



Date: December 06, 2022

TO: All Presidents in Region 3 or their Designate; Local Executive Officers; Local Stewards; CoRW Delegate; IC Delegate; PFC Delegate; PHRC Delegate; PWC Delegate; PYWC Delegate; RAA Delegate; Presidents of Area Councils or their Designate.

RE: February 11-12, 2023 Educational

We have enclosed a call for the Region 3 Educational to be held on February 11-12, 2023 at the Fern Resort, 4432 Fern Resort Rd, Ramara, ON L3V 0Z1

You will find the following in this package:

1. **Application for Educational**
2. **Advance Request Form - Linked in Application form**
3. **Human Rights Accommodation Request – Linked in application form**
4. Educational Information Sheet – outlines certain educational policies.
5. Descriptions of courses being offered
6. Statement of Respect/Scent/Nut-Free

PLEASE NOTE: You will receive a confirmation letter if selected. At that time you will also receive the time-off request form, child care request form, and hotel information form for completion

For your application to be considered, it must be sent to the email region3@opseu.org by **Friday December 16, 2022 by 4:30pm. Incomplete or late applications will not be considered.**

In solidarity,

Megan Chidgey,

Co-ordinator of Educational
Staff Representative
Orillia Regional Office

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

Information Sheet

Application

- ❑ Application forms must be signed by the Local President or Designate, and received by the Region 3 email address region3@opseu.org no later than **Friday December 16, 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 3 email address as soon as possible. Members are responsible for cancelling hotel reservations and any associated cost for late cancellations.

No Call/No Show

- ❑ Members who do not cancel their participation with the Regional Office within forty-eight (48) hours of the event start date, will be assessed a fifty-dollar (\$50) penalty and will not be eligible to attend the next educational. Extenuating circumstances will be considered.

Child care/Elder/Dependant Care

- ❑ Members will be reimbursed for family care (child care/ elder care/dependent care) at a rate of \$15.00 an hour to a maximum of \$220.00 in a 24 hour period.
- ❑ Child care claims will be honoured for children up to and including age 16, for whom the member is a 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 their 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 and can be submitted to Claims@opseu.org. Multiple events on one form will be returned to the member for correction.

Accommodation

A block of rooms has been reserved at the Fern Resort, Ramara under the group name “OPSEU2023FEB” and is based on OPSEU/SEFPO policy of shared accommodations.

- ❑ **Once acceptance to the educational is confirmed**, Members are responsible for booking their own accommodations directly with Fern Resort and no later than **Friday January 13, 2023**. A Reservation Form will be provided to accepted applicants. Bookings after this date are subject to availability and regular hotel room rates will apply. The Hotel Information Form is also required to be completed and submitted to region3@opseu.org by the hotel booking deadline.
- ❑ If members are unable to attend, they are responsible for cancelling their reservation.
- ❑ Members will be reimbursed for the double occupancy rates listed below if they share accommodations with another OPSEU/SEFPO Member attending the event. Members choosing the single occupancy rate, will be reimbursed based on shared accommodation policy and will be responsible for the balance of accommodation charges. Members are encouraged to share a room with other local members.
 - Friday Night:
 - Single Occupancy: \$225 + 18% Event Services Fee and 13% HST= \$300.02
Includes Breakfast on Saturday
 - Double Occupancy: \$185 + 18% Event Services Fee and 13% HST= \$246.68
Includes Breakfast on Saturday (price listed is per Member)
 - Saturday Night:
 - Single Occupancy: \$299 + 18% Event Services Fee and 13% HST= \$398.69
Includes Lunch and Dinner on Saturday, and Breakfast on Sunday
 - Double Occupancy: \$259 + 18% Event Services Fee and 13% HST= \$345.35
Includes Lunch and Dinner on Saturday, and Breakfast on Sunday (price listed is per Member)
- ❑ **Hotel Accommodations are not approved for members living within 60 Kilometers of the hotel location.**
- ❑ Day Meeting Rate: \$75 + 18% Event Services Fee and 13% HST (*Includes Lunch on Saturday*)

Meals that are included in the room rates will not be allowable expenses even if you do not eat at the resort. The Fern Resort will be providing Breakfast/Lunch/Dinner on Saturday & Breakfast on Sunday.

