



Date: November 18, 2019

TO: All Presidents in Region 3 or their Designate; Unit Stewards in Composite Locals; PRHC Delegate, PYWC Delegate; Presidents of Area Councils or their Designate.

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RE: February 22 & 23, 2020 Educational  
Fern Resort, Ramara

We have enclosed a call for the Region 3 Educational to be held on February 22 & 23, 2020 at the Fern Resort, 4432 Fern Resort Road, Ramara, ON, L3V 0Z1.

You will find the following in this package:

1. **Attendance Form** (to be forwarded to your Local President for prioritization.)  
Accommodations must be booked and paid for by yourself. *Extra or incidental charges are to be paid by the member as well.*
2. **Application for Educational** (to be forwarded along with your Attendance form).
3. **Advance Request Form – will be sent with Acceptance Letters**
4. **Time Off Letter request form**
5. Description of Courses to be offered.
6. **Human Rights Accommodation Request** – if required, please fill out and return.
7. **Child Care Registration.** Complete the “Registration for Child Care” only if child care is required at the Resort.
8. Educational Information Sheet – outlines certain educational policies.
9. Statement of Respect/ Scents / Nut-Free / Smoking

Please return this form with your application to be received by Thursday, January 2, 2020 @ 4:30pm to the Orillia Regional Office via fax: 705-325-0821 or email: [region3@opseu.org](mailto:region3@opseu.org)

In solidarity,

A handwritten signature in black ink, appearing to read "Denise Near", is written over a light-colored rectangular background.

Denise Near  
Co-ordinator of Educational  
Staff Representative  
Orillia Regional Office

cc. Region 3 Executive Board Members  
Oshawa and Orillia Regional Offices  
Lori Davis, Supervisor, Local Services  
Education/Campaigns Department  
Accounting Department

PLEASE NOTE: You will receive a confirmation letter if selected.

## **CHANGES TO EXPENSE CLAIMS**

The Member Portal ([opseu.org/members-login](http://opseu.org/members-login)) is the quickest way to have your expenses processed. Please see the E-Claim tutorial in your Members Profile under the Documents menu.

If you choose to use a paper expense claim – only one event is allowed on each form. Multiple events on one form will be returned to the member for correction.

The negotiated double occupancy room rate will be \$119 for Friday night (plus applicable fees & taxes). The negotiated single occupant room rate will be \$159 for Friday night (plus applicable fees & taxes).

The negotiated double occupancy room rate will be \$179 for Saturday night (plus applicable fees & taxes). The negotiated single occupant room rate will be \$219 for Saturday night (plus applicable fees & taxes).

Please Note: OPSEU will only reimburse a member \$119 (plus applicable fees & taxes) for accommodations on Friday and \$179 (plus applicable fees & taxes) on Saturday.

Meals that are included in the room rates will not be allowable expenses even if you do not eat at the resort.

Dinner for Friday night may be pre-booked with your hotel reservation for a fee of \$30.00, the hotel will provide a ticket for this meal upon check-in if requested.

Additional Guests - please notify the hotel directly to let them know you are bringing additional guests, so they can be added into the meal arrangements. The rates remain the same for each adult guest, which includes breakfast, lunch & dinner on Saturday and breakfast on Sunday. Children are free on Friday night, Children occupancy fees for Saturday night (including meals) is as follows:

Children 1-3 - \$45 plus 18% event fee & HST per child = \$60.01

Children 4-12 - \$90 plus 18% event fee & HST per child = 120.01

Children 13-17 - \$135 plus 18% event fee & HST per child = \$180.01

Expenses for dependent care will be paid or provided in accordance with OPSEU's policies.

Lost wages will be reimbursed for shift workers only in accordance with current OPSEU policy. Documentation must be submitted with your claim.

Own time is not paid for a weekend education.

Time off arrangements – Please see form attached regarding time off.

Check-in time: after 4 p.m. on Friday      Checkout time: by 1 p.m. on Sunday.

Should you require additional information, please call the Orillia Regional Office.

## Course Descriptions for February 22 & 23, 2020

### **Advanced Grievance Handling for Union Building**

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. **Participants should bring their Collective Agreements to the course.**

### **Advancing Union Issues Through Labour Management Committees**

Often union-side members become cynical about labour management committee work because the employer refuses to meet, or follow through on action. This course aims to strengthen skills of labour management committees to solve workplace problems and build the union, whether management is cooperating or not.

