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June 2018

**To: Local Union Presidents, Financial & Recording Secretaries,
Education/Unit Chairpersons, Women's and Human Rights Committees**

***Greetings from the Education,
Human Rights and Women's Departments***

We are pleased to present our Fall 2018 Schedule for education programs at our Unifor Education Centre in Port Elgin, Ontario.

We are sending the schedule, in advance of the Paid Education Leave (PEL) student entitlement report, so that locals can distribute the course selections to members right away. If you have PEL negotiated, the entitlement report will follow in July. For those locals without PEL funds, you can send participants through the 50/50 cost sharing program. More information on both of these funding methods is enclosed with this mailing and can also be found on the Unifor website.

The Unifor Education Department continues updating and developing education programs that reflect our great new union. Courses are delivered at our Unifor Education Centre as well as locally across the country. For information regarding Area Schools in your region, please contact areacourses@unifor.org or through our Education web page www.unifor.org/education-en.

In addition to the electronic mail out, our schedule will continue to be available through our Education web page and also on Facebook- 'like' us to receive updates to your Facebook account.

The attached schedule contains a full listing of available programs in Port Elgin for the spring term.

Course Descriptions can be found at
www.unifor.org/education-en/coursedescriptions

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Participation in our education programs should reflect the diversity of our membership. We ask that you pay extra attention to ensuring that participants from your local include women, workers of colour, workers with disabilities, and lesbian, gay, bisexual and transgender (LGBT) members.

Confirmation of course acceptance letters will be sent to each participant (cc'd to the local) from our PEL Program office, after the program deadline date has been reached. Locals of unsuccessful applicants will be notified at that time as well.

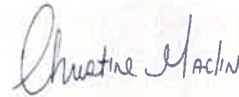
In Solidarity,



Tim Carrie
Education Department



Lisa Kelly
Women's Department



Christine Maclin
Human Rights Department

cc: Jerry Dias, B. Orr, Assistants, Regional Directors, Staff Representatives, NEB, Education Department, Accounting, Child Care





EDUCATION SCHEDULE - Port Elgin September - December 2018

DATE	COURSES OFFERED	SUPPORT STAFF
September 9-14	Collective Bargaining	Line
Registration	Conflict Resolution	Carmen
Deadline Aug 3	Grievance Handling & Workplace Leadership	Line
	Harassment Investigation	Carmen
	Pre requisite Human Rights	
	Health and Safety	Line
	Human Rights	Carmen
	Stress: The Workplace Hazard	Line

September 14-16	HUMAN RIGHTS CONFERENCE	FRONT DESK
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September 21-23	RECREATION CONFERENCE	FRONT DESK
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September 23-28	Introduction to Ergonomics	Carmen
Registration	Toxic Substances	Carmen
Deadline Sept 17	Skilled Trades	Jo-Anne

September 30- October 5	Human Rights	Carmen
Registration	Women's Advocate Basic Training	Line
	(Bargained Advocates Only - Call for enrolment and application)	
Deadline Aug 24	Wed-Fri Women's Advocate Update Training -3 Day	Line
	(Bargained Advocates Only - Call for enrolment and application)	
	Women In Leadership	Line
	(Prerequisite Women's Activist)	
	Women, Power & Political Action	Carmen
	(Women's Activist (1 week and 3day), AWOC, Pride Activist or Youth Activist)	
	Young Worker Activist	Line

ON SITE CHILD CARE

*** Child care registration Deadline (0-12 years) - August 24 ***

*** Teen program Deadline (13-16 years) - August 24***

DATE	COURSES OFFERED	SUPPORT STAFF
October 14-18	Aboriginal Workers of Colour Week 1	Carmen
Registration	Human Rights	Carmen
Deadline Sept 7	Toxic Substances	Carmen
	Unifor Foundations	Carmen
	Worker Referral Assistance Program Level 1	Carmen
October 21-26	Collective Bargaining	Line
Registration	Grievance Handling & Workplace Leadership	Line
Deadline Sept 14	Stress: The Workplace Hazard	Line
October 28- November 2	Accident and Incident Investigation	Line
Registration	Climate Change and Our Jobs	Line
Deadline Sept 21	Conflict Resolution	Carmen
	Health and Safety	Line
	Introduction to Ergonomics	Carmen
	Union Communications	Line
November 4-9	Aboriginal Workers of Colour Week 2	Carmen
Registration	Conflict Resolution Level 2	Carmen
Deadline Sept 28	Environment Community	Line
	Grievance Handling & Workplace Leadership	Line
	Human Rights	Carmen
	Introduction to Ergonomics	Carmen
November 18-23	Health and Safety	Line
Registration	Time Study Easing the Pace of Work	Carmen
Deadline Oct 12	Skilled Trades	Jo-Anne
November 25-30	Accident and Incident Investigation	Line
Registration	Conflict Resolution	Carmen
Deadline Oct 19	Harassment Investigation	Carmen
	Pre requisite Human Rights	
	Stress: The Workplace Hazard	Line
	Turtle Island	Line
	Union Communications	Line
	WSIB I & II **NEW**	Carmen

