



September 16, 2022

TO: ALL LOCAL PRESIDENTS and LEC MEMBERS in REGION 4

**RE: REGION 4 WEEKEND EDUCATIONAL: October 29 & 30, 2022
DEV Hotel and Conference Centre, 1950 Montreal Road, Cornwall, ON K6H 6L2**

The courses being offered are:

1. Dismantling Anti-Black Racism
2. The Indigenous Journey: Walking Together: Part One
3. Duty to Accommodate: A Tool for Inclusive Workplaces
4. Obligation d'accommoder : Un outil pour des milieux de travail inclusifs (Offert en français)
5. Stewards 2: Facing the Employer, Building Member Involvement

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 **Monday, October 3, 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 September 28, 2022 by calling the DEV Hotel & Conference Centre at 1-877-832-6416 and identifying yourself as a member of OPSEU. Or alternatively, via email to Nicole Martel (nmartel@devhotelandconferencecentre.com).

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.

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

If you have any questions, please contact **Janna Calamini** in the **Ottawa Regional Office**.

1-844-765-1416 ext. 5440 or region4@opseu.org

The Region Four Education Committee



APPLICATION FORM - PAGE 1 of 2
REGION 4 EDUCATIONAL

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.

- _____ Dismantling Anti-Black Racism
- _____ The Indigenous Journey: Walking Together: Part One
- _____ Duty to Accommodate: A Tool for Inclusive Workplaces
- _____ Obligation d’accommoder : Un outil pour des milieux de travail inclusifs (Offert en français) Stewards 2: Facing th
Employer, Building Member Involvement.
- _____ Stewards 2: Facing the Employer, Building Member Involvement

HOTEL ACCOMMODATION:

If you require accommodations, please book with the Hotel directly **before September 28, 2022**. Accommodations on Friday, October 28th are covered if you live more than 60 km from the hotel.

DEV Hotel and Conference Centre, 1950 Montreal Road, Cornwall, ON K6H 6L2

Standard Room: \$230 plus taxes

Call 1-877-832-6416 and identify yourself as a member of OPSEU

Or email Nicole Martel: nmartel@devhotelandconferencecentre.com

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 MONDAY, OCTOBER 3, 2022



APPLICATION FORM – PAGE 2 of 2
REGION 4 EDUCATIONAL

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
- LGBTTIAQQ2S* 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 Monday, October 3, 2022

Send your COMPLETED application form to the Ottawa Regional Office

Email: region4@opseu.org or Fax: (613) 737-0753

Time Off Letter Information

(Please complete each line that applies)

Member's Name:	
WIN Number:	
Ministry Name:	
Local #:	
Name of Event and Location:	Region 4 Weekend Educational, DEV Hotel and Conference Centre
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:	

COURSE DESCRIPTIONS

Dismantling Anti-Black Racism

The 1.5 day 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.

The Indigenous Journey: Walking Together: Part One

Would you like to learn more about Indigenous peoples? Do you know that the First Nation, Inuit and Métis peoples have differences in their traditions, beliefs, communities and cultural identities as well as some commonalities?

Through activities, inspired by the teachings and traditions of Indigenous peoples, we will take you through an overview of the lives of the First Nations, Inuit and Métis peoples as well as allow you an opportunity to share in some of their stories.

You will take a journey of examining both historical and current relationships between Indigenous people and governments within Canada and the world today. If you would like to share in the rich history of Indigenous peoples and spend time understanding why being an ally is important, this course will offer that opportunity.

Duty to Accommodate: A Tool for Inclusive Workplaces (Being offered in either English or French)

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.

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.

Information Sheet

Application

Application forms must be signed by the Local President, and received by the Region 4 email address region4@opseu.org no later than Monday, October 3, 2022 by 4:30pm. Application forms & accompanying documents must be fully completed and received on time to be considered.

Cancellations

A member cancelling participation must notify their Local President and the Region 4 email address as soon as possible. Members are responsible for cancelling hotel reservations and any associated cost for late cancellations.

Child care/Elder/Dependant Care

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 in a 24 hour period.

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.

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.

If childcare is requested through OPSEU/SEFPO at the Educational, all paperwork must be completed and submitted, and the child 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 and the cost of meals at the Resort.

EXPENSE CLAIMS

The Member Portal (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

Accommodation

A block of rooms has been reserved at the DEV Hotel and Conference Centre. Reservations are to be made by phone at 1-877-832-6416 with Nicole Martel. Alternatively, via email to Nicole at nmartel@devhotelandconferencece.com.

Members are responsible for booking their own accommodations no later than Friday, September 28th, 2022. Bookings after this date are subject to availability and regular hotel room rates will apply. If members are unable to attend, they are responsible for cancelling their reservation.

Check-in time: after 4 p.m. on Friday Checkout time: by 11 am on Sunday.

Time-Off/Lost Wages

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 educational.

Time off arrangements – Time-Off Request forms will be provided for completion.