



## REGION 1 - EDUCATIONAL

MARCH 12<sup>th</sup> & 13<sup>th</sup> and MARCH 22<sup>nd</sup>, 23<sup>rd</sup> & 24<sup>th</sup>, 2022

Registration Deadline - Monday, February 28<sup>th</sup> @4:30pm

**Date:** February 15, 2022  
**To:** Region 1 - Local Presidents, LECs & EBMs  
**From:** Region 1 - Education Committee  
**Location:** ZOOM VIRTUAL (Zoom Invite and course materials will be emailed to the participants March 9<sup>th</sup>)

### COURSE SELECTIONS:

For detailed Course information and \*pre-requisites, please refer to the **COURSE DESCRIPTIONS** on pages 3 & 4 before making your selection.

The Educational will run: **Saturday, March 12<sup>th</sup> 9:00am - 4:30pm & Sunday, March 13<sup>th</sup> 9:00am - 1:00pm** and **Tuesday, March 22<sup>nd</sup>, Wednesday, March 23<sup>rd</sup> & Thursday, March 24<sup>th</sup> from 6:30pm - 9:30pm each evening** (\*see designated courses below for educational dates)

**Please indicate your 1st and 2nd choice (multiple dates will be accepted):**

#### Saturday, March 12th 9:00am - 4:30pm & Sunday, March 13th 9:00am - 1:00pm (Wages Covered)

Stewards 1 & Duty to Accommodate (2 hrs)	Basic Grievance Handling
Dismantling Anti-Black Racism	Local Treasurer's Course
Mental Health: Challenging the Stigma in the Workplace	

#### Tuesday, March 22nd, Wednesday, March 23rd & Thursday, March 24th 6:30pm - 9:30 pm (Wages NOT Covered)

Stewards 2 - Facing the Employer, Building Member Involvement  
Interpreting your Collective Agreement

#### Wednesday, March 23rd 6:30 pm - 8:30 pm (Wages NOT Covered)

Duty to Accommodate

### COURSE INFORMATION:

- The participant and course selection process will be carried out in accordance with the OPSEU/SEFPO Education Policy.
- When registering, participants **MUST** confirm that they have access to a computer with proper internet connections (training can **NOT** be completed over a cell phone). The computer must have audio and a camera. We highly recommend leaving the camera 'on' during the training for FULL PARTICIPATION.
- This virtual training is being delivered via **ZOOM**. If you do not have **ZOOM**, please download the **FREE** software at [www.zoom.us](http://www.zoom.us) in advance of the training. An email with a **ZOOM** link and passcode will be sent via your personal email \*see above (please ensure to provide your personal email address, employer email addresses will not be accepted).
- **Please Note:** As these meetings are being held virtually no expenses will be reimbursed, except in special circumstances where expenses have been pre-approved. To inquire further about pre-approval, please email Amanda Picott, Convener at [apicott@opseu.org](mailto:apicott@opseu.org) and copy Lisa Baker, Regional Secretary at [lbaker@opseu.org](mailto:lbaker@opseu.org).
- Family/Attendant Care & Child Care Expenses will not be reimbursed without pre-approval, special circumstances will be taken into consideration. To inquire further regarding pre-approval please email Amanda Picott, Convener at [apicott@opseu.org](mailto:apicott@opseu.org) and copy Lisa Baker, Regional Secretary at [lbaker@opseu.org](mailto:lbaker@opseu.org).
- **LOST WAGES** will be paid for **March 12<sup>th</sup> & 13<sup>th</sup> ONLY**. **OWN TIME** will not be reimbursed.
- LBED members must submit an RUL if requesting time-off for March 12<sup>th</sup> and 13<sup>th</sup>.
- As a reminder in accordance with OPSEU/SEFPO policy, full attendance is mandatory for all participants at the educational. If you are unable to attend with Full Attendance, without an acceptable reason, you will not receive credit for the course and your expenses (if any) may not be paid.



# APPLICATION FORM

## REGION 1 - EDUCATIONAL

MARCH 12<sup>th</sup> & MARCH 13<sup>th</sup> and MARCH 22<sup>nd</sup>, 23<sup>rd</sup> & 24<sup>th</sup>, 2022