DATE	COURSES OFFERED	SUPPORT STAFF
December 2-7 Registration Deadline Oct 26	Grievance Handling & Workplace Leadership	Line
	Harassment Investigation	Carmen
	Pre requisite Human Rights	
	Human Rights	Carmen
	Toxic Substances	Carmen

December 9-14 Registration Deadline Nov 2	Climate Change and Our Jobs	Line
	Conflict Resolution Level 2	Carmen
	Grievance Handling & Workplace Leadership	Line
	Health and Safety	Line
	Time Study Easing the Pace of Work	Carmen
	WSIB Appeals	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

ATTENTION

Enclosed you will find an application form for applying to all Unifor Education Centre/Paid Education Leave programs in Port Elgin.

Please take the time to copy this application form and distribute to all of your units, so we can eliminate old versions, which do not contain all of the relevant information needed.

Also, review the application before submitting to ensure that ALL AREAS are complete including the address, postal code, wages, rooming requests, special requirements, etc. This would assist us immensely.

In Solidarity,
Unifor Education Department Support Staff

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 ? YES _____ NO _____
 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.

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: _____

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.

Unifor Education Centre Courses

Paid Education Leave (PEL) and 50/50 Programs Frequently Asked Questions by Locals

What is the Paid Education Leave program?

The Paid Education Leave program (PEL) is a fund negotiated by the union in collective bargaining with employers. It was first negotiated by the CAW in 1977 at Rockwell International, an auto parts plant. From there it spread across the union into every sector and region. A lump sum or cents-per-hour is negotiated with the employer. This fund supports union-developed and union-delivered courses at the Unifor Education Centre in Port Elgin, Ontario.

What courses are offered in Port Elgin?

Over 40 courses are offered in Port Elgin. Most courses are one week in length. We also hold a four-week core program. A schedule is published twice a year. Course descriptions can be found on our website at www.unifor.org/education-en.

Who is part of PEL?

In the former CAW, 80% of the members had PEL coverage in their collective agreements. This included bargaining units right across the country, in all sectors and across bargaining units of all sizes. A resolution was passed at the Unifor founding convention making PEL a priority at the bargaining table across the Union.

What are the typical amounts bargained?

PEL is bargained typically two ways: either as a cents-per-hour amount (per employee), or a fixed dollar amount (per year or per contract). The preferred way is the cents-per-hour. Among those with a cents-per-hour payment in the former CAW, the average is about 3 cents per member per hour worked.

How are the funds handled and what are they used for?

The funds are paid to the National Office on a negotiated schedule (monthly to once per contract). The funds are split between an operating fund (40%) and the unit fund (60%). The operating fund covers items such as course development, classroom, materials, program staff and support staff, Discussion Leader training, and delivery costs including Discussion Leader accommodation, lost wages, mileage and per diem.

The unit fund is credited to the specific bargaining unit and is used for the students from that bargaining unit. It covers lost time (up to 40 hours), mileage, per diem, accommodation and meals at Port Elgin in accordance with PEL bylaws and guidelines. The fund is only used for courses at Port Elgin.

If a participant comes from out of the province or over 400 kilometres away from Port Elgin, their travel is covered through a subsidy fund. Flights are booked by our Port Elgin staff.

What about bargaining units that don't have enough PEL or don't have PEL at all?

Locals can still send participants even if they don't have PEL or have exhausted their PEL funds.

For units that do not have PEL or have used up their PEL, on a pilot basis, the National will split the costs of a participant 50/50 with a local. This is offered as a transitional solution to former CEP units bargaining PEL. This pilot will be reviewed in 2 years.

If a unit has bargained Paid Education Leave but has insufficient funds to cover student participation, the Local may apply to the Education Department for a subsidy from the subsidy fund (tim.carrie@unifor.org). The subsidy fund cannot be used for units that do not have PEL.

What programs are covered by the 50/50 program?

All Paid Education Leave programs at the Unifor Education Centre in Port Elgin are covered including the four-week core program and one-week programs.

What costs are covered?

