



# Welcome to the Region 1 – February 2020 - Education lineup!

*Dear Brothers and Sisters,*

We are pleased to provide you with this brief overview of our education guidelines and policies. Our goal is to offer a program that builds confidence in our members who face the employer in their workplaces every day, and provide new and exciting educational forums for activists beyond the shop floor. Our program aims to provide the tools and knowledge to confront the challenges for the years ahead. We have included skill building, as well as opportunities for activists to share stories and network with other locals.

Together we can meet the demands and challenges we are faced with each day.

***It starts with EDUCATION!***

## **Policies and Procedures that you should be aware of!**

**Accommodations:** OPSEU policy dictates that only shared accommodation (**½ the room cost**) will be provided to persons traveling in excess of sixty (60) kilometers of the location of the educational. It is your responsibility to ensure that you find a **roommate to share your accommodations** and please indicate on your expense claim whom you shared with. Please also note that in special circumstances you may be able to have single room accommodations (if you are a single parent and bring your children). \*Also note that many locals will pay for the other half (1/2) the room however this needs to be completed on a separate expense claim and **billed to your local directly**. Be sure and ask your local executive if you qualify before assuming that it will be covered. For further details on accommodation guidelines please refer to the expense guideline provided in the attached package.

**Childcare:** OPSEU endeavors to provide quality childcare for all OPSEU functions especially Educationals. This primarily is to provide an inclusive environment for member activists that may otherwise not be able to afford or participate in an educational.

If it is not feasible to bring your children to the educational, you may qualify for reimbursement of reasonable childcare expenses provided by your own provider (not your spouse). This will require documentation and the signature of your childcare provider on the back of your expense claim. Please note that expense claims are carbon copied, do not work in reverse, and both copies will need to be completed separately.

### **Cancellations:**

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. **The Cancellation Policy regarding Regional Schools changed May 2014: Any member that does not notify the Regional Office forty-eight (48) hours prior to the start of the school will be assessed a \$50.00 penalty.** Extenuating circumstances will be taken into consideration.

### **Advance Cheques:**

Applicants may apply to receive an advance cheque (upon your locals approval) to cover accommodation, mileage, and meal expenses by filling out the request for advance form included in this package.

In the enclosed package you will find the following forms: Educational Application, Childcare, Human Rights Accommodation, Time-Off Request, Advance, and Direct Deposit. In addition, Allowable Expenses, the Course Selections & Summaries. Please read all forms carefully and if you have any questions prior to the educational, please do not hesitate to contact **Lisa Baker, Regional Secretary by email [lbaker@opseu.org](mailto:lbaker@opseu.org) or Direct 226-782-9310 or Toll Free-1-844-765-1411 x512**

***Please join us for a weekend of fun and exciting learning!***



**Date:** December 17, 2019  
**To:** Region 1 - LECs, Stewards, EBMs and Staff  
**From:** Florry Foster/Mickey Riccardi, Convenors, Region 1 – Windsor Regional Office

\*\*Please make this information available to all members of your Locals.

**REGION 1 – WINDSOR WEEKEND EDUCATIONAL  
 HOLIDAY INN & SUITES – WINDSOR - AMBASSADOR BRIDGE  
 1855 HURON CHURCH ROAD, WINDSOR, ONTARIO  
 FEBRUARY 22<sup>ND</sup> & 23<sup>RD</sup>, 2020**

**FIRM Application Deadline: Tuesday, January 21<sup>st</sup>, 2020 by 2:00pm**

**\*\* HOTEL RESERVATION DEADLINE – TUESDAY, JANUARY 14<sup>TH</sup>**

<b>AGENDA</b>		
<b>Friday, February 21<sup>st</sup></b>	8:00pm – 11:00pm	Hospitality
<b>Saturday, Saturday 22<sup>nd</sup></b>	8:30 am – 10:30 am	Plenary – Ambassador
	9:30am – 12:00pm	Classes
	12:00pm – 1:30pm	Lunch (NOT provided)
	1:30pm – 5:00pm	Classes
	8:00pm – 11:00pm	Hospitality
<b>Sunday, February 23<sup>rd</sup></b>	9:00am – 1:00pm	Classes

**NOTES:**

1. Persons attending OPSEU meetings are requested to refrain from using perfume, cologne and other fragrances for the comfort of other participants.
2. Participants are also to refrain from bringing nut products, bottled water and Coca Cola products to OPSEU Events.
3. Childcare is available - Friday night from 7:30pm–11:00pm, Saturday from 8:30am-5:00pm & 7:30pm–11:00pm and Sunday from 8:30am–1:15pm.  
NOTE: Saturday lunch will be provided for the children registered for childcare.
4. **\*\*Wages are covered** for this educational. You are responsible for making your own time-off arrangements. If your Employer requires proof of time-off to attend the educational, you can request a letter be sent to your Employer.

- The Course Selection Process will be carried out in accordance with the Education Policy.
- **\*\*Applications will be rejected if the signature of a Local Executive Officer has not been obtained on the Application Form.**
- Officer of your LEC means; President, Vice-President, Secretary, Treasurer, and Chief Steward. **\*\*** If you are a Local Officer, the signature of another Officer must be obtained.

**Get your application in!**

Complete the application package and submit the necessary forms to  
 Lisa Baker, Regional Secretary [lbaker@opseu.org](mailto:lbaker@opseu.org) or by fax 519-977-7553.

\*Your application submission is confirmation of your acceptance.