

MEMORANDUM

Date: April 18, 2019
To: REGION 2 Stewards
Re: REGION 2 EDUCATIONAL
 SATURDAY JUNE 8 & SUNDAY JUNE 9, 2019

Hilton Mississauga/Meadowvale
 6750 Mississauga Road – just south of the 401
 Mississauga, ON

Phone: 1-800-445-8667

Room rates: Double/single \$116.00 plus taxes
 Shared with another member \$58.00 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 10, 2019

Fax: 1-905-525-2377

Mail: 2-505 York Blvd Hamilton Ontario L8R 3K4

Email: ssostar@opseu.org

- b) Please contact the hotel to reserve your room when you apply to attend the course. You can cancel easier than you can get a room at the OPSEU rate after the deadline.

****If you book your hotel room past the deadline, May 10, 2019 any increases to hotel costs will be your responsibility.**



**IMPORTANT - Hotel Reservation Policy outlined on last page
 OPSEU Cancellation Policy outlined on Page 6**

REGION 2 EDUCATIONAL Attendance Form

June 8 & 9, 2019

(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** (1st, 2nd, 3rd, etc.)

***First choices will be granted on a first come first serve basis, otherwise your 2nd, 3rd etc. choice will be offered.

<input type="checkbox"/>	CHALLENGING DISCRIMINATION IN EVERYDAY UNION WORK
<input type="checkbox"/>	HEALTH & SAFETY: LEVEL 2
<input type="checkbox"/>	SOCIAL MEDIA FOR UNION ACTIVISTS
<input type="checkbox"/>	STEWARDS 1: MAKING A DIFFERENCE IN THE WORKPLACE
<input type="checkbox"/>	STEWARDS 2: FACING THE EMPLOYER, BUILDING MEMBER INVOLVEMENT
<input type="checkbox"/>	THE INDIGENOUS JOURNEY: WALKING TOGETHER
<input type="checkbox"/>	UNION SKILLS FOR WORKPLACE INVESTIGATIONS

Accounting Purposes:

- **Accommodation:** will be required for the night(s) of: Friday _____ Saturday _____
- **Accommodation rates:** Single \$ 116.00 Double/(Spouse) \$ 116.00 Twin/(Shared) \$ 58.00
- **Advance:**
 1. **Advance Approval:** If Advance is requested – must include written approval of Local Officer (*below*).

_____ Local Executive Officer Name & Signature

_____ Position



2. **Advance Request Form:** Advance requests must be submitted on new Advance Request Form (fillable form attached)
3. **Family/Attendant Care Claim Form** must be submitted on new Family/Attendant Care Claim Form

Other forms attached:

Child care Family/Attendant Care Claim Form Human Rights Accommodation Request Advance Request

REGION 2 EDUCATIONAL ATTENDANCE FORM

June 8 & 9, 2019

(Page 2 of 2)

Lost Wages: LOST WAGES WILL NOT BE PAID

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. The indication of your designated group status on this application will assist us in assessing our progress in reaching this goal. Do you identify with one or more of the following?

- | | | | |
|--------------------------------------|---|--|--------------------------------|
| <input type="checkbox"/> Indigenous | <input type="checkbox"/> Person with a Disability | <input type="checkbox"/> Racialized | <input type="checkbox"/> Woman |
| <input type="checkbox"/> Francophone | <input type="checkbox"/> *TBLGIAPQQ2S | <input type="checkbox"/> Young Worker (under age 35) | |

** trans, bisexual, lesbian, gay, intersex, asexual, pansexual, queer, questioning, two-spirited members*

How to submit your application:

Fax: 1-905-525-2377

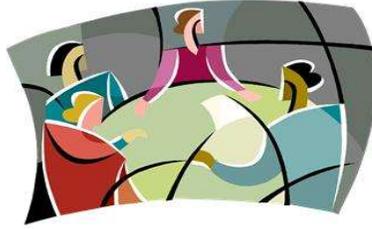
Email: ssostar@opseu.org

Mail: OPSEU Hamilton 2-505 York Blvd. Hamilton, Ontario L8R 3K4

DEADLINE: May 10, 2019

REGION 2 EDUCATIONAL

June 8 & 9, 2019



CHALLENGING DISCRIMINATION IN EVERYDAY UNION WORK

This course looks at everyday situations in our workplaces and union where inequality and racism are at work, and where people can take effective action. It uses case scenarios and analysis to examine different forms of discrimination – race, gender, age and disability – and its divisive effects. And it draws from videos and role play to get people to practice responding practically to situations. The course helps us to see equity and human rights as basic union work for all. And it strengthens our skills as effective allies and advocates to build more inclusive workplaces and locals.

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

SOCIAL MEDIA FOR UNION ACTIVISTS

The increasing use of social media has become a reality in our union work. With this reality, come both pitfalls and opportunities. "Social Media for Union Activists" will explore what social media is and how to spot both the opportunities and difficulties when using social media.

Recognizing that social media is an important part of many of our members lives, participants will examine what risks are inherent when using social media and what case law has been telling us. Participants will explore what makes a successful social media campaign and develop some practical applications for social media use within Locals. Upon completing the course participants will be able to confidently use social media in their union work.

STEWARDS 1: MAKING A DIFFERENCE IN THE WORKPLACE

This updated version 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.

Participants should bring their collective agreements.

