

# MEMORANDUM

**Date:** September 16, 2019  
**To:** REGION 2 Stewards  
**Re:** REGION 2 EDUCATIONAL  
 SATURDAY November 9 & SUNDAY November 10, 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 **Owen Sound Regional Office:**

**BEFORE:** October 11, 2019

Fax: 1-519-371-4967

Mail: 100-1717 2<sup>nd</sup> Ave East Owen Sound ON N4K 6V4

Email: [wwilliams@opseu.org](mailto:wwilliams@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, October 11, 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

## November 9 & 10, 2019

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

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone # Home \_\_\_\_\_ Work \_\_\_\_\_

Secure email address \_\_\_\_\_

(Please print clearly . . . Thank you)

**Course Selection:** **Please rank choices** (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.)

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

<input type="checkbox"/>	DUTY TO ACCOMMODATE 2: MAKING ACCOMMODATION WORK
<input type="checkbox"/>	HEALTH & SAFETY: LEVEL THREE
<input type="checkbox"/>	“REVISED” HUMAN RIGHTS, UNION RIGHTS AND GLOBAL SOLIDARITY
<input type="checkbox"/>	STEWARDS 1: MAKING A DIFFERENCE IN THE WORKPLACE
<input type="checkbox"/>	STEWARDS 3: DEALING WITH DISCIPLINE
<input type="checkbox"/>	TAKING ACTION ON WORKPLACE STRESS
<input type="checkbox"/>	WOMEN IN ACTIVISM: STAYING CONNECTED

### **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**

**November 9 & 10, 2019**

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**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*

<b>How to submit your application:</b>	
Fax:	1-519-371-4937
Email:	<a href="mailto:wwilliams@opseu.org">wwilliams@opseu.org</a>
Mail:	OPSEU 100-1717 2 <sup>nd</sup> Ave East Owen Sound ON N4K 6V4
<b>DEADLINE:</b>	<b>October 11, 2019</b>

## REGION 2 EDUCATIONAL November 9 & 10, 2019

### DUTY TO ACCOMMODATE 2: MAKING ACCOMMODATION WORK

Does your employer balk at providing proper accommodations? Has your employer challenged the medical information the member has provided? Is the employer asking members for independent medical exams? Do you hear grumblings from co-workers about the number of accommodations in the workplace?

Building on the skills and information in the first course, “Duty to Accommodate: A tool for inclusive workplaces”, Making Accommodation Work: Duty to Accommodate 2 examines the challenges of supporting a worker in need of an accommodation. This course investigates strategies and skills for gathering information, challenging employer tactics used to prevent accommodations, developing a fair accommodation plan, and communicating with co-workers to build more workplace solidarity.

While the course focuses mainly on the practical aspects of accommodation due to disability, many of the issues such as collective agreement language, attendance management programs, co-worker resentment apply to accommodation based on sex and family status as well.

**Note: Due to the volume of information about Duty to Accommodate, it is strongly advised that participants take “Duty to Accommodate: A Tool for Inclusive Workplaces” before Duty to Accommodate 2.**

### HEALTH AND SAFETY: LEVEL THREE

This course builds on concepts covered in OPSEU Health and Safety Level 1 and 2. OPSEU Health and Safety Level 3 is designed to help union activists, worker joint health and safety committee members, health and safety representatives, and workers to address complex hazards using their local health and safety systems and external resources.

Drawing from their own experiences, participants will strategize effective approaches to complex hazards, such as investigating concerns about potential occupational cancers and ergonomic hazards. Participants will also learn basic approaches to investigating indoor air quality complaints.

They will discuss the precautionary principle and the ALARA principle and understand the centrality of these two concepts in health and safety activism. Participants will develop strategies to address ergonomic hazards, develop recommendations and practice facing the employer to propose their recommendations, enhancing their organization skills and confidence to represent members in their efforts to achieve safer and healthier workplaces. (September 2010)

### “REVISED” HUMAN RIGHTS, UNION RIGHTS AND GLOBAL SOLIDARITY

Faced with governments pushing austerity around the world, global solidarity is more important than ever. Why do we find ourselves fighting the same fights fought more than 30, 50 or even 100 years ago? This course explores what our roles are as individuals, union members, and community citizens, in the ongoing fight for fairness, equality and justness.

Participants will draw critical links between human rights, union rights and global solidarity, and will be asked to commit to collective action to build solidarity locally and globally. By the end of the course, participants will be able to recognize and challenge privilege and oppression, know the differences between charity and solidarity, and will be better able to challenge the current austerity agenda.

## 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 3: DEALING WITH DISCIPLINE

(September 2015) This is an advanced level steward course. It is suggested that participants take Stewards 1 and Stewards 2 prior to signing up for this program. Dealing with Discipline is a skills and knowledge focused workshop that will assist union activists in their duties representing members that are facing discipline up to and including dismissal.

**The course bridges concepts from Stewards 1 and 2, Basic and Advanced Grievance Handling and Workplace Investigations. Participants should bring their Collective Agreements to the course.**

## TAKING ACTION ON WORKPLACE STRESS

Is your work stressing you out? If so, you're not alone. In Canada, one in four workers report feeling highly stressed at work. Factors such as excessive demands, lack of control, precarious work, inadequate resources and support, and workplace bullying and harassment can all take their toll on the well-being of workers.

Participants will be able to identify workplace factors that negatively affect workers' health and wellbeing and gain familiarity with terminology associated with workplace stress. The course will help to develop strategies for influencing change in the workplace as well as examine ways to work with your union to address and resolve workplace stress issues.

## WOMEN IN ACTIVISM: STAYING CONNECTED

(June 2014) Are you a woman who wants to get involved in your Union but you are uncertain as to where and how to begin? Have you wondered how activists got into the position they are in and why they got involved? Do you have the energy and interest but lack the confidence in getting yourself elected to a position? Then this is a course for you.

This new course will take you through the journey of successful women in unions and the political arena, how they got there and what they have achieved. You will understand your role as an activist gain confidence in taking the first steps and feel motivated in encouraging others to do the same. You will review your own time management strategies and work out a schedule for yourself.

Through scenarios, role-play, interactive videos and checklists, you will understand the issues women have faced over the years; some of which still continue today. You will learn how to build on these wins to make further inroads for women.

**Suggested Pre-requisite – one elected activist and one partner who is not elected (take a closer look at who you may want to bring). This can be an encouragement to mentor others.**



## 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 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 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

November 9 & 10 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?

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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: November 9 & 10, 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.

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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 SANDRA SOSTAR by FAX at 519-371-4967 or by E-MAIL to [wwilliams@opseu.org](mailto:wwilliams@opseu.org) **NO LATER THAN October 11, 2019**. 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**

Please contact the hotel prior to the **deadline October 11, 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>**