

MEMORANDUM

Date: **January 17, 2011**

To: **Region 2 Stewards**

Re: **REGION 2 WEEKEND EDUCATIONAL
SATURDAY, MARCH 26 AND SUNDAY, MARCH 27, 2011**

**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
	*Note: WSIB will run to 2:00 pm	

What you need to do:

a) Complete the necessary forms and return to the Niagara Regional Office:

Before: February 10, 2011
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 February 10, 2011**

REGION 2 EDUCATIONAL COURSE DESCRIPTIONS

MARCH 26 & 27, 2011



Human Rights, Union Rights and Global Solidarity

This course is for OPSEU members who want to understand how global economics are affecting our workplaces and what activists worldwide are doing about it. The course analyses how global forms of privilege and oppression operate in our workplaces and exposes the privatization of public jobs, services and resources in Ontario and globally.

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.

Workplace Safety and Insurance Board (WSIB) – Level Two

The second level is designed to provide participants with the knowledge of the benefits and service available. This level is designed to build on the knowledge attained in Level One. Benefits and services will be detailed, including changes as a result of legislation/bills. The course will take an indepth look at services and benefits available under the Act.

Labour History – Part One

OPSEU members who participate in this course learn the exciting history of the Canadian labour movement and OPSEU's role and accomplishments within it. The course addresses the special issues and challenges of each era, including our own. Participants analyze how the collective action of working people, against the resistance of employers and the state, has resulted in important social changes (such as medicare, unemployment insurance, maternity leave, health and safety legislation, etc.) Special attention is given to the history of the labour movement's response to diversity and the contributions of different racial and cultural groups to labour gains.

Participants must complete Part One prior to attending Part Two.

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.

Building your Community through Political Action

What do you know about the political climate in your municipality, in Ontario, in Canada? How do you identify the current issues in your community? Do you have the confidence to speak to someone about an issue that you consider very political? Can you use your power of communication to raise awareness of a subject that is making an impact on your life? Do you know the players in the political arena? How do you find the right persons to speak with?

These are some of the topics that will be explored in the NEW Building your Community through Political Action course. You will get the opportunity to practice mingling with others while chatting about topics of interest. You will find out how and when to lobby or protest and demonstrate how to lobby a group on a topic that is of interest to you. This course will also build your confidence and take you through some strategies you can use to influence others and elicit change for all. (This generic course will be updated by regional offices to reflect current local political realities.)

**REGION 2 EDUCATIONAL ATTENDANCE FORM
MARCH 26 & 27, 2011**

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Name _____ Local _____ SIN/ Union # _____

Street _____

City _____ Postal Code _____

Phone # home _____ work _____ email _____

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

- Human Rights, Union Rights and Global Solidarity
- Stewards 1: Making a Difference in the Workplace
- WSIB – Level Two
- Labour History – Part One
- Health & Safety: Level Two
- Building your Community through Political Action

Advance: amount required \$ _____ mail to home deliver to educational

Approved by Local Officer: _____
(local approval information to be completed by Education Committee Member)

Lost wages: NO LOST WAGES WILL PAID

Shift/s: _____ Day/s: _____ Hourly Rate: _____

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 Thursday, February 10, 2011

**REGION 2 EDUCATIONAL ATTENDANCE FORM
MARCH 26 & 27, 2011**

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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 _____.

Please note: Local approval of an advance will be verified by the Education Committee.

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"/> Racialized |
| <input type="checkbox"/> Francophone | <input type="checkbox"/> Gay, Lesbian, Bisexual, Gender Variant | <input type="checkbox"/> Does not apply | |

ALLOWABLE EXPENSES FOR WEEKEND EDUCATIONALS

Meal expenses

\$12 breakfast, \$17 lunch, \$27 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 – \$54.50 + 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 \$13.56 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.

Child care requires 24 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.

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

NO WAGES WILL BE PAID THIS TIME

Members may apply to the Education Committee to obtain prior approval of lost wages in order to attend. Shift workers should make every effort to rearrange their schedule to avoid wage claims.

Shift workers must indicate the exact hours of work missed. Only shifts with the majority of hours falling within 1900 hours Friday evening to 1700 hours on Sunday will be considered for approval.

Requests for lost wages must be accompanied by supporting documentation confirming scheduled hours and rate of pay. Members are responsible for making the arrangements with their employer for their time off. **Time off requests WILL NOT be sent to your employer by OPSEU.**



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 Guelph 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 \$6.00 for breakfast, \$8.50 for lunch, and \$13.50 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. Please specify hours.

REGISTRATION FORM FOR CHILD CARE

REGION TWO WEEKEND EDUCATIONAL
MARCH 26 & 27, 2011

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 attached Childcare Consent form with you to the Educational****

**PERSONAL ASSISTANCE AND/OR SPECIAL NEEDS
REQUEST FORM**

MARCH 26 & 27, 2011

This form **MUST** be completed and returned together with the Attendance and Advance Form to the **Niagara Regional Office** by **February 10, 2011**.

PLEASE PRINT

SIN/UNION# _____ LOCAL _____

NAME _____

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:

Arrival Date: _____

Departure Date: _____

HOTEL RESERVATION FORM

RE: OPSEU MARCH 26 & 27, 2011 EDUCATIONAL

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

Accommodations should be booked NO LATER THAN: **February 10, 2011**

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 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.

OPSEU Childcare Consent Form

Date: _____
Child's Name: _____
Date of Birth: _____
Home Address: _____
Home Phone Number: _____
Cell Phone or Pager Number: _____
Hotel Room: _____
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 Care Number : _____

Signature of Parent or Guardian: _____

Permission for Outings

This is to certify that I give permission for my child to participate in all outings planned by the childcare providers. I understand that I will be given prior notice of all major outings, but that some short walks, trips to parks, etc. will not be announced beforehand.

Signature of Parent or Guardian: _____

Permission for Swimming

This is to certify that I give permission for my child to go swimming while participating in the childcare program.

Signature of Parent or Guardian: _____

Permission for Waterslide (over 48 inches tall)

This is to certify that I give permission for my child to go on the giant waterslide while participating in the childcare program.

Signature of Parent or Guardian: _____