indigenous peoples both at home and abroad. **Please note:** it is a prerequisite that you have taken 'The Indigenous Journey: Walking Together' course prior to taking part 2.



Advance Form

Please return to:
advances@opseu.org Fax: (416) 448-7450

Name: _____

Local #: _____ Union #: _____

Home address: _____

Email: _____

Phone: _____

Event information (completed by staff assigned)

Meeting: Region 5 June Weekend Educational

Meeting date: June 8-9, 2019

Location: Sheraton Toronto Airport Hotel, 801 Dixon Road, Toronto

Cost centre: RE06-95-90

Event ID: _____

Staff assigned: Cecil Beckford ext: _____

Date: (mm/dd/yyyy) _____

Estimated advance amount

Advance request for hotel

Amount	Date (mm/dd/yyyy)
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

Advance request for meals

Amount	B \$13	L \$19	D \$29	Date (mm/dd/yyyy)
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Advance request for parking

Amount	Date (mm/dd/yyyy)
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

Hotel name: _____

Advance request for travel (airfare/mileage/train/taxi)

Amount	Date (mm/dd/yyyy)	Type
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____

Advance request Childcare/Attendant care (Childcare/Attendance Care)

Amount	Date (mm/dd/yyyy)
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

For hotel reimbursement please refer to OPSEU hotel rates and expense guidelines outlined in the call package.

If you require a human rights accommodation please download and complete the Human Rights Accommodation Request Form from the OPSEU website or contact the Equity Unit at extension 8790.

Delivery method

☐ Personal deposit ☐ Pick-up at Regional Office ☐ Mailed to home address above ☐ Deliver to staff (Name: _____ ext. _____)

* Reminder: All outstanding advance amounts will need to be reconciled prior to a new advance being issued.

Total estimated advance
amount requested \$ _____