



REGION SEVEN WEEKEND
EDUCATIONAL

MAY 3 & 4, 2008

TOTEM LODGE; SIOUX NARROWS

APPLICATION DEADLINE: MARCH 28, 2008

Region Seven will be offering a Weekend Educational at the Totem Lodge in Sioux Narrows SATURDAY, MAY 3 AND SUNDAY, MAY 4, 2008. The courses being offered at this Educational will be:

- SPEAK UP AND ORGANIZE: CHALLENGING BULLYING AND PSYCHOLOGICAL HARASSMENT IN THE WORKPLACE
- ORGANIZE! THE NITTY-GRITTY OF AN ORGANIZING CAMPAIGN
- CONTRACT INTERPRETATION
- HEALTH AND SAFETY 2
- LOCAL TREASURERS/TRUSTEES COURSE
- STEWARDSHIP COURSE

APPLICATIONS

Completed application forms must include the signed recommendation of a Local Executive Officer and be received by the Dryden Regional Office no later than **FRIDAY, MARCH 28, 2008**

SELECTION PROCESS – EDUCATION POLICY SECTION 2 (POLICY MANUAL)

The selection process will be in accordance with the Educational Policy – Section 2 of the Policy Manual. All Local Presidents have an O.P.S.E.U. Policy Manual. Please contact your Local President to review this Policy.

CANCELLATIONS

Notification of cancellation of your application should be made directly to the Dryden Regional Office by FRIDAY, APRIL 18, 2008.

If the Dryden Office does not receive notification of cancellation by the above date, the local will be assessed the cost of the room reserved for them. Extenuating circumstances will be taken into consideration.

Applicants will be notified of their selection to the Educational by April 4, 2008.

FAMILY/ATTENDANT CARE

Family/Attendant Care Claims will be re-imbursed as per OPSEU Policy as outlined on the back of the Expense Claim which is found in your Educational Kit. If you have any questions, please check the OPSEU Policy Manual.

Members seeking childcare onsite must make their request through the Dryden Regional office at least 3 weeks in advance.

TRANSPORTATION

Arrangements have been made for a motorcoach from Thunder Bay to Sioux Narrows. The coach will leave the Thunder Bay Regional office at 1:00 p.m. on Friday, May 2, will stop in Ignace (if required), and Dryden and will arrive in Sioux Narrows in time for dinner Friday evening.

The coach and the driver are at our disposal for the weekend, so if anyone requires transportation into the town of Sioux Narrows, arrangements can be made.

In the interest of cost savings, all participants are requested to travel on the motorcoach. Please complete the Registration Form to reserve your seat. **Alternate travel expense claims will only be paid with the advance approval of James Tocker, the Regional Vice-President.**

ACCOMMODATION AND MEALS

Accommodation will be provided for those members who must travel 60 kilometres or more on a SHARED BASIS. Please take a moment to take of virtual tour of the lodge at their website: www.totemresorts.com Please be advised that all cabins at Totem Lodge are smoke-free.

Single room accommodation or double with spouse, with the member paying the difference of the twin/shared rate is available on a very limited basis.

The Dryden Regional Office will book accommodations and the twin/shared costs for the members will be direct billed. If you book single accommodation or bring your spouse and children, all additional costs must be paid directly to the lodge upon check-in.

Please be mindful that this is a tourist lodge, therefore single accommodation will mean your own bedroom within a shared cabin.

Members who bring children to the educational will be entitled to single accommodation and the costs for the children will be paid by the Union. **If a spouse accompanies the member and the child(ren), the member will have to bear the cost of the private room and no expenses will be paid for the children or the spouse.**

Dinner on Friday evening, all three meals on Saturday, breakfast, and lunch on Sunday have been arranged at Totem and are included in the price of the weekend. If you have any special dietary needs or allergies, please contact the Dryden Regional office.

Twin/shared rate:	\$440.00/weekend
Single accommodation rate:	\$660.00/weekend
Spousal rate:	\$390.00/weekend

Rates for Children at Totem Lodge:

Up to 4 years	free
5 to 12 years -	\$195.00/weekend
13 and over -	\$390.00/weekend

COURSE DESCRIPTIONS

SPEAK UP AND ORGANIZE: CHALLENGING BULLYING AND PSYCHOLOGICAL HARASSMENT IN THE WORKPLACE

Is bullying and psychological harassment an issue in your workplace? This course will help you recognize the signs of bullying and a toxic workplace. We'll look at case law and other tools helpful in understanding the impact of workplace bullying. We'll strengthen individual and collective capacity to respond to co-workers, and pressure employers to tackle this issue.

ORGANIZE! THE NITTY-GRITTY OF AN ORGANIZING CAMPAIGN

Organizing is the life-blood of the union. Organizing brings new members into our union. Organizing builds our collective strength and assists OPSEU members when; bargaining for improvements, enforcing our contracts, and lobbying politicians for changes to public policy to benefit our members and their communities.

CONTRACT INTERPRETATION

The primary purpose of this course is to help members develop greater competence in the daily application of their Collective Agreement. The course should also help members to understand the common methods of interpreting the contract.

This course is designed for general use in any class, whether participants are from the Ontario Public Service, Community Colleges or the Broader Public Service.

HEALTH AND SAFETY 2

This course is designed to provide stewards and Health and Safety Committee members with the knowledge necessary to identify hazards in the workplace.

