

# MEMORANDUM

Date: April 29, 2016  
 To: REGION 2 Stewards  
 Re: REGION 2 EDUCATIONAL  
 SATURDAY JUNE 4 & SUNDAY JUNE 5, 2016

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

Phone: 1-800-445-8667

Room rates: Double/single \$109.00 plus taxes  
 Shared with another member \$54.50 plus taxes

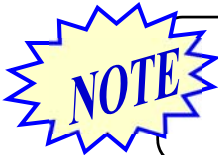
Friday	8:00 pm	Hospitality Suite
Saturday	9:00 am to 9:20 am	Plenary
	9:30 am to 5:00 pm	Classes
Saturday	8:00 pm	Hospitality Suite
Sunday	9:00 am to 1:00 pm	Classes

**What you need to do:**

- a) Complete the necessary forms and return to the **Hamilton Regional Office:**

Before: May 20, 2016  
 Fax: 905-525-2377  
 Mail: 505 York Blvd., 2<sup>nd</sup> Floor, Hamilton L8R 3K4  
 Email: cmcnamee@opseu.org

Please contact the hotel **prior to May 13, 2016 to reserve your room** to ensure room availability and the OPSEU rate. There will be adequate time to cancel, if required.



**IMPORTANT - Hotel Reservation Policy outlined on Page 12**  
**IMPORTANT - OPSEU Cancellation Policy outlined on Page 6**

## REGION 2 EDUCATIONAL JUNE 4 & 5, 2016



### **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**

### **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 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.

## **Mental Health: Challenging the Stigma in the Workplace**

As workers and labour activists, we are faced with economic, social, and political changes in our workplaces that impact our mental wellbeing on a daily basis. We all respond differently to situations that impact our lives and subsequently, our mental health.


This introductory course explores mental health, mental health concerns, and stigma in the workplace. Some of the topics covered in this course include: demystifying mental health; individual, union, and employer responsibilities; member-to-member issues; and some strategies to challenge stigma and build inclusion.

## **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.**

## **The OPSEU Story: Building our Union Together**



The history of OPSEU is rich and varied. Our union has evolved from a Civil Service Association to a powerful force in the labour movement. To understand how OPSEU works today, and will be a force in the future, we need to understand how we arrived where we are at now.

This labour history course will examine how OPSEU began; how it evolved from a staff association to a full-fledged union; how social unionism and equity are a vital part of OPSEU; and how our past will help us to continue to make OPSEU a strong part of the labour movement in the future

# REGION 2 EDUCATIONAL - ATTENDANCE FORM

## JUNE 4 & 5, 2016

(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 if more than one selected (1<sup>st</sup>, 2<sup>nd</sup>, etc.)

<input type="checkbox"/>	Basic Grievance Handling for Union Building
<input type="checkbox"/>	Dealing with Workplace Conflict
<input type="checkbox"/>	Health & Safety: Level Two
<input type="checkbox"/>	Mental Health: Challenging Stigma in the Workplace
<input type="checkbox"/>	Stewards 1: Making a Difference in the Workplace <b>(REVISED)</b>
<input type="checkbox"/>	The OPSEU Story: Building our Union Together <b>(NEW)</b>

Accounting Purposes:

- **Accommodation:** will be required for the night(s) of: Friday \_\_\_\_\_ Saturday \_\_\_\_\_
- Accommodation rates: Single \$ 109.00 Double/(Spouse) \$ 109.00 Twin/(Shared) \$ 54.50
- **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 separate, fillable document attached

Other forms attached:  Child care  Human Rights Accommodation Request  Advance Request

Lost Wages: LOST WAGES WILL NOT BE PAID

<b>Fax:</b>	<b>905-525-2377</b>
<b>Email:</b>	<b>ssostar@opseu.org</b>
<b>Mail:</b>	<b>OPSEU Hamilton, 505 York Blvd., 2<sup>nd</sup> Floor Hamilton Ontario L8R 2K4</b>

REGION 2 EDUCATIONAL - ATTENDANCE FORM

**JUNE 4 & 5, 2016**

(Page 2 of 2)

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:

Indigenous       Person with a Disability       Racialized       Woman

Francophone       \*LGBTTIAQQ2S       Young Worker (under age 35)

\* Lesbian, Gay, Bi-sexual, Transsexual, Transgender, Intersex, Asexual, Queer, Questioning, and 2 Spirited



## ALLOWABLE EXPENSES

### Meal expenses

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

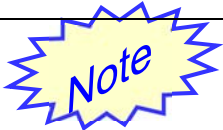
### Hotel Accommodation

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.

