

MEMORANDUM

Date: November 21, 2019
To: REGION 2 Stewards
Re: REGION 2 EDUCATIONAL
 SATURDAY JANUARY 11 & SUNDAY JANUARY 12, 2020

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

Phone: 1-800-445-8667

Room rates: Double/single \$113.00 plus taxes
Shared with another member \$56.50 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: DECEMBER 12, 2019

Fax: 1-519-837-9187

Mail: 400 Speedvale Ave. W, Unit A, Guelph, Ontario N1H 8H3

Email: gmerritt@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, DECEMBER 12, 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

JANUARY 11 & 12, 2020

(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 (1st, 2nd, 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"/>	Basic Grievance Handling for Union Business
<input type="checkbox"/>	Health & Safety: Level 1
<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"/>	Workplace Surveillance: Know Your Rights

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

January 11 & 12, 2020

(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*

How to submit your application:

Fax: 1-519-837-9187

Email: gmerritt@opseu.org

Mail: OPSEU Guelph, 400 Speedvale Ave. W., Unit A, Guelph, Ontario N1H 8H3

DEADLINE: December 12, 2019

REGION 2 EDUCATIONAL

January 11 & 12, 2020



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.

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.

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 course is also available in French

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 must have completed Stewards 1 before registering in Stewards 2.

Stewards 2: Facing the Employer, Building Member Involvement

This course is also available in French

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.



New Course: Workplace Surveillance: Know Your Rights

Develop an understanding of workers' rights regarding workplace surveillance so that you can be informed, strategic and proactive in a technologically changing workplace. Through shared experiences, hands-on mapping of your workplace surveillance systems, insights into the future of work, and an exploration of case studies, you will return to your local with tools, tips, best practices, sample contract language and more.



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.

****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.

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.



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 the rate of \$15.00 per hour to a maximum of \$220.00 within a 24 hour period, while doing union business. It is recognized that to guarantee meaningful access to union activities, child care both day and night may be necessary. 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

January 11 & 12, 2020

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: January 11 & 12, 2020

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: GWEN MERRITT by FAX at 519-837-9187 or by E-MAIL to gmerritt@opseu.org NO LATER THAN DECEMBER 12, 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 DECEMBER 12, 2020** 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 - OPSJ

to make your guestroom reservations.

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

OR

You can book your guestroom by using the web link below.

<https://book.passkey.com/go/OPSEUJAN2020>