

**APPLICATION FORM  
REGION 1 – WINDSOR WEEKEND EDUCATIONAL  
FEBRUARY 22 & 23, 2020**

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**SECTION A: PERSONAL INFORMATION**

LOCAL: \_\_\_\_\_ UNION #: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
(mandatory)

**SECTION B: HOTEL ROOM BOOKING**

Do you require a Hotel Room? YES  NO   
*If yes, please refer to the Information Sheet for Hotel reservation information*  
*\*Members must book their hotel room prior to **Tuesday, January 14<sup>th</sup>, 2020***

**SECTION C: CHILDCARE REQUEST**

Do you require Childcare? YES  NO   
*If yes, please fill in the attached Child Care Registration & Consent Form*

**SECTION D: HUMAN RIGHTS ACCOMMODATION**

Do you require an OPSEU approved Human Rights Accommodation? YES  NO   
*If yes, please fill in the attached Human Rights Accommodation Form*

**SECTION E: ADVANCE REQUEST**

Do you require an Advance? YES  NO   
*If yes, please fill in the attached Advance Request Form*

**SECTION F: DIRECT DEPOSIT**

Do have direct deposit? YES  NO   
*If no, please fill in the attached Direct Deposit Agreement Form*

**SECTION G: LOST WAGES/TIME-OFF REQUEST**

Do you require a Time-Off Letter? YES  NO   
*If yes, please fill in the attached Lost Wages/Time-Off Request Form*

Please email completed application package to:  
Lisa Baker, Windsor Regional Secretary [lbaker@opseu.org](mailto:lbaker@opseu.org) or by fax 519-977-7553  
**FIRM APPLICATION DEADLINE - Tuesday, January 21<sup>st</sup>, 2020 by 2:00pm**

## SECTION H: COURSE SELECTION

\*For detailed course information and \**pre-requisites*, please refer to the **COURSE DESCRIPTIONS** on page 7 before making your selections.

Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> Choices:

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Indigenous Journey Part 2</b>                                       | <input type="checkbox"/> <b>Duty to Accommodate Part 1</b>         |
| <input type="checkbox"/> <b>Worker's Health &amp; Safety: Staying Alive</b>                     |  |
| <input type="checkbox"/> <b>While Making a Living, It's the Law &amp; Worker Representative</b> | <input type="checkbox"/> <b>Women In Unions – Getting Involved</b> |
| <input type="checkbox"/> <b>Stewards 1 – Making a Difference in the Workplace</b>               | <input type="checkbox"/> <b>Local Treasurer's Course</b>           |

## APPLICATION QUESTIONS

1.	Office presently held in your Local:
	Length of service held in this position:
2.	Positions/activities previously accomplished in your Local (i.e. Member, Steward, Committee Officer, Campaigns), and the length of service in these positions:
3.	Type of Local: <input type="checkbox"/> Single <input type="checkbox"/> Multi-Site <input type="checkbox"/> Composite
4.	Your work location:
	Your position at work:
	Type of Work:
5.	Other OPSEU local/regional educational(s) attended in the past two (2) years:

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## **IMPORTANT - HOTEL RESERVATIONS**

**\*\*The submission of your Application form serves as ACCEPTANCE into the Educational**

**RESERVE YOUR ROOM IMMEDIATELY AFTER SUBMITTING YOUR APPLICATION**  
**BOOKING DEADLINE IS JANUARY 14<sup>TH</sup>, 2020**

**Toll Free Number: 1-800-465-4329 (1-800-HOLIDAY) or 519-966-1200**  
**GROUP CODE – **SEU****

**\*\*If you book your hotel room after the deadline,  
any increase to the hotel cost will be your responsibility.**

A block of rooms has been reserved at **Holiday Inn & Suites Windsor-Ambassador Bridge, 1855 Huron Church Road, Windsor, Ontario** - \*Free Parking is provided at the Hotel.

