



## REGION 1 EDUCATIONAL Local Treasurers Course

Thurs. September 29, 2022 9:00 am to 4:30 pm

\*Registration Deadline – Fri. September 23<sup>rd</sup>, 2022

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Date: August 26, 2022

To: Region 1 Local Presidents, LECs & EBMs

From: Region 1 Education Committee

### Local Treasurers Course

Thursday, September 29, 2022  
9:00 am to 4:30 pm

OPSEU/SEFPO London Regional Office  
1092 Dearness Drive, London

#### Course Description:

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.

#### Information:

- The participant selection process will be carried out in accordance with the OPSEU/SEFPO Education Policy.
- **Lost Wages** will be reimbursed in accordance with current OPSEU/SEFPO policy - documentation must be submitted with your claim.
- **LBED members must submit an RUL if requesting time off.**
- **Lunch** will be provided. Please advise of any Dietary restrictions and/or Food Allergies on the Human Rights Accommodation Form, and return to the OPSEU/SEFPO London Regional Office.
- **Child Care** is being offered at the OPSEU/SEFPO London Regional Office on September 29, 2022, 9:00 am to 4:30 pm. Please submit a registration form for Child Care.
- 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.
- **Cancellations:** If you need to cancel please notify the Regional Office. Members who have a reserved hotel room are responsible for canceling their reservation at the hotel within the time limits as stated by the hotel when the reservation was made.
- **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 Ange Thompson, Convener at [athompson@opseu.org](mailto:athompson@opseu.org).



# Application Form

## Region 1 Educational – Local Treasurers Course

OPSEU/SEFPO London Regional Office  
Thurs. September 29, 2022 9:00 am to 4:30 pm

<b>Personal Information</b>	<b>Local:</b>	<b>Union #</b>
	<b>Name:</b>	
	<b>Address:</b>	
	<b>City</b>	<b>Postal Code:</b>
	<b>Cell/Home Phone:</b>	<b>Business Phone:</b>
	<b>Personal/Secure Email:</b>	
<b>Time Off Request</b>  <b>LBED Members must submit an RUL</b>	<p>Lost wages will be reimbursed for attendance at this Course. Please provide the following information for issuance of a Time-Off letter to your Employer. Include the Start and End times of your shift(s).</p> <p><b>Date:</b> <u>September 29, 2022</u>    <b>Start Time:</b>                      <b>End Time:</b></p> <p><b>Employer:</b></p> <p><b>Supervisor and Job Title:</b></p> <p><b>Email Address:</b></p>	
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>• A block of rooms has been reserved for the evening of September 28<sup>th</sup> (1 night)</li> <li>• Holiday Inn &amp; Suites, 855 Wellington Road South, London. (519) 668-7900 or 1-855-543-2924.</li> <li>• <b>Deadline to book your accommodation is September 13, 2022 to receive the OPSEU rate of \$149 plus taxes.</b> Please request the OPSEU rate when booking.</li> <li>• Members are responsible for making their own accommodation and payment arrangements.</li> <li>• In accordance with OPSEU/SEFPO Policy, members living within 60kms of the hotel will <u>not</u> be entitled to room accommodation.</li> <li>• Due to ongoing pandemic safety, Region 1 is offering single hotel accommodation for all <u>eligible</u> participants. This is limited to this Educational only.</li> </ul>	
<b>Human Rights Accommodation</b>	<ul style="list-style-type: none"> <li>• Complete the HR Accommodation Form for any specific accommodation requests.</li> <li>• Please Email the completed form to the Equity Unit at <a href="mailto:equity@opseu.org">equity@opseu.org</a>, and copy Debbie Garlick, Regional Secretary at <a href="mailto:dgarlick@opseu.org">dgarlick@opseu.org</a></li> </ul>	
<b>Family/ Attendant &amp; Child Care</b>	<ul style="list-style-type: none"> <li>• Family/Attendant Care &amp; Child Care Expenses will not be reimbursed without pre-approval; special circumstances will be taken into consideration. To inquire further about pre-approval, please email Ange Thompson, Convener at <a href="mailto:athompson@opseu.org">athompson@opseu.org</a></li> <li>• Child Care will be available on-site at the London Regional Office during the hours of the Educational.</li> <li>• Please Email the Child Care form to <a href="mailto:dgarlick@opseu.org">dgarlick@opseu.org</a></li> </ul>	
1.	Position presently held in your Local:	
	Length of service in this position:	
2.	Positions/activities previously accomplished in your Local (i.e. steward, committee officer, campaigns), and length of service in these positions:	
3.	Type of Local: Check appropriate box: <input type="checkbox"/> Single <input type="checkbox"/> Multi-Unit <input type="checkbox"/> Composite	
4.	Your work location:	
	Your position at work:	
	Type of work:	
5.	Other OPSEU/SEFPO local/regional educationals attended:	
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 this goal: <input type="checkbox"/></p> <p><input type="checkbox"/> Young Worker    <input type="checkbox"/> Racialized Worker    <input type="checkbox"/> Woman Worker    <input type="checkbox"/> Worker with Disability</p> <p><input type="checkbox"/> Francophone Worker    <input type="checkbox"/> Indigenous Worker    <input type="checkbox"/> LGBTTIQQ2S Worker (Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Asexual, Queer, Questioning, Two-Spirited)</p>	
7.	<b>Signature of Local Executive Officer:</b> *or attach an approval email with Application	<b>LEC Position:</b>
<p><b>Application Deadline: Friday, September 23, 2022</b></p> <p><b>Email Application to <a href="mailto:dgarlick@opseu.org">dgarlick@opseu.org</a></b></p>		