A variety of activities are used to clarify the union-building potential of LMC's, to assess the effectiveness of a labour management committee, and to strengthen skills to move a workplace complaint to resolution at the LMC. Attention is paid to a) arguing an issue; b) addressing management tactics; c) using the LMC to communicate with members; d) strategies to mobilize members to back LMC work; e) connecting LMC work to bargaining and mobilizing work in the Local. **Bring Your Collective Agreement to this course.**

### **Let's Start Meeting Like This**

Have you ever been confused at meetings about when you can speak and when you can't? Perhaps you have tried to run a meeting where there was no quorum, or where people kept interrupting each other and getting off track. Maybe you're discouraged because you're not sure how to make meetings a good use of anyone's time.

This course examines the potential of meetings to tap into diverse members' energy and interest, and to build union capacity. Practical, hands-on activities will help you a) develop an interesting agenda and get members to the meeting; b) understand how to write and put forward a motion and use basic rules of parliamentary procedure effectively; c) facilitate an effective meeting discussion; d) deal with meeting "nightmares" who often look like members who won't stop talking, or who can't agree. Materials include templates for committee reports and meeting minutes, as well as step by step guidelines on running different kinds of meetings.

### **Health and Safety #1**

This course is designed for members and stewards who want to become more involved in health and safety activities in their workplace. There is a strong focus on health and safety legislation to enable participants to use the legislation effectively in their own workplaces.

Participants work in groups to explore the legislation and to gain a better understanding of their rights and employers' obligations under the Occupational Health and Safety Act and its regulations. Participants are introduced to the concepts of hazard identification, assessment and control and develop a greater understanding of the components of an effective health and safety system.

## Information Sheet

### Application

- ❑ Application forms must be signed by the Local President, and received by the Peterborough Regional Office no later than January 2, 2020 by 4:30 pm.

### Cancellations

- ❑ A member cancelling participation must notify the Local President and the Orillia Regional Office as soon as possible. If you have booked a room at the Fern Resort, and you are cancelling, do not forget to cancel your room.
- ❑ Failure to cancel within 24 hours, the Resort's assessed penalty will be one day's accommodation plus applicable taxes, and a **further \$50.00 penalty will be deducted from the Local's next rebate**. Extenuating circumstances will be considered (quantum of penalty under review).

### Allowance/Reimbursement

- ❑ Members will be reimbursed for Child Care at \$15.00 an hour for a maximum of 12 hours, to a maximum of \$220.00 in a 24 hour period, and must be signed by care provider(s).
- ❑ Childcare claims will be honoured for children up to and including age 16, for whom the member is guardian.
- ❑ Care may be provided by friends/family, professional or commercial services, or any other arrangement satisfactory to the member making the claim. Claims may be verified and must be signed by the service provider. A spouse is excluded from the list of eligible care providers.

### Elder/Dependant Care

- ❑ Members who have responsibility for elderly/dependant persons living with them as part of their family may claim for their care.
- ❑ Members will be reimbursed for family/attendant care at \$15.00 an hour, to a maximum of \$220.00 in a 24 hour period.
- ❑ This policy covers the expenses for persons over the age of 16, permanently residing with, and under the care of a member, who are differently-abled and/or aged. A spouse is excluded from the list of eligible care providers.

## Statement of Respect

**Harassment or discrimination of any kind will not be tolerated at OPSEU functions.**

Whenever OPSEU members gather, we welcome all peoples of the world. We will not accept any unwelcoming words, actions or behaviours against our union members.

We accord respect to all persons, regardless of age, political affiliation and racialization including and not limited to People of African descent, Black, Caribbean, South Asian, Asian, women, men, First Nations, Métis and Inuit peoples, members of ethno-racial groups, people with disabilities, gays, lesbians, bisexual, transgender/transsexual people, and gender diverse persons, francophones and all persons whose first language is not English.

In our diversity we will build solidarity as union members.

If you believe that you are being harassed or discriminated against contact the Facilitator or Instructor for immediate assistance.



We also remind you of our policies that designate all OPSEU events as  
**Scent free – Nut free – Smoke free**

We ask all participants to turn off cell phones, smoke outside and refrain from the use of perfumes and colognes or nuts.