\*Hotel Phone if family needs to reach you is 1-800-465-4329

**\*\*Members are responsible for making their own Accommodation and Payment arrangements. Accommodations are to be booked no later than January 14<sup>th</sup>, 2020.**

All unreserved rooms will be released for re-sale after this date. Members are responsible for paying their own hotel bill on check-out.

### **ROOM RATES**

Standard - \$147.00 + tax/night    Twin Shared - \$73.50 + tax/night  
Executive - \$157.00 + tax/night    Twin Shared - \$78.50 + tax/night

### **HOTEL CANCELLATION POLICY**

Members are responsible for cancelling their reservations at the hotel within the time limits as stated by the hotel when the booking is made.

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## INFORMATION SHEET

### MEALS

Member Meals are **NOT PROVIDED** for this educational.

### ADVANCE REQUEST

Indicate the amount required on the attached Advance Form and return to the Windsor Regional Office.

### DIRECT DEPOSIT

If you currently **DO NOT** have Direct Deposit and would like to; please fill out the attached Direct Deposit Agreement included in with this application.

### HUMAN RIGHTS ACCOMMODATION FORM

Complete the attached form for specific accommodation requests. Please return to the Equity Unit at Head Office by email [equity@opseu.org](mailto:equity@opseu.org), by fax 416-448-7419, or return with your application to the Windsor Regional Office.

### CHILDCARE

Members seeking childcare at the event must request it at **least three (3) weeks** before the event. The Childcare Form must be completed and returned with your Application to the Windsor Regional Office.

\*If insufficient members request child care, applicants will be notified by phone.

Saturday's lunch will be provided for the children registered for Child Care by the Child Care Providers at the Holiday Inn and Suites. *\*please advise of any allergies or sensitivities*

### CHILDCARE REGISTRATION & MEDICAL CONSENT FORM

If you require Childcare, please complete the attached Childcare Registration & Medical Consent form and return with your application to the Windsor Regional Office.

### CHILDCARE AVAILABILITY – DATES/TIMES

- Friday, February 21<sup>st</sup> - 7:30pm – 11:00pm (Hospitality)
- Saturday, February 22<sup>nd</sup> - 8:30am – 5:00pm
- Saturday, February 22<sup>nd</sup> - 7:30pm – 11:00pm (Hospitality)
- Sunday, February 23<sup>rd</sup> - 8:30am – 1:15pm

*\*Please bring along a FAVOURITE TOY for your child*

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## LOST WAGES/TIME-OFF REQUEST

There are **limited monies** available. Members must apply for their wages at the time of application providing the scheduled hours of work and their hourly rate for pre-approval by the Executive Board Members of Region 1. Lost wages will be considered according to the Education Policy. You will be notified if you have been approved for Lost Wages. Otherwise, there is no payment for lost wages or own time for Weekend Educationals.

**YOU** are responsible for making your own time-off arrangements if you have been pre-approved for time-off under the Education Policy for this Weekend Educational. \*If this is not possible, you can request that a Letter be sent to your Employer confirming time-off is required to attend the Weekend Educational.

\*Please provide the following information to the Regional Secretary in order to notify your Employer, if you are approved for Lost Wages.

\*LBED Members: You will need to fill out a separate 'Request for Union Leave' (RUL) form.

## TIME-OFF REQUEST - INFORMATION REQUIRED:

\*\*Please indicate Start & Finish Time of Leave requested:

<b>SATURDAY, FEBRUARY 22<sup>ND</sup></b>	<b>START:</b> _____	<b>FINISH:</b> _____
<b>SUNDAY, FEBRUARY 23<sup>RD</sup></b>	<b>START:</b> _____	<b>FINISH:</b> _____

## YOUR INFORMATION:

**MEMBER NAME:** \_\_\_\_\_

**LOCAL#** \_\_\_\_\_

**EMPLOYER/MINISTRY NAME:** \_\_\_\_\_

**WIN # (if applicable):** \_\_\_\_\_

*\*All fields must be completed to avoid any delay in processing time-off letters.*

