



PLEASE CIRCULATE

May 12, 2022

TO: ALL LOCAL PRESIDENTS and LEC MEMBERS in REGION 4

**RE: REGION 4 WEEKEND EDUCATIONAL: June 25 & 26, 2022
Ottawa Conference and Event Centre, 200 Coventry Rd, Ottawa, ON K1K 4S3**

The courses being offered are:

1. Local Treasurers Course
2. Health and Safety: Level Two
3. Making Composite Locals Work
4. Union Skills for Workplace Investigations
5. Basic Grievance Handling for Union Building (being offered in French only)
6. Stewards 1: Making a Difference in the Workplace (being offered virtually only)

Applications must be approved by one of your Local Officers (ie. President, Vice-President, Secretary, Treasurer or Chief Steward) and must be received in the Ottawa Regional Office no later than **Tuesday, May 24, 2022.**

Local Presidents need to be aware that according to Board Policy, their own Local is responsible for each of its members who attend a course. When an applicant does not attend and the Regional Office has not been so advised 48 hours prior to the commencement of the Educational, the Local will be assessed a \$50 penalty, to be deducted from the next Local rebate. Extenuating circumstances will be taken into consideration.

Members are responsible for making their own reservations directly with the hotel by June 3, 2022. Please follow web-link provided in this email to make your hotel reservations once your application is submitted.

All hotel bills must be paid upon checkout and you will be reimbursed on submission of your expense claim on the OPSEU member portal. Members who live within 60 km of the Hotel are entitled to accommodation for **Saturday night only**. Expenses for family and dependent care will be paid or provided in accordance with OPSEU's Policy (please see the attached expense guidelines).

The Policy regarding payment of wages at the Educational remains the same since it was changed at the Annual Convention held in April 1999. Please see the attached information regarding this matter.

Please distribute the enclosed forms to interested members in your Local.

If you have any questions, please contact **Nicole Windsor** in the **Brockville Regional Office**.

1-844-765-1415 ext. 5403 or region4@opseu.org

The Region Four Education Committee



APPLICATION FORM - PAGE 1 of 2
REGION 4 EDUCATIONAL

June 25 & 26, 2022
Ottawa Conference and Event Centre | 200 Coventry Road, Ottawa, ON K1K-4S3

Signature of Local Executive Officer

OPSEU LOCAL # _____ EMPLOYER _____

NAME _____ OPSEU UNION # _____

E-MAIL ADDRESS _____

HOME ADDRESS _____

TELEPHONE (HOME) _____ (CELL) _____

COURSE SELECTION: You will be registered for one course. Select your 1st, 2nd and 3rd choice.

- ____ Local Treasurers Course
- ____ Health and Safety: Level Two
- ____ Making Composite Locals Work
- ____ Union Skills for Workplace Investigations
- ____ Basic Grievance Handling for Union Building (being offered in French only)
- ____ Stewards 1: Making a Difference in the Workplace (being offered virtually only)

HOTEL ACCOMMODATION:

If you require accommodations, please book with the Hotel directly **before June 3, 2022**. Friday, June 24th night is covered if you live more than 60 km from the hotel. OPSEU only reimburses the shared accommodation rate.

Courtyard Marriot Ottawa East, 200 Coventry Rd, Ottawa K1K 4S3

Standard King Room (with pull out sofa bed): \$149.00+taxes (Shared reimbursement \$74.50+taxes)

Double Queen Room: \$149.00+taxes (Shared reimbursement \$74.50+taxes) **Limited availability** for attending families.

For booking call: **(613) 741-9862** and use the group code: "OPSEU Booking"

Book online using the following link:

[Book your group rate for OPSEU CONFERENCE](#)

TIME OFF:

Do you require time off from your **regularly scheduled** shift: Yes _____ No _____

If YES, you must complete the Time Off Letter Information form (see attached form)

Please note: In order for wages to be covered the request must be made on this form at the time of registration. Wages will be paid according to policy (see attached).

Estimated wage claim amount: _____

A CHILDCARE form must be returned with this form only if you require childcare at the hotel.

APPLICATION DEADLINE IS TUESDAY, MAY 24, 2022



APPLICATION FORM – PAGE 2 of 2

REGION 4 EDUCATIONAL

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NAME: _____

OPSEU LOCAL #: _____

Please Print

1. Executive Office presently held in your Local? _____
2. Executive Office(s) previously held in your Local? _____
3. Union activities to date: (campaigns, committees, handling grievances, health and safety, union office or relevant activity) _____

4. Other OPSEU Local and/or Regional Educationals you have attended (include years) _____

5. What do you plan to do with the skills you acquire in this course? _____

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.

