



EDUCATION SCHEDULE - Port Elgin February - June 2018

DATE	COURSES OFFERED	SUPPORT STAFF
February 25-March 2	<u>Collective Bargaining</u>	Line
Registration	<u>Conflict Resolution</u>	Carmen
Deadline January 19	<u>Grievance Handling & Workplace Leadership</u>	Line
	<u>Stress: The Workplace Hazard</u>	Jo-Anne
	<u>WSIB I & II</u>	Jo-Anne

March 4-9	<u>Aboriginal Workers of Colour Week 1</u>	Carmen
Registration	<u>Accident and Incident Investigation</u>	Jo-Anne
Deadline January 26	<u>Health and Safety</u>	Line
	<u>Human Rights</u>	Carmen
	<u>Unifor Foundations</u>	Carmen
	<u>Skilled Trades - Monday Start</u>	Jo-Anne

March 11-16	<u>Health and Safety for Women</u>	Jo-Anne
Registration	<u>Women's Activist</u>	Line
Deadline February 2	Women's Advocate Basic Training (Bargained Advocates Only - Call for enrolment and application)	Line
	<u>Women in Leadership</u> (Prerequisite Women's Activist)	Line
	<u>Women's Power and Political Action</u> (Women's Activist (1 week and 3day), AWOC, Pride Activist or Youth Activist)	Carmen
ON SITE CHILD CARE	*** Child care registration Deadline (0-12 years) -February 2 *** *** Teen program Deadline (13-16 years) - February 2***	

March 25-29	Collective Bargaining 4 Day Course - (ends Thursday)	Line
Registration	Grievance Handling & Workplace Leadership 4 Day Course - (ends Thursday)	Line
Deadline February 16	Harassment Investigation 4 Day Course - (ends Thursday)	Carmen
	Health and Safety (Level 1) 4 Day Course -(ends Thursday)	Line
	Human Rights 4 Day Course - (ends Thursday)	Carmen
	<u>Planning Your Future - 4 Day Course - (ends Thursday)</u>	Jo-Anne

ALL COURSES
THIS WEEK END ON
THURSDAY
4 DAYS ONLY

DATE	COURSES OFFERED	SUPPORT STAFF
April 15-20	<u>Collective Bargaining</u>	Line
Registration	<u>Conflict Resolution</u>	Carmen
Deadline March 9	<u>Grievance Handling & Workplace Leadership</u>	Line
	<u>Health and Safety</u>	Line
	<u>Human Rights</u>	Carmen
	<u>Introduction to Ergonomics</u>	Jo-Anne

APRIL 20-22	EI - CPP CONFERENCE	FRONT DESK
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April 22-27	<u>Aboriginal Workers of Colour - Week 2</u>	Carmen
Registration	<u>Harassment Investigation</u> (Prerequisite Human Rights)	Carmen
Deadline March 16	<u>Toxic Substances in the Workplace</u>	Jo-Anne

April 29-May 4	<u>Accident and Incident Investigation</u>	Jo-Anne
Registration	<u>Climate Change and Our Jobs</u>	Jo-Anne
Deadline March 23	<u>Stress: The Workplace Hazard</u>	Jo-Anne
	<u>Union Communications</u>	Line
	<u>WSIB Appeals</u> (Prerequisite WSIB I & II)	Jo-Anne

MAY 4-6	PENSION CONFERENCE	FRONT DESK
MAY 4-6	JOINT WORKPLACE CONFERENCE	FRONT DESK

May 6-11	<u>Aboriginal Workers of Colour Week 1</u>	Carmen
Registration	<u>Collective Bargaining</u>	Line
Deadline March 30	<u>Conflict Resolution - Level 2</u> (Prerequisite Conflict Resolution Level 1)	Carmen
	<u>Harassment Investigation</u> (Prerequisite Human Rights)	Carmen
	<u>Skilled Trades - Monday Start</u>	Jo-Anne

MAY 11-13	EDUCATION CONFERENCE	FRONT DESK
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May 13-18	<u>Conflict Resolution</u>	Carmen
Registration	<u>Grievance Handling & Workplace Leadership</u>	Line
Deadline April 16	<u>Health and Safety</u>	Line
	<u>Human Rights</u>	Carmen
	<u>WSIB RTW</u> (Prerequisite WSIB I & II and/or WSIB Appeals)	Jo-Anne

MAY 23-25	PRESIDENT'S CONFERENCE	FRONT DESK
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DATE	COURSES OFFERED	SUPPORT STAFF
June 3-8	<u>Collective Bargaining</u>	Line
Registration	<u>Conflict Resolution</u>	Carmen
Deadline April 27	<u>Grievance Handling & Workplace Leadership</u>	Line
	<u>Health and Safety</u>	Line
	<u>Human Rights</u>	Carmen
	ASL interpretation available for this course	

