

MEMORANDUM

Date: October 11, 2017

To: REGION 2 Stewards

Re: REGION 2 EDUCATIONAL

SATURDAY November 18 & SUNDAY November 19, 2017

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

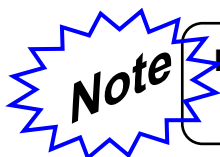
Friday	8:00 pm	Hospitality Suite
Saturday	9:00 am to 9:20 am	Plenary
	9:30 am to 5:00 pm	Classes
Saturday	8:00 pm	Hospitality Suite
Sunday	9:00 am to 1:00 pm	Classes

What you need to do:

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

Before: [November 1, 2017](#)
 Fax: 1-905-892-7662
 Mail: 2285 Highway 20 East, Fonthill, ON L0S 1E6
 Email: jkopczinski@opseu.org

- b) To ensure room availability and the OPSEU rate, please contact the hotel [prior to October 18, 2017 to reserve your room](#). There will be adequate time to cancel, if required.



**IMPORTANT - Note new Hotel Reservation Policy outlined on last page
OPSEU Cancellation Policy outlined on Page 7**

REGION 2 EDUCATIONAL

November 18 & 19, 2017

Basic Grievance Handling for Union Building (French)

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.**

Challenging Bullying and Non-Code-Based Harassment in the Workplace

Is bullying and psychological harassment an issue in your workplace? This course will help you recognize the signs of bullying and a toxic workplace. We'll look at case law and other tools helpful in understanding the impact of workplace bullying. And we'll strengthen individual and collective capacity to respond to co-workers, and pressure employers to tackle this issue.

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 grumbings 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 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 (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 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.

REGION 2 EDUCATIONAL

Attendance Form

November 18 & 19, 2017

(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.)

- Basic Grievance Handling for Union building (French)
- Challenging Bullying and Non-Code-Based Harassment in the Workplace
- Duty to Accommodate 2: Making Accommodation Work
- Health & Safety: Level Two
- Social Media for Union Activists
- Stewards 1: Making a Difference in the Workplace
- The Indigenous Journey: Walking Together

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 (fillable form attached)

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

Lost Wages: LOST WAGES WILL NOT BE PAID

REGION 2 EDUCATIONAL

ATTENDANCE FORM

November 18 & 19, 2017

(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?

- | | | | |
|--------------------------------------|---|--|--------------------------------|
| <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"/> *LGBTTIQQ2S | <input type="checkbox"/> Young Worker (under age 35) | |

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

How to submit your application:

Fax: 1-905-892-7662

Email: jkopczinski@opseu.org

Mail: OPSEU Niagara, 2285 Highway 20 East, Fonthill, ON L0S 1E6

Deadline: November 1, 2017



ALLOWABLE EXPENSES

Meal expenses

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

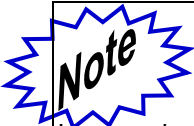
Hotel Accommodation

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.



NEW 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.



Family 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 **Niagara 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 day care. If child(ren) is 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 (child/elder/dependent) at \$10.00 per hour to a maximum of \$160 in a 24 hour period. Please specify hours claimed for each day.

Members are entitled to reimbursement of reasonable costs of family 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.

REGISTRATION FORM FOR CHILD CARE

REGION 2 EDUCATIONAL

November 18 & 19, 2017

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?

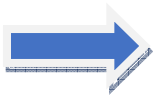


As per OPSEU policy, the children will be spending time outside, weather permitting. Please bring outdoor clothing for your child(ren) to participate in outdoor activities.

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: _____ 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: November 18 & 19, 2017

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.

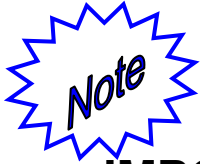
6. Please provide any additional information that may assist us in reviewing your request. (Attach any relevant documents)

Signature: _____

Date: _____

PLEASE FORWARD COMPLETED FORMS TO Joanne Kopczinski by FAX at 905-892-7662 or by E-MAIL to jkopczinski@opseu.org NO LATER THAN November 1, 2017. 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 – NEW 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
1-855-757-4862
(1-800-HILTONS)

Group Code - OPSEW

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://aws.passkey.com/go/OPS17>

Please contact the hotel prior to **October 18, 2017** to reserve your room, to ensure availability and the OPSEU rate. There will be adequate time to cancel, if required.