



# Region 6 Virtual Educational Stewards 1: Making a Difference in the Workplace – May 3, 2024

March 22, 2024

**To:** Region 6 Local Executive Committee Members & Stewards

**RE:** Region 6 Educational - Sault Ste. Marie

## **Stewards 1: Making a Difference in the Workplace**

**May 3, 2024 – 9:00 a.m. to 4:30 p.m.**

### **Course Description**

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.

Registration and Human Rights Accommodation Requests are to be submitted to Tracy Gardiner at the Sault Ste. Marie Regional Office by April 5, 2024 by 4:30pm.



### **APPLICATIONS**

Completed application forms must include the signed recommendation of a Local Executive Officer and be received by the Sault Ste. Marie Regional Office no later than April 5, 2024 by 4:30pm.



### **APPLICATION APPROVAL: MODIFIED PROCESS**

Please be advised members applying to attend OPSEU/SEFPO education programs or conferences normally require a signature from a member of the LEC to approve the application. If they are unable to sign the form please have them forward an email with their approval.



### **SELECTION PROCESS – EDUCATION POLICY SECTION 7 (POLICY MANUAL)**

The selection process will be in accordance with the Education Policy – Section 7 of the Policy Manual. All Local Presidents have an OPSEU/SEFPO Policy Manual. Please contact your Local President to review this policy. Applicants will be notified after April 8, 2024 of their acceptance for the educational where they will be provided with further information.



### **CANCELLATIONS**

Notification by a member to cancel course attendance should be received by both the local president and the regional office no later than 48 hours before commencement of the regional school. When a member does not attend and the Regional office has not been notified 48 hours prior to the school's commencement, **the member will be assessed a \$50.00 penalty.** Extenuating circumstances will be taken into consideration.



### **FAMILY/ATTENDANT CARE**

Family/Attendant Care will be reimbursed as per OPSEU/SEFPO policy as outlined on the back of the expense claim. Such allowance is not intended to reimburse the claimant for dependant/family expenses they would have normally incurred as a result of employment except where the absence exceeds the normal work day or week.

Family/dependent care will be reimbursed at the rate of \$15.00 per hour. If you have any questions, please check the OPSEU/SEFPO Policy Manual.



### **LOST WAGES/TIME OFF**

Per past practice, lost wages will be paid for those members who are scheduled to work May 3, 2024 or any pre or post night shift. Any claim for lost wages must be substantiated by proof from your employer.

**APPLICATIONS MUST BE SENT BY EMAIL BY:  
WEDNESDAY, Apr. 5, 2024 by 4:30pm.**

**OPSEU/SEFPO Regional Office  
Telephone: 1-844-765-1421 Ext. 5621  
Email: [tgardiner@opseu.org](mailto:tgardiner@opseu.org)**



**ATTENDANCE FORM**  
**REGION 6 VIRTUAL EDUCATIONAL**  
**Stewards 1 - Making a Difference in the Workplace May 3, 2024**

<p><b><u>PERSONAL INFORMATION</u></b></p> <p>LEC Position: _____</p> <p><b>Application Due Apr. 5, 2024 by 4:30pm</b></p>	<p>Local: _____ Union # _____</p> <p>Name: _____ Last _____ First _____</p> <p>Home Address: _____ Street _____ City _____ Postal Code _____</p> <p>Phone Numbers: _____ Home _____ Work _____ Cell _____</p> <p>Personal Email: _____ Home _____</p>
<p><b><u>TIME OFF</u></b> (CHECK THOSE THAT APPLY)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> <b>May 3, 25, 2024</b></p> <p>From: _____ to _____</p> <p><input type="checkbox"/> Other (night shift pre or post event)</p> <p>Date: _____</p> <p>From: _____ to _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Example:</b></p> <p>✓ December 25, 2023</p> <p>From: 8:30am to 4:30pm</p> </div>	<p align="center">★ <b><u>TO BE COMPLETED IF REQUESTING TIME-OFF (email)</u></b> ★</p> <p><b><u>Name of Employer Contact:</u></b> _____</p> <p><b><u>Title:</u></b> _____</p> <p><b><u>Employer:</u></b> _____</p> <p><b><u>Address:</u></b> _____</p> <p>_____</p> <p align="center">★ <b><u>Employer email: (mandatory)</u></b> ★</p> <p>_____</p>
<p><b>ACCOMMODATION</b></p>	<p><b><u>Only</u> If Required, please complete the Human Rights Accommodation Form</b></p>

\_\_\_\_\_  
 Local Executive Officer Signature or attach  
 an approval email with the attendance from

\_\_\_\_\_  
 Position

Please complete and send by **Apr. 5, 2024 by 4:30pm**  
**ONLY BY EMAIL to Tracy Gardiner at tgardiner@opseu.org**