Additional Guests - please notify the hotel directly to let them know you are bringing additional guests and complete the Hotel Information Form (provided when/if accepted into a course), so we can make the appropriate meal arrangements. Please note that accommodations and meals for additional guests will not be reimbursed.

- Friday Night: \$145 + 18% Event Services Fee and 13% HST= \$193.34 -Includes Breakfast on Saturday
- Saturday Night: \$219 + 18% Event Services Fee and 13% HST= \$292.01- Includes Lunch and Dinner on Saturday, and Breakfast on Sunday

For members who wish to bring their children to the event, please see below additional rates. ***Children must be registered and attend the on-site childcare to have their accommodations and meals reimbursed.***

- ❑ Friday Night
 - Kids stay free (17 and under)
- ❑ Saturday Night
 - Children 1-3 years: \$65 + 18% Event Services Fee and 13% HST= \$86.67 - Includes Lunch and Dinner on Saturday, and Breakfast on Sunday
 - Children 4-12 years: \$130 + 18% Event Services Fee and 13% HST= \$185.34 - Includes Lunch and Dinner on Saturday, and Breakfast on Sunday
 - Children 13-17 years: \$194 + 18% Event Services Fee and 13% HST= \$258.68 - Includes Lunch and Dinner on Saturday, and Breakfast on Sunday

This payment will be charged in advance of arrival. Upon check-in, participants and paid guests will be provided with a bracelet, allowing them to eat with the group.

OPSEU/SEFPO members are responsible for notifying the hotel directly of any special accommodations or dietary restrictions required by guests or children of the member.

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

Time-Off/Lost Wages

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

Own time is not paid for a weekend education.

Time off arrangements – Time-Off Request forms will be provided for completion with the confirmation letter if selected.

Course Descriptions for February 11-12, 2023

Courses times:

Saturday, February 11th 9:00 a.m. – 5:00 p.m. & Sunday, February 12th 9:00a.m. – 12:00 p.m.

Health and Safety: Level One

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.

Local Treasures 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 a members' experiences to solve problems occurring with the administration of Local Funds.

Labour History: Strategies for Today, Through the Lens of the Past

This is an introductory course examining the issues facing members in their union, locals and workplaces today. The course will explore how these issues have been approached in the past and the outcomes. Potential topics include: health and safety, working conditions, bargaining, equity, globalization, and the environment. By examining the actions of OPSEU/SEFPO, the labour movement and individual workers, participants will devise strategies and skills to address current and future challenges. This course replaces Labour History Parts One and Two.

Advanced Grievance Handling for Union Building

Does your local have a grievance committee? Can your experience in handling a grievance help build a 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.

Statement of Respect

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

Whenever OPSEU/SEFPO 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, creed, 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.

Allergy Alert

Scent, Peanuts and Nut-Free Policy

Workers are becoming sensitized to chemicals, scented products and certain foods such as peanuts, peanut butter, pecans, walnuts, many chocolate bars and energy/nutrition bars.

For many individuals, attending conferences, meetings etc. and being exposed to perfumes, other strong scents and certain foods can pose serious health risks such as asthma attacks, respiratory problems and/or migraine headaches.

In the interest of the health and safety of the sisters and brothers whose health may suffer from any of these exposures, we ask that you refrain from wearing or using scented products, peanut and nut products at all OPSEU/SEFPO events and OPSEU/SEFPO locations.



Alerte aux allergies

Politique pour un environnement sans parfums, sans arachides et sans noix

Les travailleurs sont de plus en plus sensibles aux produits chimiques, aux produits parfumés et à certains aliments, tels que les arachides, le beurre d'arachide, les pacanes et les noix (famille des noix), ainsi qu'à de nombreuses barres de chocolat et barres énergétiques et nutritives.

Pour de nombreuses personnes qui assistent aux conférences, réunions, etc., une exposition aux parfums et autres produits fortement odorants, ainsi qu'à certains aliments, peut poser un risque grave pour la santé, tels que crises d'asthme, problèmes respiratoires et/ou migraines.

Dans l'intérêt de la santé et de la sécurité de nos consœurs et confrères sujets aux effets néfastes d'une exposition à ces produits, nous vous demandons de ne pas porter ou utiliser des produits parfumés et de ne pas avoir avec vous arachides, noix et produits contenant des noix lorsque vous vous trouvez à une activité ou dans un local du SEFPO/OPSEU, quels qu'ils soient.