
September 16, 2022

To: Region 5 Local Presidents, L.E.C.s, and E.B.M.s
From: Region 5 Education Committee

LOCATION: Courtyard by Marriott Downtown Toronto, 475 Yonge St, Toronto ON, M4Y 1X7

DATES: Saturday, November 19, 2022 – 9:00AM to 5:00PM
Sunday, November 20, 2022 – 9:00AM to 1:00PM (approx.)

CHILDCARE: Childcare will be available Saturday from 8:30AM to 5:00PM and Sunday from 9:00AM to the end of classes. **Parent/Guardians MUST be on site at all times when utilizing childcare provided by OPSEU/SEFPO**

COURSES: We are pleased to offer the following eight courses:

1. *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.

2. *Health & Safety: Level 2*

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.

3. *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.

4. *Taking Action on Workplace Stress*

Is your work stressing you out? If so, you're not alone. In Canada, one in four workers report feeling highly stressed at work. Factors such as excessive demands, lack of control, precarious work, inadequate resources and support, and workplace bullying and harassment can all take their toll on the well-being of workers.

Participants will be able to identify workplace factors that negatively affect workers' health and wellbeing and gain familiarity with terminology associated with workplace stress. The course will help to develop strategies for influencing change in the workplace as well as examine ways to work with your union to address and resolve workplace stress issues..

5. *Local Treasurer's 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.

6. *Basic Grievance Handling for Union Building*

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.

7. *Indigenous Journey: Walking Together: Part 2*

As a follow-up to the Indigenous Journey: Walking Together course, the Indigenous Journey 2, explores the relationship between Indigenous peoples and white settlers. This unique course will examine the relationship from settler contact to today through the lens of Indigenous people.

8. *Obligation d'accommoder: Un outil pour des milieu de travail inclusifs*

La législation provinciale et la jurisprudence existante exigent des employeurs et des syndicats qu'ils fournissent des accommodements, en-deçà du seuil de contrainte excessive.

Ce cours interactif examine les rôles et responsabilités de l'employeur, du syndicat et des membres en ce qui concerne l'accommodement des membres qui vivent avec des invalidités et tous les autres groupes protégés en vertu du Code des droits de la personne de l'Ontario. Il contribue à renforcer les aptitudes des militants afin de soutenir les membres qui ont besoin d'un accommodement et d'aider l'employeur à surmonter sa résistance à accommoder ses employés.

The English equivalent of this course is Duty to Accommodate 1: A Tool for Building Inclusive Workplaces

IMPORTANT INFORMATION:

- ✚ The Participant and Course Selection Process will be carried out in accordance with OPSEU/SEFPO Education Policy.
- ✚ Confirmation will only be sent to applicants who are accepted.
- ✚ Lost Wages will not be provided for this Educational.
- ✚ OPSEU/SEFPO's 60km rule will be waived on Saturday – this means that if you live further than 60km from the hotel you are entitled to single accommodations on Friday and Saturday; if you live within 60km of the hotel you are entitled to single accommodations on Saturday night only. **Please note that normally hotel accommodations are reimbursed at double occupancy, but due to ongoing health and safety reasons related to COVID-19, single accommodation will be approved for this Educational.**
- ✚ As a reminder, in accordance with OPSEU/SEFPO policy, full Attendance is mandatory for 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.
- ✚ Persons attending OPSEU/SEFPO meetings are requested to refrain from using perfume, cologne and other fragrances for the comfort of other participants.
- ✚ Participants are also to refrain from bringing nut products, bottled water and Coca Cola products to OPSEU/SEFPO Events.
- ✚ Officers of your L.E.C. mean President, Vice-President(s), Secretary, Treasurer, or Chief Steward. If you are a Local Officer, the signature of another Officer must be obtained. **Applications without the required signatures will not be processed.**

Applications must be received by: 4:00 p.m. October 7, 2022

ATTENTION: Susan Kesper, Fax: (416) 944-0288 or Email: R5educationals@opseu.org

LATE APPLICATIONS MAY NOT BE ACKNOWLEDGED

Personal Information	Local:	Union No.:
	Name:	
	Address:	
	City:	Postal Code:
	Home/Cell Phone:	Business Phone:
	Personal Email:	
Hotel Information	<p>Courtyard by Marriott Downtown Toronto 475 Yonge St, Toronto ON, M4Y 1X7 Phone: 416-924-0611</p> <p>Book your own room before October 19, 2022 Be sure to request the OPSEU group rate</p> <p>PLEASE SEE ATTACHED INFORMATION SHEET</p> <p>Single: \$279.00 Double: \$279.00 (Taxes not included)</p>	
Course Selection	<p>Please indicate your 1st, 2nd and 3rd choice of which course you would like to attend:</p> <p> <input type="checkbox"/> Dismantling Anti-Black Racism <input type="checkbox"/> Health & Safety, Level 2 <input type="checkbox"/> Stewards 2: Facing the Employer <input type="checkbox"/> Taking Action on Workplace Stress <input type="checkbox"/> Local Treasurer's Course <input type="checkbox"/> Basic Grievance Handling <input type="checkbox"/> Indigenous Journey: Part 2 <input type="checkbox"/> Obligation d'accommoder (FRENCH) </p>	
Human Rights Accommodation	<p>Complete the attached Human Rights Accommodation Form for any specific accommodation needs. Please email completed form to r5educationals@opseu.org, or directly to the OPSEU/SEFPO Equity Unit at equity@opseu.org.</p>	
Family Care (Child/Elder/Dependant)	<p>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/dependant care will be reimbursed at the rate of \$15.00 per hour. If you have any questions, please check the OPSEU/SEFPO Policy Manual.</p>	
1.	Position(s) previously held in your Local	
	Length of service in this position:	
2.	Positions/activities previously held/accomplished in your Local (ie. Steward, committee officer, campaigns), and length of service:	
3.	Type of Local: <input type="checkbox"/> Single <input type="checkbox"/> Composite <input type="checkbox"/> Multi-Unit	
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"/> Indigenous Worker <input type="checkbox"/> Racialized Worker <input type="checkbox"/> Woman Worker <input type="checkbox"/> Worker with a Disability <input type="checkbox"/> Francophone Worker <input type="checkbox"/> Young Worker <input type="checkbox"/> LGBTTIAQQ2S Worker (Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Asexual, Queer, Questioning, Two-Spirited)</p>	
7.	<p>_____</p> <p>Local Executive Officer Signature Or attach approval email with attendance form</p>	
<p>Deadline for Applications: October 7, 2022 @ 4:00 PM Email to: R5educationals@opseu.org</p>		