___ Indigenous Worker

___ Racialized Worker

___ Woman Worker

___ Worker with a Disability

___ Francophone Worker

___ Young Worker

___ LGBTTIQQ2S* Worker

(*Lesbian, Gay, Bisexual, Transgender, Transsexual, Intersex, Asexual, Queer, Questioning, Two-Spirited)

Recommendation of Staff Representative: _____

Signature of Staff Representative

Recommendation/Comments of Local Officer: _____

Signature of Local Officer

LEC Position

Please return this completed Application by Tuesday, May 24, 2022

Send your COMPLETED Application Form to the Brockville Regional Office as follows:

Email: region4@opseu.org or Fax: (613) 498-3088

Time Off Letter Information

(Please complete each line that applies)	
Member's Name:	
WIN Number:	
Ministry Name:	
Local #:	
Name of Event and Location:	
Event Details: (i.e. free parking, meals provided, etc.)	N/A
Start Date & Time of Leave:	
End Date & Time of Leave:	
Article:	
Position Title:	
Branch:	
Manager's Name:	
Manager's Title:	
Manager's Address: (include Postal Code)	
Manager's Email:	
Employer's Address:	

Local Treasurers 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.

Health and Safety: Level Two

This course is designed for Health and Safety committee members and union activists with a strong interest in Health and Safety. Participants learn how to be more effective members of their JHSC’s as they work in small groups learning how to better identify, categorize, and control hazards.

Using case studies and examples from their own workplaces, participants learn how to improve workplace inspections, and how to begin accident and illness investigations.

The course offers the opportunity to prioritize and strategize around health and safety problems and to address problems specific to participants’ own workplaces. The course builds on the material in OPSEU’s Level 1 course and assumes that participants have a basic knowledge of the Occupational Health and Safety Act.

Making Composite Locals Work

Composite/Multi-unit Locals can be very challenging and complex locals to organize and run.

Difficulties with communication, and membership coordination are among the barriers that often prevent these locals from being inclusive and achieving their full potential. This course provides an opportunity for an in-depth working session for local executive committees of composite or multi- unit locals.

Participants will develop clear roles and responsibilities as local leaders, prepare an appropriate budget, develop local structures, and will assess the functioning of their local and its” units. Based on the work from the course, the local executives will begin to develop action plans to implement in their local.

Note: This course is not designed for individuals coming from different locals. Participants who register should be complete LEC groups that are working together to build strength in their units and ultimately the local.

Union Skills for Workplace Investigations

Have you ever been called, at the last minute, to the employer’s office to “represent” a member who is being accused of serious wrong-doings? Have you wondered what to do and how best to represent this person, particularly if you suspect that they may have broken a rule or two?

This hands-on course takes you step by step, through a workplace investigations process. It starts with the first contact with the member through to the response to the investigation findings, with lots of practice in between. Through case studies and a variety of active exercises, you’ll practise interviewing the member, anticipating the investigator’s questions, preparing the member for meeting the investigator, taking good notes at the meeting, and working with the member to respond to the findings. The Resource Toolkit has additional information about investigations in different sectors, use of surveillance and other issues.

Basic Grievance Handling for Union Building (French)

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.

Stewards 1: Making a Difference in the Workplace (Virtual)

This updated version (March 2015) 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 must be completed before taking Stewards 2. Participants should bring their collective agreements.