# Advance Form

Please return to:  
advances@opseu.org Fax: (416) 448-7450

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

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

Home address: \_\_\_\_\_

Phone: \_\_\_\_\_

Event information (completed by staff assigned)	
Meeting:	<u>REGION 1 EDUCATIONAL - LOCAL TREASURERS COURSE</u>
Meeting date:	<u>September 29, 2022</u>
Location:	<u>London Regional Office</u>
Cost centre:	<u>RE09 91 90</u>
Event ID:	<u>68095</u>
Staff assigned:	<u>Ange Thompson/Debbie Garlick</u> ext: <u>5101/5107</u>
Date: (mm/dd/yyyy)	_____

### Advance request for hotel

Amount	Date (mm/dd/yyyy)
\$	
\$	
\$	
\$	

Hotel name: \_\_\_\_\_

### Advance request for travel (airfare/train/taxi)

Amount	Date (mm/dd/yyyy)	Type
\$		
\$		
\$		
\$		

For hotel reimbursement please refer to OPSEU hotel rates and expense guidelines outlined in the call package.

### Estimated advance amount

If you require a human rights accommodation please download and complete the Human Rights Accommodation Request Form from the OPSEU website or contact the Equity Unit at extension 8790.

### Advance request for parking

Amount	Date (mm/dd/yyyy)
\$	
\$	
\$	
\$	

### Advance request Childcare/Attendant care

(Childcare/Attendance Care)

Amount	Date (mm/dd/yyyy)
\$	
\$	
\$	
\$	

Total estimated advance amount requested	\$ _____
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### Delivery method

Personal deposit    Pick-up at Regional Office    Mailed to home address above    Deliver to staff (Name: \_\_\_\_\_ ext. \_\_\_\_\_)

\* Reminder: All outstanding advance amounts will need to be reconciled prior to a new advance being issued.



# Human Rights Accommodation Request Form

Event Name: Region 1 Educational - Local Treasurers Course

Date: (mm/dd/yyyy) 09/29/2022

*Note: This form is to be completed only if you are requesting an accommodation in accordance with the Ontario Human Rights Code. Sufficient information must be provided to prove the need for the accommodation and to show a link to a code-related ground. If necessary, an Equity Unit Officer will contact you to obtain further information.*

Member Name: \_\_\_\_\_

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

Phone # for contact: \_\_\_\_\_

Email: \_\_\_\_\_

How do you prefer to be contacted?  Phone  Email

1. Do you have an existing human rights accommodation approved by the Equity Unit (i.e. you have submitted a request form before)? (Check one.)

a) Yes; and I need the same human rights accommodation as previously approved

b) Yes; but I require changes to my previously approved human rights accommodation

c) No; I have never been approved for a human rights accommodation

*Note: If you checked (a) above, you do not need to complete the rest of the form but the form still needs to be submitted. If you checked (b) or (c), please finish the form.*

2. Please check all the Code-related grounds related to your request:

Disability (including food allergy)

Family Status

Sex / gender (including pregnancy)

Creed or religion

Other (please specify) \_\_\_\_\_

3. Why do you require a human rights accommodation (i.e. what are your restrictions or limitations)? Please be as detailed as possible.

*Note: All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.*

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4. Do you need this human rights accommodation for this event only or for all future union events? (Check one.)

- For this event only  
 For all future union events

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5. What type of human rights accommodation or additional arrangement do you require to allow you to participate fully in union-related activities? (e.g. assistance during emergency evacuation, material in alternate formats, interpreters, arrangement / expenses beyond those provided at the event or through OPSEU policy). Please be as detailed as possible.

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6. Please provide any additional information that may assist us in reviewing your request. (Attach any relevant documents.)

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Signature of Member

\_\_\_\_\_

Please forward completed forms to : OPSEU/SEFPO London Regional Office

by fax at : 519 649-2786

or by email : [athompson@opseu.org](mailto:athompson@opseu.org) and [dgarlick@opseu.org](mailto:dgarlick@opseu.org)

no later than : Friday, September 23, 2022

Alternatively, this form may be sent directly to the Equity Unit via fax at 416-448-7419 or via email to [equity@opseu.org](mailto:equity@opseu.org).

Click to Lock Forward, Fax, Email and Date and to Hide this Button

*Note: All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.*