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



### \*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, Bottled Water, 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, bottled water and Coca-Cola products to OPSEU events.

#### Child/Family/Dependent Care

Complete the appropriate form enclosed if you require Child/Family/Dependent Care to attend the educational.



## Union/Family/Dependent Care Family Care (Child/Elder/Dependent)



### 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 13<sup>th</sup> 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 day care. If child(ren) is not signed in and attending, single accommodation and meals will not be honoured.

### CANCELLATION MUST BE DONE WITHIN 24 HOURS

### When care is provided in your home

Members will be reimbursed for family/dependent care at \$6.00 per hour for a maximum of 12 hours, plus the overnight rate of \$40.00, to a maximum of \$112.00 per 24 hour period. Overnight rate covers between 12:00 to 8:00 am. Please specify hours claimed for each day.

Members are entitled to reimbursement of reasonable costs of family/dependent care 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/dependent 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.

**REGISTRATION FORM FOR CHILD CARE**  
**REGION 2 EDUCATIONAL**  
**JUNE 4 & 5, 2016**

**Note: This Form is to be completed when requesting child care that is provided by OPSEU on site/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

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 \_\_\_\_\_

**\*\*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: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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 4 & 5, 2016

**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.

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**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.

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

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE FORWARD COMPLETED FORMS TO Hamilton Regional Office BY FAX AT 905-525-2377 or BY E-MAIL to [cmcnamee@opseu.org](mailto:cmcnamee@opseu.org) NO LATER THAN **May 20, 2016**. Alternatively, this form may be sent directly to the Equity Unit at 416-448-7419 or via e-mail to [equity@opseu.org](mailto:equity@opseu.org).**

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



## **IMPORTANT – HOTEL RESERVATION POLICY**

**The Hilton Mississauga/Meadowvale has changed their reservation policy.**

Hotel Reservations will **no longer be accepted by fax.**

To ensure confidentiality, you are required to call:

**1-800-445-8667**

**(1-800-HILTONS)**

**Group Code - OPS**

to make your guestroom reservations.

A Hilton Hotel reservation staff will enter your credit card information into a secured link to ensure all personal information is confidential and secure.



# OPSEU Advance Form

## Member Information

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

Local: \_\_\_\_\_ Union #: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

## Event Information (Completed by staff assigned)

Meeting: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Location: \_\_\_\_\_

Cost Centre: \_\_\_\_\_

Event ID: \_\_\_\_\_

Staff Assigned: \_\_\_\_\_ ext.: \_\_\_\_\_

Date: \_\_\_\_\_

## Estimated Advance Amount

### Advance Request for Hotel

Amount	Date
\$	
\$	
\$	
\$	

*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.*

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

### Advance Request for Travel (Airfare/Train/Taxi)

Amount	Date	Type
\$		
\$		
\$		
\$		

### Advance Request for Parking

Amount	Date
\$	
\$	
\$	
\$	

### Advance Request Childcare/Attendant Care

(Childcare/Attendance C)

Amount	Date
\$	
\$	
\$	
\$	

**Total Estimated Advance Amount Requested** \$ \_\_\_\_\_

For Hotel Reimbursement please refer to OPSEU Hotel rates and expense guidelines outlined in the call package.

## Delivery Method

Direct Deposit  Pick-Up at Regional Office  Deliver to Staff: \_\_\_\_\_ ext: \_\_\_\_\_  Mailed to Home Address above

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