**MANAGER'S NAME:** \_\_\_\_\_

**MANAGER'S TITLE:** \_\_\_\_\_

**MANAGER'S EMAIL:** \_\_\_\_\_  
(\*required)

**MANAGER'S ADDRESS:** \_\_\_\_\_  
(include Postal Code)

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## **COURSE DESCRIPTIONS**

### **Local Treasurer's Course**

- This course is aimed at Local Treasurers and Trustees who are either NEW to the role or experienced members who are seeking a "refresher course". The goal is to give the necessary tools and education to Local Treasurers and Trustees in order for them to fulfill their roles in the Local. It will also draw on members' experiences to solve problems occurring with the administration of Local funds.

### **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. Stewards 1 is a prerequisite to Stewards 2 and Basic Grievance Handling for Union Building. **\*Participants should bring their collective agreements.**

### **Duty to Accommodate: A Tool for Inclusive Workplaces**

- Provincial legislation and existing case law require employers and unions to provide accommodation short of undue hardship. This interactive course examines the roles and responsibilities of the employer, the union and the member in accommodating members with disabilities and all other protected groups under the Ontario Human Rights Code. It builds activists' skills to support members requiring an accommodation, and to deal with employer resistance to accommodation in the workplace. (March 2010).

### **The Indigenous Journey: Walking Together: Part Two**

- As a follow-up to the Indigenous Journey: Walking Together course, the Indigenous Journey 2, explores the relationship between Indigenous peoples and white settlers. This unique course will examine the relationship from settler contact to today through the lens of Indigenous people.

### **Women in Unions: Getting Involved**

- This course offers seasoned women activists a chance to analyze the advances and barriers to diverse women's leadership in the union. Through case studies of common problems women face in the workplace and union, the course explores issues of power, privilege, equity and effective action. It offers the chance to develop practical strategies for strengthening diverse women's leadership and building an inclusive union. It will also focus on ways to strengthen women's committees and gatherings in our locals and regions.

### **Workers Health & Safety Centre Training**

- Modules: Staying Alive While Earning a Living; It's the Law, Worker Representative

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## ALLOWABLE EXPENSES

### MEAL EXPENSES

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

### 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

### HOTEL ACCOMMODATION & CANCELLATION POLICY

As per OPSEU Policy, members will be reimbursed for the cost of twin-shared occupancy ONLY. Members who bring children to Union events will be entitled to single accommodation and meal expenses.

**The Cancellation Policy.** As of May 2014, any member that does not notify the Regional Office 48 hours prior to the start of the school will be assessed a **\$50.00 penalty**.

\*Extenuating circumstances will be taken into consideration. Members who have booked a Hotel Room are responsible for cancelling their reservation at the Hotel.

### OPSEU POLICIES

#### **NO Fragrances, Nuts, Nut Products or Coca-Cola Products**

Persons attending OPSEU events are to refrain from using perfume, cologne and other fragrances for the comfort of other participants.

### FAMILY/ATTENDANT CARE

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 the claimant for dependent/family expenses that they would have normally incurred as a result of employment except where the absence exceeds the normal work day or week.

Family/Attendant care will be reimbursed at the rate of \$15.00 per hour to a maximum of \$220.00 per 24 hour period and must be signed by the care provider(s). Please specify hours claimed for each day.

Members who bring children to union events will be entitled to single accommodation and meal expenses. Claims for these expenses should also be included in the family care column of the form and described appropriately.

Important: please fill out family/attendant care claims (yellow and white copies of expense claim separately).

### ADVANCE CHEQUES

Applicants may arrange to receive an advance cheque to cover the following OPSEU expenses; mileage, meals, parking, hotel accommodation, childcare/attendant care, & airfare/train/taxi by filling out the Advance Request Form enclosed and obtaining the approval of a local.

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