Participants will learn to control hazards and assist in accident investigation, prioritize and strategize around health and safety problems. This course also includes an overview of the Occupational Health and Safety Act. Case studies, group exercises and audio visual presentations will be used in this course.

LOCAL TREASURERS/TRUSTEES COURSE

This course 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.

STEWARDSHIP COURSE

This course is a newly developed course designed to help participants become familiar with the general structure of OPSEU and the broader labour movement. It will also help Stewards to understand where they fit in the structure of the Locals and the importance of their role. It will give the Steward knowledge of the rights and responsibilities of being a Steward and the tools necessary to do the job. It will also enhance the Steward's knowledge of the collective agreements in relation to grievances and how to investigate, write and present grievances.

*****THE DRYDEN OFFICE MUST RECEIVE ALL
APPLICATIONS BY MARCH 28, 2008**

**OPSEU REGIONAL OFFICE
102 Queen Street
Dryden, ON
P8N 1A7**

**Telephone: (807) 223-3306
(800) 465-7209**

Fax: (807) 223-4592

Email: bhanson@opseu.org

COURSE LISTING FOR WEEKEND EDUCATIONAL – MAY 3 AND 4, 2008

- **SPEAK UP AND ORGANIZE: CHALLENGING BULLYING AND PSYCHOLOGICAL HARASSMENT IN THE WORKPLACE**
- **ORGANIZE! THE NITTY-GRITTY OF AN ORGANIZING CAMPAIGN**
- **CONTRACT INTERPRETATION**
- **HEALTH AND SAFETY 2**
- **LOCAL TREASURERS/TRUSTEES COURSE**
- **STEWARDSHIP COURSE**

**DEADLINE FOR APPLICATION
DRYDEN REGIONAL OFFICE
MONDAY, MARCH 28, 2008**

NAME _____

ADDRESS _____

POSTAL CODE _____

PHONE WORK _____

HOME _____

UNION/S.I.N. _____

LOCAL _____

COURSE SELECTION

FIRST CHOICE _____

SECOND CHOICE _____

THIRD CHOICE _____

REGISTRATION FORM

NAME: _____

LOCAL: _____

1. I will be travelling to Regional Educational by Motorcoach:

YES () NO ()

2. I will be bringing my family: YES () NO ()

If yes, Spouse () # of children _____

SPECIAL NEEDS

_____ **Special Diet**

_____ **Blind or visually impaired**

_____ **Wheelchair**

_____ **Deaf or hearing impaired**

_____ **I use crutches**

OTHER (please specify) _____

1. I will need assistance in evacuating my room: YES NO

2. I have a special health problem and require the following considerations:

3. Any additional requests not covered:

Please return this form with your Application form and Attendance/Advance form.

REGISTRATION SHEET FOR CHILD CARE

This form must be completed if requesting family accommodations.

CHILD CARE REGISTRATION MUST REACH THE REGIONAL OFFICE 3 WEEKS PRIOR TO THE EDUCATIONAL

Do you require childcare services at the regional educational:

YES () NO ()

NAME OF CHILD(REN)

AGE

DOES YOUR CHILD HAVE MEDICAL NEEDS, ALLERGIES, OR SPECIAL NEEDS?

CHILDCARE WILL ONLY BE AVAILABLE DURING THE HOURS THE SCHOOL IS IN PROGRESS

SIGNATURE OF PARENT _____

NAME OF PARENT _____

ADDRESS _____

PHONE: HOME _____

WORK _____



ATTENDANCE AND ADVANCE FORM
SIOUX NARROWS REGIONAL EDUCATIONAL
 MAY 3 & 4, 2008

PERSONAL INFORMATION

LOCAL: _____ SIN/UNION # _____

Name: _____

Last _____ First _____

Home Address: _____

Street _____ City _____ Postal Code _____

Phone Numbers: _____

Home _____ Work _____

ACCOMMODATION

ROOM TYPE REQUIRED: (rates quoted are for entire weekend plus taxes & gratuities)
 Twin/shared \$440.00 Single: \$660.00 Double with spouse: \$830.00
 Family (please see application for rates and complete childcare form)
 Smoker Non-Smoker

If you would like to share a room please indicate name and local

Name _____ Local _____

- The Dryden Regional Office will be booking all rooms for this educational. Twin/shared accommodation charges for the members will be direct-billed. If other than shared accommodation is booked, you are responsible for the additional charges – OPSEU will only pay for the twin/shared rate..

LOST WAGES

THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY IF YOU WILL BE CLAIMING LOST WAGES

Will you be claiming lost wages please indicate: Yes No

No. of hours _____ Total wages being claimed _____

If your Employer will bill back the Union, please indicate approximate cost _____

TIME OFF

Time off letter required Yes No Dates: _____

***Please complete in FULL**

Name of Employer Contact: _____

Title: _____

Employer: _____

Address: _____

Fax #: _____

Please check off if you are attending on: Shift Vacation Regular Day Off Work Day

NOTE: Claims for lost wages must be accompanied by supporting documentation confirming the details of time off without pay

ADVANCE

Yes No

Amount \$ _____ Sent to: Home Meeting Regional Office

IMPORTANT: Please complete and return to the Dryden Regional Office by **MARCH 28, 2008** by fax 1-807-223-4592 or mail to 102 Queen Street, Dryden, Ontario P8N 1A7