JUNE 8-10	H&S WORKERS COMPENSATION CONFERENCE	FRONT DESK
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June 10-15	<u>Aboriginal Workers of Colour - Week 2</u> (Prerequisite Aboriginal Workers of Colour Week 1)	Carmen
Registration	<u>Environment Community</u>	Line
Deadline May 4	<u>Harassment Investigation</u> (Prerequisite Human Rights)	Carmen
	<u>Pride Activists</u>	Jo-Anne
	<u>Time Study - Easing the Pace of Work</u>	Carmen
	<u>Toxic Substances in the Workplace</u>	Jo-Anne
	<u>Union Communications</u>	Line

JUNE 15-17	ABORIGINAL WORKERS OF COLOUR CONFERENCE	FRONT DESK
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June 24-29	<u>Climate Change and Our Jobs</u>	Jo-Anne
Registration	<u>Collective Bargaining</u>	Line
Deadline May 18	<u>Grievance Handling & Workplace Leadership</u>	Line
	<u>Human Rights</u>	Carmen
	<u>Stress: The Workplace Hazard</u>	Jo-Anne
	<u>Worker Referral Assistance Program Level 1</u>	Carmen

CHILD CARE REGISTRATION - when on-site childcare is offered, you **MUST REGISTER AT THE TIME YOU SUBMIT YOUR APPLICATION**. Please contact the Family Education Child Care Centre for the on-site child care registration forms at 1-800-265-3735 ext. 3233 or email Laurie Wright at fecchildcare@unifor.org

All courses start on the Sunday night including 4 Day Courses.

**** Courses are occasionally subject to change. Please check the website to ensure you have the most up to date schedule**** www.unifor.org/education-en

CONFERENCE registrations are to be sent to the Front Desk on the Centre Registration form - not PEL application forms. PEL funds are not used for Conferences - PEL courses only.



QUESTIONS ABOUT THE SCHEDULE? Please contact the appropriate support staff listed below:

Carmen Stefanich
1-800-265-3735 EXT. 3215
EMAIL carmen.stefanich@unifor.org
FAX 519-389-3845
Heather Porter
1-800-265-3735 EXT. 3218
EMAIL heather.porter@unifor.org
FAX 519-389-3845
Front Desk
1-800-265-3735 EXT. 3221
EMAIL confcentre@unifor.org
FAX 519-389-3222

Line Boucher
1-800-265-3735 EXT. 3217
EMAIL line.boucher@unifor.org
FAX 519-389-3845
Jo-Anne Cameron
1-800-265-3735 EXT. 3268
EMAIL jo-anne.cameron@unifor.org
FAX 519-389-3222

ALL INFORMATION NEEDS TO BE COMPLETED

Port Elgin Education STUDENT FORM 115 Shipley Ave. Port Elgin ON N0H 2C5	50/50 Funding? YES	H&S Training Fund? YES	Course: _____
	Phone 1-800-265-3735	FAX 519-389-3845	Date: _____

SIN: (For Payroll & Expenses) _____

First Name: _____

Last Name: _____

Address: _____

City: _____

Province: _____ Postal Code : _____

Smoker: Yes _____ No _____

(Unifor Education Centre is a completely smoke free facility.
This question is only to assist in assigning a roommate.)

Special requirements: i.e. handicapped room, diet,
medical, etc. Yes _____ No _____

If so, what? _____

Local _____ Unit# _____

Employer _____

Employee Clock # _____ Dept. _____

Phone (Home) (____) _____

Phone (Cell) (____) _____

Email (Print clearly) _____

Date of Birth (mm/dd/yy) ____/____/____

Gender _____

Emergency Contact _____

Emergency Phone (____) _____

Roomate Request: _____

ARE YOU ABORIGINAL OR PERSON OF COLOUR ? As part of our Union's commitment to ensure that we better reflect the diversity of our membership at all levels within the Union, we ask that you answer the above question so we can track participation.	YES _____ NO _____
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IF ON SALARY CONTINUATION, MARK AN X IN PAYROLL SECTION
(If you are being paid by the employer this week)

ARE YOU A: FULL TIME WORKER? _____ OR PART TIME WORKER? _____

\$ _____ + \$ _____ = \$ _____
 Current Wage Rate COLA Total Hourly Rate As of Date

\$ _____ \$ _____ \$ _____
 Aft. Shift Rate Night Shift Rate Other Hours per pay period

*If vacation pay is included in your regular pay
(as per your collective agreement), enter
percentage here _____%
 Skilled Trades? Yes _____

Expected Rate Change (when) _____ How much? _____

Applicant signature: _____	Date Completed: _____
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Local Union Verification:

Signature:

Print Name: Title:

APPLICANTS CANNOT APPROVE THEIR OWN PAYROLL/EXPENSE FORM, MUST BE SIGNED BY THE PRESIDENT, FINANCIAL SECRETARY OR CHAIRPERSON OTHER THAN ONESELF.



GUIDELINES

PORT ELGIN EDUCATION PROGRAMS



THE FOLLOWING GUIDELINES APPLY TO ALL EDUCATIONAL PROGRAMS HELD AT THE FAMILY EDUCATION CENTRE IN PORT ELGIN, UNLESS OTHERWISE STATED IN SPECIFIC CALL LETTERS.