STEWARDS 2: FACING THE EMPLOYER, BUILDING MEMBER INVOLVEMENT

Prerequisite: Stewards 1 Participants must have completed Stewards 1 before registering in Stewards 2.

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.**

THE INDIGENOUS JOURNEY: WALKING TOGETHER

Would you like to learn more about Indigenous peoples? Do you know that the First Nation, Inuit and Métis peoples have differences in their traditions, beliefs, communities and cultural identities as well as some commonalities?

Through activities, inspired by the teachings and traditions of Indigenous peoples, we will take you through an overview of the lives of the First Nations, Inuit and Métis peoples as well as allow you an opportunity to share in some of their stories. You will take a journey of examining both historical and current relationships between Indigenous people and governments within Canada and the world today.

If you would like to share in the rich history of Indigenous peoples and spend time understanding why being an ally is important, this course will offer that opportunity.

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 practice 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.



ALLOWABLE EXPENSES

Meal expenses

\$13 breakfast, \$19 lunch, \$29 dinner

Hotel Accommodation

Only Members living **beyond 60 km** are entitled to accommodation for **Friday and Saturday nights**.

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

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.

******If you book your hotel room past the deadline, any increases to the hotel cost will be the responsibility of the member.**

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

Note

Cancellation Policy

In accordance with OPSEU 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 event (i.e. no later than 4:30 P.M. on the Wednesday prior to the event). When a member does not attend and the Regional Office has not been notified 48 hours prior to the session's commencement, **the member will be assessed a \$50.00 penalty**. Extenuating circumstances will be taken into consideration.

Also, members who have **booked a hotel room** are responsible for cancelling 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, your registration in a course must be confirmed in order to receive expense reimbursement.

Accommodation Requests

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

Advance Cheques

Applicants may arrange to receive an advance cheque to cover accommodation, mileage and meal expenses by filling out the Advance Request Form enclosed and obtaining the approval of a local officer. **NOTE:** Advances are not given for lost wages.

Travel expenses

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

OPSEU Policies

NO

Fragrances, Nuts & Nut Products, 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, and Coca-Cola products to OPSEU events.

Family/Attendant Care

Complete the appropriate forms enclosed if you require Child/Family/Attendant Care at home and/or the Educational to attend.



When you bring children with you

Childcare will be provided at regional events. 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 (before their 13th birthday), is 50% of OPSEU's standard meal allowance.
3. All children (16 years or younger) accompanying the member **must be** pre-registered and signed in at the child care each day. If child(ren) is/are not signed in and attending, single accommodation and meals will not be honoured.

CANCELLATION - 24 HOURS NOTICE REQUIRED

When care is provided in your home

Members will be reimbursed for Family Care at \$10.00 per hour for a maximum of 12 hours, plus the overnight rate of \$40.00, to a maximum of \$160.00 per 24 hour period. Overnight rate covers between 12:00 a.m. to 8:00 a.m. Please specify hours claimed for each day

Members are entitled to reimbursement of reasonable costs of family/attendant care (child/elder/dependent) 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 members for family care 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.

FORM ATTACHED

REGISTRATION FORM FOR CHILD CARE

REGION 2 EDUCATIONAL

June 8 & 9 2019

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

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

I REQUIRE CHILD CARE: AT HOME AT THE EDUCATIONAL
(please indicate where you require the Family/Attendant Care)

NAME	AGE

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



As per OPSEU policy, the children will be spending time outside, weather permitting. Please bring outdoor clothing for your child(ren) to participate in outdoor activities.

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 Child Care Consent Form (next page) with you to the Educational****



BRING THIS FORM WITH YOU TO CHILD CARE

****OPSEU Child Care Consent Form****

Date: _____

Child's Name(s): _____

Home Address: _____

Parent's/Guardian's Home Phone Number: _____

Parent's/Guardian's Cell Phone or Pager Number: _____

Hotel Room Number: _____

Course Name: _____

Course Room: _____

Alternate's Contact Name: _____

Alternate's Contact Cell Phone or Pager Number: _____

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: _____



HUMAN RIGHTS ACCOMMODATION REQUEST

Event Name: R2 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? (i.e. you have submitted a request form before)? **(Check one.)**
 - a) YES; and I need the **same** human rights accommodation as previously approved _____
 - b) YES; but I require **changes** to my previously approved human rights 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.

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



HUMAN RIGHTS ACCOMMODATION REQUEST

4. Do you need this human rights accommodation for this event only or for all future union events? (**Check one.**)

For this event only _____

For all future union events _____

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. assistance during emergency evacuation, 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 FORMS TO SANDRA SOSTAR by FAX at 905-525-2377 or by E-MAIL to ssostar@opseu.org **NO LATER THAN May 10, 2019. Alternatively, this form may be sent directly to the Equity Unit 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.



IMPORTANT – HOTEL RESERVATION

Please contact the hotel prior to the **deadline May 10, 2019** to reserve your room, and to ensure availability of the OPSEU rate. There will be adequate time to cancel, if required.

******If you book your hotel room after the deadline, any increase to the hotel cost will be your responsibility.**

To ensure confidentiality, you are required to call
1-855-757-4862
(1-800-HILTONS)

Group Code – PSEU1
(Note that there is no O in front...starts with the P)

Here is the link to book rooms online
<https://book.passkey.com/go/OPSEUEducationalWeekendSpring>