Personal Information	Local: <input type="text"/>	Union #: <input type="text"/>
	Name: <input type="text"/>	
	Address: <input type="text"/>	
	City: <input type="text"/>	Postal Code: <input type="text"/>
	Home/Cell Phone: <input type="text"/>	Business Phone: <input type="text"/>
	Personal Email: <input type="text"/>	
ZOOM Virtual Training	<p>This virtual training is being delivered via <a href="http://www.Zoom.us">www.Zoom.us</a>. If participants do not have ZOOM, please download the free ZOOM software in advance of the training in order to receive a ZOOM invite and passcode. Applicants are required to provide a personal email address (employer email addresses will not be accepted).</p> <p><b>**Participants are required to have either a computer or a tablet with Internet connections, a camera and audio.</b></p> <input type="checkbox"/> Yes, I have a computer or tablet with Internet Access.	
Family/Attendant & Child Care	<p>Family/Attendance Care &amp; Child Care Expenses will not be reimbursed without prior approval, and special circumstances will be taken into consideration. *To further inquire about pre-approval, please email Amanda Picott, Convenor at <a href="mailto:apicott@opseu.org">apicott@opseu.org</a> and copy Lisa Baker, Regional Secretary at <a href="mailto:lbaker@opseu.org">lbaker@opseu.org</a>.</p>	
Human Rights Accommodation Request Form	<p>Complete the HR Accommodation Form for any specific accommodation requests. Please email the completed form to the Equity Unit at <a href="mailto:equity@opseu.org">equity@opseu.org</a> and copy Lisa Baker, Regional Secretary at <a href="mailto:lbaker@opseu.org">lbaker@opseu.org</a>.</p>	
Time-Off Request	<p>Please indicate the date(s) and time(s) that you require a time-off letter be sent to your Employer.</p> <p>Saturday, March 12<sup>th</sup> From: _____ to _____</p> <p>Sunday, March 13<sup>th</sup> From: _____ to _____</p> <p>Manager Name/Title: _____</p> <p>Manager Email: _____</p>	
1.	Position presently held in your Local: <input type="text"/>	
	Length of service in this position: <input type="text"/>	
2.	Positions/activities previously accomplished in your Local (i.e. steward, committee officer, campaigns), and length of service in these positions: <input type="text"/>	
3.	Type of Local - Check appropriate box: <input type="radio"/> Single <input type="radio"/> Multi-Unit <input type="radio"/> Composite	
4.	Your work location: <input type="text"/>	
	Your position at work: <input type="text"/>	
	Type of work: <input type="text"/>	
5.	Other OPSEU/SEFPO local/regional educationals attended: <input type="text"/>	
6.	<p>OPSEU/SEFPO is committed to achieving equitable participation of designated group members in its education programs. Indication of your designated group status on this application will assist us in assessing our progress in reaching our goals.</p> <p> <input type="checkbox"/> Indigenous Worker   <input type="checkbox"/> Racialized Worker   <input type="checkbox"/> Woman Worker   <input type="checkbox"/> Worker with Disability   <input type="checkbox"/> Francophone Worker  <input type="checkbox"/> Young Worker   <input type="checkbox"/> LGBTTIAQQ2S Worker (Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Asexual, Queer, Questioning, Two-Spirited) </p>	
7.	<p>Local Executive Officer Signature _____</p> <p>*Or attach approval email with application</p>	

Application Deadline: Monday, February 28<sup>th</sup> @ 4:30pm

Email Application: Lisa Baker [lbaker@opseu.org](mailto:lbaker@opseu.org)

## COURSE DESCRIPTIONS

### **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.**

### **Stewards 2: Facing the Employer, Building Member Involvement** (Prerequisite: Stewards 1)

This revised follow-up to Stewards 1 focuses on investigating and writing a grievance, facing management, and involving members in worksite action. Participants will use their own collective agreements to identify grievances. They will become immersed in an evolving case study in order to interview a grievor, write up a grievance, face the employer at a step 1 and make a presentation on safety issues to the union side of the Joint Health and Safety Committee. They will examine the elements of effective mobilization and develop a campaign strategy for a local. 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).

### **Basic Grievance Handling for Union Building**

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.

### **New Course: Dismantling Anti-Black Racism (DABR)**

The Dismantling Anti-Black Racism course will raise awareness, provide a better understanding, and include strategies to dismantle anti-Black racism (ABR). It explores the topics of what anti-Black racism is and provides Black history highlights for a deeper understanding of the history of slavery and its impacts today. The course addresses the need to confront white supremacy. Participants will understand how colonization and the socially constructed concept of race has affected Black people. Additionally, the course highlights past, present and future efforts to address anti-Black racism in the workplace and in OPSEU/SEFPO.

In this introductory course, participants will develop skills and strategies in order to identify and intervene in situations of anti-Black racism. They will use case studies, videos, and real life scenarios to navigate difficult conversations. Participants will also have access to current terminology and be provided with tools to have (ABR) discussions that are important to engage in, especially with family members, fellow union members, neighbours and co-workers. This course will equip participants with the knowledge and ability to take action against anti-Black racism in our Union.

This course is a core OPSEU/SEFPO educational component that is valuable for all Union activists to attend.

## **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.

## **Interpreting Your Collective Agreement: An Activist's Role**

Do you know what your collective agreement is? Do you have a copy of it? Have you ever wondered what is in your collective agreement and how to find information on different articles? Do you know how the collective agreement is structured? Are you confused by some of the terms used in it?

In this newly revised version of the Contract Interpretation course members will be assisted in understanding the power of their collective agreement and how to interpret and enforce their collective agreement. Using interpretation guidelines developed through case law, participants will build the skills and confidence needed to understand and use their collective agreements.

Activities will give participants an opportunity to review legislation, examine the importance of timelines, discuss case scenarios and debate some common clauses and what they mean. Participants should bring their Collective Agreements to the course.

## **Newly Updated: Mental Health: Challenging the Stigma in the Workplace**

As workers and labour activists, we are faced with economic, social, and political changes in our workplaces that impact our mental wellbeing on a daily basis. We all respond differently to situations that impact our lives and subsequently, our mental health.

This introductory course explores mental health, mental health concerns, and stigma in the workplace. Some of the topics covered in this course include: demystifying mental health; individual, union, and employer responsibilities; member-to-member issues; and some strategies to challenge stigma and build inclusion.