Leave-of-Absences & Lost Time

Leave-of-absences for all programs must be arranged through the Local Union. ***Wages will be paid according to your regular work week, no additional scheduled or overtime hours will be covered by the program.*** If you should attend during a week containing a paid holiday, you should arrange a leave of absence for 4 days. The Company should pay you for the holiday, and the program will pay you for 5 days. You should arrange for a union leave for the extra day off in lieu of the holiday.

Accommodation

In order to maximize the number of participants in our courses and keep as many on site as possible, participants will be housed at the Unifor Family Education Centre on a **double-occupancy basis**. Double occupancy units are also equipped with a separate study room which includes a single fold-out "Murphy Bed" for those wishing additional privacy. ***WE ARE NO LONGER MAKING EXCEPTIONS BASED ON MEDICAL GROUNDS. IF THE LOCAL IS WILLING TO PAY FOR A SINGLE ROOM FOR ONE OF THEIR MEMBERS DUE TO MEDICAL CONDITION, THE REQUEST WILL BE GRANTED PROVIDED WE HAVE SPACE AT THE CENTRE.*** Room-mate requests will be considered if the request is in writing, two weeks in advance, with confirmation from both parties involved.

Program Attendance

Attendance is mandatory in all scheduled program sessions. This includes Sunday evening opening which begins at 7:00 p.m., scheduled evening classes and the Friday morning closing session.

24 Hour Cancellation Policy

Failure to notify the Front Desk reservations (1-800-265-3735 press 0) of cancellations prior to 24 hours in advance will result in one night's accommodation being charged to the Unit Fund of the participant. Emergency situations, of course, will be exempt from this policy.

Students Affected by a Lay-Off

A participant is eligible to attend while on layoff provided that the period of the current lay-off did not commence more than six months prior to the beginning of the program. Earnings will be maintained by the unit fund and must be reported to EI as normal. (By-Law)

Students Affected by WSIB or Sickness & Accident Benefits

If a participant is on WSIB or Sickness & Accident benefits at the time of the, course, that person is not eligible to attend. (By-Law)

Smoking Policy

All public areas in Bruce County are smoke free effective September 2002. To comply, all public areas at the Centre are smoke free, including all residential areas.

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Harassment Policy

Unifor takes its responsibility seriously to ensure all union education programs are conducted in a harassment free environment. Discrimination and harassment are against the law, a violation of Unifor constitution, and contrary to the principle of solidarity. A zero tolerance policy with respect to harassment will be followed at all times during your stay at the Centre.

Substance Abuse & General Attendance

Unfortunately, experience has shown for some participants, being at Port Elgin has been an opportunity to party and drink in excess. This behaviour results in their inability to participate respectfully or fully in the program. **The following behaviours have been especially problematic:**

- Not showing up for class, showing up late and/or leaving the class often during sessions
- Being hung-over and sleeping during class or participating noticeably less than others
- Harassing others and justifying the behaviour on the basis of "too much to drink"
- Loud, late nights that disturb other participants

The National Executive Board (NEB) has made a decision to fully support the plan of the Education Department to quickly identify and act on the above noted behaviours. They have also authorized, when deemed necessary by the staff person in charge of the program, the removal of a participant(s) from the program. In order to be fair, everyone has to fully understand the rules. We cannot and will not allow the irresponsible behaviour of a few to undermine the hard work and genuine effort of the vast majority who attend Port Elgin Education Programs.

Illegal Substances

Any and all illegal substances are strictly forbidden. Use or possession of illegal drugs on site, either in bedrooms or elsewhere, will be cause for immediate removal of a participant from the program.

Firearms

No firearms are permitted on site.

Travel Allowance & Per Diem

Travel by car will be paid at the rate of 48¢/km from the students' Local Union Office address. If you are part of a province wide or national amalgamated local union, mileage will be paid from your home to Port Elgin/return. Only one claim can be made per vehicle (PROGRAM By-Law.) **Mileage is paid only when Centre staff can verify that a participant's vehicle is on site. If participants share a ride to Port Elgin reimbursement is paid only to the driver of the vehicle on site. To inquire about mileage reimbursement for other circumstances, please contact Tim Carrie, Director - Education Department at (519) 389-3209 in advance of your program.** Students attending shall be entitled to a per diem expense of \$20 for each overnight stay through their PEL Funds. If you are attending under our "Alternate Funding Program" your \$20.00 per diem will be paid in advance by your local.

Flyers

Out-of-province participants will fly to Toronto and, in most cases, travel to Port Elgin via the Grey-Bruce Airbus service. All arrangements regarding flights and overnight hotel accommodations in Toronto **must be made by the Education Support Staff (Jo-Anne Cameron, Carmen Stefanich, Line Boucher or Heather Porter);** please contact your Education Support Staff if you require any changes to existing schedules to discuss the procedure.

Child Care Expenses/Attendance

Additional child care costs (over and above regular costs) arising from participation in a program will be covered upon receipt of our CHILD CARE SUBSIDY form, pre-approved by the local union not to exceed our limit outlined in the PEL-By-Laws.

Special Requirements

If you have any special requirements **such as handicapped room, dietary needs, allergies, etc.**, and have not indicated these on Student Application Form please contact your **Education Support Staff.**