

## SAULT STE MARIE REGIONAL OFFICE

### Memo

To: All Presidents & LEC Members – Sault Ste. Marie Service Area  
From: **Michael Hocevar, Staff Representative**  
Date: December 13, 2019  
Re: **Sault Ste. Marie Service Area School – Advanced Grievance Handling for Union Building**

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On behalf of the Executive Board in Region 6 and staff at the Sault Ste. Marie Regional Office, we are pleased to offer to you the following course this Winter: **Advanced Grievance Handling for Union Building**. This course will be held on Saturday, February 1, 2020 from 9:00 am to 4:30 pm. here at our Union Membership Room at 154 Great Northern Road, Sault Ste. Marie, ON. Wages will be covered for all participants if you are scheduled to work, as well as travel and accommodations as per OPSEU policy. If you would otherwise be at work, mileage and meals will not be covered. Daycare will not be provided at this event, but if it is not a regularly scheduled work day, then daycare expenses can be submitted.

In an effort to comply with the mandate of our new program which is to have all core officers trained in a timely manner and then have those officers effectively utilize that training, we encourage all LEC members to participate.

Please be advised that the cancellation policy regarding regional schools has changed. Effective 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.

Those attending are asked to complete the attached Application Form and Time off form if you are scheduled to work that day. If you require a human rights accommodation to attend this educational, please contact the equity unit at [equity@opseu.org](mailto:equity@opseu.org) for the required form. Deadline for applications is **January 6, 2020**. Please ensure that all sections are complete. We appreciate your co-operation and support as we strive to improve the quality and organization of the training that we bring to Region 6.

CC: Executive Board Members - Region 6  
Supervisor, Region 6  
Financial Services, Member Education

Application Deadline: January 6, 2020  
Send applications to Tracy Gardiner at [tgardiner@opseu.org](mailto:tgardiner@opseu.org), Fax: 705-949-0326, or drop off at 154 Great Northern Rd, SSM. ON P6B 4Z1

## Course Description

### **Advanced Grievance Handling**

Does your local have a grievance committee? Can your experience in handling a grievance help to build the local? Can you use your knowledge of common grievance issues to raise awareness at demand setting meetings? Have you ever thought of what it is like to be on the Employer side of the table?

These are some of the topics that will be explored in the new Advanced Grievance Handling for Union Building course. You will also get the opportunity to practice being on the Union's team and the Employer's Team as you work through some scenarios.

Building on the Basic Grievance Handling for Union Building course, this course focuses on expanding both the steward's and Local's ability to process grievances from start to finish. Through active interviewing process, participants will explore how to identify grievances, practice negotiating settlements and draft realistic, enforceable grievance settlements.

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## Application Form

Name: \_\_\_\_\_ Local: \_\_\_\_\_

1. Office presently held in local and length of service in this position:
2. Previous positions and accomplishments in local:
3. Type of Local:     Single                       Multi-Unit                       Composite
4. Work location, position, and type of work:
5. Other OPSEU courses attended:
6. What are your reasons for applying for this educational?
7. What do you plan to do with the skills you acquire in this course?
8. How will your participation in this regional program enable you to become more effective as a workplace representative for your members?
9. OPSEU is committed to achieving equitable participation of designated group members in its education programs. Your indication of your designated group status on this application will assist us in assessing our progress in reaching this goal:  
  
 Aboriginal Worker                       Worker of Colour                       Woman Worker  
 Worker with a Disability                       Francophone Worker                       Young Worker  
 TBLGIAPQQ2S Worker (Trans, Bisexual, Lesbian, Gay, Intersex, Asexual, Pansexual, Queer, Questioning, Two-Spirited)
10. Recommendation/comments of Local Executive Officer:

LEC Officer Signature: \_\_\_\_\_ Position \_\_\_\_\_

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**TIME OFF LETTER INFORMATION**

(Please complete each line)

Employee Name: \_\_\_\_\_

WIN Number: (if applicable) \_\_\_\_\_

Position Title: \_\_\_\_\_

Ministry/Employer Name: \_\_\_\_\_

Branch/Division: \_\_\_\_\_

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

Date(s) Required: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Manager's Title: \_\_\_\_\_

Manager's Address:  
(including postal code) \_\_\_\_\_

Manager's E-Mail Address: \_\_\_\_\_

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