INFORMATION SHEET

REGISTRATION

Application forms must be signed by one (1) Local Executive Officer and received by r5educationals@opseu.org no later than 4:00 p.m. – **October 7, 2022**

LATE APPLICATIONS MAY NOT BE ACKNOWLEDGED

ACCOMMODATION

A block of rooms has been reserved at the Courtyard by Marriott Downtown Toronto, 475 Yonge St, Toronto ON, M4Y 1X7

- Tel: 416-924-0611, and request the group rate with code "OPSEU".
- Members are responsible for making their own Accommodation and Payment arrangements. Accommodations should be booked no later than **October 18, 2022** All unreserved rooms will be released for re-sale after this date. OPSEU Policy states that members are responsible for their own rooms AND paying for same, you are also responsible for any cancellation. Failing cancellation, you are responsible for the room charges.
- For this event, members living **outside** 60 kms of the hotel **will** be entitled to room accommodation for both Friday and Saturday nights of the weekend educational as per OPSEU/SEFPO policy. Members living **within** 60 kms of the hotel **will** be entitled to room accommodation for Saturday night only, as required. **Members will be reimbursed for the cost of a single room. Please note that normally hotel accommodations are reimbursed at double occupancy, but due to ongoing health concerns amid the COVID pandemic, single accommodations will be covered for this educational.**

CANCELLATIONS (NEW POLICY)

- 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 (no later than 9:00 A.M. on the Thursday prior to the weekend 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.
- A member cancelling participation must notify r5educationals@opseu.org and their local president on or **before 9:00 a.m. on THURSDAY, NOVEMBER 17, 2022.**

CHILDCARE/ELDER/DEPENDANT CARE

- We encourage the use of the onsite Childcare
- Members who arrange their own childcare will be reimbursed for Child Care at \$15.00 an hour 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, or professional or 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 OPSEU/SEFPO for this educational must include the completed Childcare Registration paperwork with their Application forms.
- **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.**
- Family/Attendant care will be reimbursed at the rate of \$15.00 per hour to a maximum of \$220.00 per 24 hour period and must be signed by the care provider(s). Please specify hours claimed for each 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

- A 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, they 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 Kilometre Rates: round trip mileage at a rate of \$0.55/km; one (1) OPSEU passenger, \$0.60/km; two (2) OPSEU passengers, \$0.65/km; three (3) OPSEU passengers, \$0.70/km four (4) OPSEU passengers \$0.75/km
- **ALL expenses MUST** be submitted on proper Expense Claim Forms.

LOST WAGES

- Lost Wages **will not** be provided for this Educational as per OPSEU Policy.

MEALS

- **BREAKFAST:** Members who stay at the hotel or had to be present for an OPSEU event before 0800 hours (8:00 a.m.) are eligible to claim (\$13).
- **LUNCH:** Members attending this educational will be provided lunch on Saturday, and are not eligible to claim (\$19). Members may claim lunch on Sunday.;
- **DINNER:** Members who stay at the hotel or had to be present for an OPSEU event past 1700 hours (5:00 p.m.) are eligible to claim (\$29).

ADVANCE

- Indicate the amount required on the Advance Form and return to r5educationals@opseu.org



ALL SECTIONS IN THIS FORM MUST BE FULLY COMPLETED AND YOU MUST BE THE LEGAL GUARDIAN

Child(ren)'s Name	Age	Date of Birth: Year – month - date	Medical Problems/Allergies/Special Care Needed

Have your Child Bring a Favourite Toy

Parent/Guardian's Info

Home Address: _____ Contact #: _____

Alternate Contact Name: _____ Contact #: _____

Signature of Parent/Guardian: _____

Medical Consent Form

Upon admission of my child to the OPSEU Childcare Program, I agree that in the event of an emergency when I cannot be reached, I authorize the administration of any medical procedures deemed necessary by a doctor or hospital selected.

Name of Doctor: _____ Contact #: _____

*Child's OHIP # (required): _____

Signature of Parent/Guardian: _____

Please return with your Application Form to r5educationals@opseu.org

Parents must be on-site at all times when utilizing childcare provided by OPSEU.

CHILDREN WHO ARE NOT REGISTERED FOR CHILDCARE MAY NOT BE ACCOMMODATED IF BROUGHT TO THE EVENT