All costs that would normally be covered under the PEL program: room and board, lost wages (up to 40 hours), mileage (if the participant drives to the program), per diem, and child care subsidy if applicable. For those who fly, costs involved in travel are also split (e.g. flights, mileage to/from the airport, taxi to/from the airport, airport parking). All of these are covered in accordance with the PEL by-laws. **Exceptions are the \$400.00 operating cost charged for the member attending these courses and if the local opts to have the member in a single room, the additional charge of \$375.00 for single accommodation is not 50% reimbursed.**

How much does it typically cost the Local to send a participant to the Education Centre?

Where a Local does not have Paid Education Leave (PEL), or has exhausted their PEL, Locals may access the 50/50 program. The cost to the Local will depend on the wage rate of the participant and the distance to the Centre. Below are two sample calculations.

FIXED COSTS:

Room and Board (double rate)	\$ 925.00
<i>(13% taxes are applicable if room and board costs are paid by someone other than Unifor Local)</i>	
Per Diem (\$20.00 x 5 nights)	100.00
Subtotal:	<u>\$1,025.00</u>

SAMPLE VARIABLE COSTS for Worker from Winnipeg making \$18 per hour:

Lost Time	\$ 792.00
<i>(\$18.00 x maximum 40 hours = \$720.00 + employer expense approx. [10%] \$72)</i>	
Travel (flight from Winnipeg/Port Elgin return)	620.20
Travel to/from airport and parking:	<u>120.00</u>
Subtotal of variable costs:	<u>\$1,532.10</u>

TOTAL COST (Fixed Costs + Variable Costs) **\$2,557.20**

LOCAL'S SHARE (Total Costs ÷ 2 + \$400 [Operating Fund Costs]) **\$1,628.60**

<u>SAMPLE VARIABLE COSTS for Worker from London, ON making \$25 per hour:</u>	
Lost Time	\$1,100.00
<i>(\$25.00 x maximum 40 hours = \$1,000 + employer expense approx. [10%] \$100)</i>	
Travel (387.7 km @ .48 based on London/Port Elgin return)	<u>\$186.10</u>
Subtotal of variable costs:	\$1,286.10
 TOTAL COST (Fixed Costs + Variable Costs)	 <u>\$2,311.10</u>
 LOCAL'S SHARE (Total Costs ÷ 2 + \$400 [Operating Fund Costs])	 <u>\$1,555.55</u>

How is the 50/50 administered?

Locals register their participants in a Port Elgin program using the regular student application form. Application forms can be found on our website at www.unifor.org/education-en. On the form, circle the 50/50 option at the top of the form. Locals pay lost wages, mileage, per diem and child care subsidy (if applicable) directly to the participant. Locals pay room and board costs directly to the Unifor Family Education Centre, Port Elgin. There is a \$400.00 operating cost charged for the member that is non-refundable. Once the participant has completed the course, the Local sends the invoice and appropriate proof of claims to Port Elgin and the Local will be reimbursed for 50% of the allowable costs above except for the \$400.00 operating cost and the \$375.00 additional R&B cost for a single room.

We look forward to seeing your participants at the Unifor Education Centre! If you need any other information, please contact us at education@unifor.org.



Unifor Education Centre Courses

Paid Education Leave (PEL) and 50/50 Programs Frequently Asked Questions by Members

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What courses are offered at the Unifor Education Centre in Port Elgin?

Over 40 courses are offered at the Unifor Education Centre in Port Elgin. Most courses are one week in length. We also hold a four-week core program. A schedule is published twice a year. Course descriptions can be found on our website at: www.unifor.org/education-en. These courses are in addition to the courses offered in the areas.

Why would I go to the Unifor Education Centre?

This is an incredible facility on the shores of Lake Huron - comfortable classrooms, beautiful bedrooms, a fitness centre, bar, alcohol-free cafe, superb dining, and gorgeous surroundings. Members from across the country come together at the Unifor Education Centre to discuss, debate and learn about issues that matter to workers, and to build skills for taking on employers and changing society.

Our Childcare Centre is open during the summer and periodically during the school year. Childcare subsidies are available (form must be approved by Local) for those participants who have additional childcare costs over and above what they would normally be paying while working.

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How do I apply to attend courses?

Applications are made through your Local. Locals develop their own selection process for PEL programs. A sample process and application form can be found on our website. Remember that the deadline for application to your local will be earlier than the deadline in our schedule.

Where your local has not yet bargained Paid Education Leave, there is a 50/50 pilot program. The National Union will split the costs of a participant with a local. Ask your local for more information.

Where can I find out more information on courses offered?

There is information on Unifor courses on our website at www.unifor.org/education-en. A schedule for courses offered at the Unifor Education Centre will be published twice a year.

For more information, please contact us at education@unifor.org.