EXPENSE GUIDELINES INFORMATION SHEET

REGISTRATION <ul style="list-style-type: none">➤ Application forms must be received by the Brockville Regional Office no later than Tuesday, May 24, 2022	LOST WAGES: <ul style="list-style-type: none">➤ In order to claim for lost wages, proof from your employer that you were scheduled to work and the amount of lost wages incurred must be provided. Own time is not paid.➤ You are asked to make every effort to rearrange your schedule to avoid lost wage claims.➤ Depending on demand, individual applicants may be limited to one lost wages claim for a weekend educational per calendar year.➤ The Regional Education Committee will endeavor to distribute lost wages equitably among locals while taking into consideration equity criteria, the educational needs of locals and the region, and special circumstances that may apply.➤ Time off arrangements are to be made by the member. No time off requests will be submitted automatically by OPSEU.
ACCOMMODATION <p>A block of rooms has been reserved at the Courtyard Marriot Ottawa East under the group code: "OPSEU Booking"</p> <p>Call (613) 741-9862</p> <ul style="list-style-type: none">➤ Members are responsible for making their own accommodation and payment arrangements.➤ Accommodations should be booked no later than June 3, 2022. Booking after this date is subject to availability and regular hotel room rates will apply.➤ If members are unable to attend, they are responsible for cancelling their reservation.➤ Members will be reimbursed for the shared cost of the OPSEU conference rate negotiated with the Hotel	
CHILD CARE/ELDER/DEPENDENT CARE <ul style="list-style-type: none">➤ Members will be reimbursed for child care at \$15.00 an hour for a maximum of 12 hours and \$40.00 overnight, to a maximum of \$220.00 per 24 hour period.➤ Child care claims will be honoured for children up to and including age 16, for whom the member is guardian.➤ Friends, family, professional, Commercial Services or any other arrangement satisfactory may provide care to the member making the claim. Claims may be verified and must be signed by the service provider.➤ Members seeking child care through the Brockville Regional Office for the Educational must include the completed paperwork with their application.➤ If childcare is requested they must be in attendance with the program. If the child is not in attendance you will be responsible for the full cost of the accommodation.➤ Members who have responsibility for elderly/dependent persons wherever the service is provided, at home, in town or out of town.➤ Members will be reimbursed for elder/dependent care at \$15.00 an hour for a maximum of 12 hours, and \$40 overnight, to a maximum of \$220 a day.➤ 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.	EXPENSE FORMS <ul style="list-style-type: none">➤ Member will be reimbursed for the actual cost incurred for travel by public transportation. As per the policy of the union, the most economical means of transportation should be used.➤ Where a member is required to use their private vehicle, their may claim for such travel at the current rate. The total distance travelled and destination points are to be indicated on the expense form.➤ Members must arrange their own travel and are encouraged to car pool.➤ Current kilometer rates: 1 OPSEU member travelling alone \$0.55/km; 2 OPSEU members \$0.60/km, 3 OPSEU members \$0.65/km, 4 OPSEU members \$0.70/km, 5 OPSEU members \$0.75/km.➤ All expenses must be submitted via the member portal or on proper expense claim forms.
CANCELLATIONS <ul style="list-style-type: none">➤ Notification by members to cancel attendance should be received by both the Local President and the Regional Office no later than 48 hours before (no later than 4:30 PM on the Wednesday prior to the weekend school).➤ When a member does not attend and has not cancelled as per the guidelines, the member will be assessed a \$50 penalty. (Extenuating circumstances will be taken into consideration)	MEALS <ul style="list-style-type: none">➤ Breakfast \$13, Lunch \$19, Dinner \$29➤ Breakfast: Provided on the 25th & 26th.➤ Lunch: Provided on the 25th.➤ Dinner: Members who stay at the hotel or had to be present for an OPSEU event past 5:00 p.m. are eligible to claim \$29 on the 24th & 25th.
	ADVANCE <ul style="list-style-type: none">➤ Members may arrange to receive an advance cheque to cover accommodation, mileage and meal expenses by filling out the Advance Request Form.➤ Completed forms can be submitted directly to advances@opseu.org➤ NOTE: Advances are not given for lost wages.



WAGE CLAIM POLICY REGION 4 EDUCATIONAL

Wage Claims for Educationals:

A resolution was passed at Convention 1999 to reinstate a member's ability to claim for lost wages to attend Educationals.

The thinking at the time was that it wasn't fair for members who work weekends to have to take vacation days or comp days to attend an educational when members who don't work weekends didn't have a problem attending on their regularly scheduled time off. On the other hand, there were some who felt it wasn't fair for those who work weekends to be paid to attend an educational and still get their time off during the week. Clearly there were two sides to the issue, but the delegates decided to pay time off for members who work shifts.

At the next meeting of the officers, they decided that the intent of the motion will have been honoured if a region dedicates 10% of its education budget for lost wages. The officers left it up to each region to establish their own rules about how to pay lost wage claims. In Region Four we place a lot of importance on educating our members. We will do our best to compensate those who need time off while remaining within budget.

The Education Committee has decided that it will dedicate \$10,000 to pay lost wages this year. As two Regional Educationals are being planned, each will have \$5,000 allotted to pay for lost wages. ***The money will be distributed among all wage claimers - pro-rated up to 100% of actual wages for each educational.*** For example, this means that if \$6,000 in lost wages is claimed for the Spring Educational, each of the wage claimers will get 83.3% of their claim. Hopefully the local would see fit to top up the difference.

This formula was used for previous Educationals and has worked reasonably well. However, the following issues need to be addressed:

1. **The request for time off or, at the very least, an intention to claim for time off must be submitted at the time that the registration for the educational is submitted.**

One time a number of wage claims came in after an educational, when the members submitted their expense claims. The members explained they did not know when they submitted their registration forms whether or not they would be scheduled to work. If the work schedule isn't made up yet and your members know they wish to attend the weekend educational being held, then they should ask their employer *not* to be scheduled for work that weekend. Furthermore, late wage claims make it impossible for the staff coordinating the educational to let others know in advance how much their claim is actually worth.

2. **Proof of time off in the form of a letter from the employer must accompany the claim - lost wages will only be paid for prescheduled shifts on Saturday and Sunday (at straight time).**

Time off will not be paid for travel time on Friday and time off will not be paid for anything other than straight time. The letter from the employer must give full details of the basis for the claim.

Childcare Registration Form

REGION 4 EDUCATIONAL - June 25 & 26, 2022
Ottawa Event and Conference Centre, 200 Coventry Rd, Ottawa, ON K1K 4S3

This form MUST BE completed and returned if requesting child care. Child care will be available on site during the Educational, if requested.

CHILD(REN)'S NAME and AGE

Signature of parent: _____

Name of parent (print): _____

Address: _____

Phone (C): _____

Does your child have medical needs, allergies or special needs?
