

# 2012 ONTARIO FALL SCHOOL REGISTRATION FORM

Ivey Spencer Leadership Centre – London, Ontario  
October 11-14, 2012 (Thursday to Sunday)  
W.H.S.C. (Level I) Oct. 10-14, 2012 (Wednesday to Sunday)

**Registration Fee is \$25 (see refund policy)**  
**PLEASE ENCLOSE SEPARATE CHEQUE PAYABLE TO PSAC**  
**WITH EACH COMPLETED REGISTRATION FORM**

PERSONAL INFORMATION	
<b>NAME</b>	
<b>COMPONENT/ LOCAL / DCL</b>	
<b>PSAC ID #</b>	
<b>HOME ADDRESS</b>	
<b>CITY, PROVINCE</b>	
<b>POSTAL CODE</b>	
<b>HOME #</b>	
<b>WORK #</b>	
<b>FAX #</b>	
<b>PERSONAL EMAIL</b>	
<b>WORK EMAIL</b>	

<b>CHECK ONE COURSE ONLY</b>	<b>- the one you're making application for – (see descriptions attached)</b>
Local Officers Advanced Trg	
Advanced Duty to Accommodate	
PSAC Anti-Harassment Workplace Policy Training	
Health & Safety – WHSC Level I	

**Self- Identification (Optional) CONFIDENTIAL**  
**The PSAC is committed to ensuring that PSAC Education Programs are accessible to ALL members. The information requested in this section will help us assess our success in reaching members who belong to groups identified in the PSAC Human Rights Policy.**

<b>Are you an Equity Group Member?</b>	<ul style="list-style-type: none"> <li>- Woman</li> <li>- Aboriginal Member</li> <li>- Racially Visible Member</li> <li>- Member with Disabilities</li> <li>- Gay, Lesbian, Bisexual, or Transgendered Member</li> </ul>	
<b>Young Worker (Age 30 or under)</b>	<b>YES</b>	<b>NO</b>
<b>UNION ACTIVITIES</b>		
<b>How long have you been a PSAC member?</b>		
<b>Number of members in your Local</b>		
<b>Present Union position(s)</b>		
<b>Other Union community experience</b>		

<b>UNION EDUCATION</b>	
<b>Building Union Solidarity or Talking Union Basics or equivalent Location and Year</b>	
<b>PSAC Advanced Courses Attended Location and Year</b>	
<b>Is this your first time at a PSAC educational?</b>	
<b>Is this your first time attending the Ontario School?</b>	

<b>ROOM ACCOMMODATIONS</b>	
Accommodations are based on single occupancy with an <b>option</b> to share accommodations in order to save costs and permit more members to attend.	
<b>Indicate if are willing to share a room and name of person</b>	
<b>All rooms are non-smoking but there will be designated smoking areas for participants who smoke</b>	

## TRAVEL ARRANGEMENTS

*Please indicate your mode of travel.*

Participants are expected to travel by the most direct, economical means.

<b>Air</b>	
<b>Rail</b>	
<b>Bus</b>	
<b>Driving</b>	
<b>Will you be car pooling? With Whom?</b>	

## ACCESS INFORMATION / DIET REQUIREMENTS

**Indicate if you have any special requirements**

**E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.**

**SMOKEFREE:** All PSAC events, including this course, are smoke free, with the exception of guest room accommodation.

**SCENTFREE:** To assist members with environmental sensitivities, all courses will be scent free events.

**STATEMENT ON HARASSMENT:** Alliance Education courses are harassment free. We can neither condone nor tolerate behaviour which undermines the full and equal participation of all in union activities.

**SPECIAL NEEDS – ACCESS AND DIET REQUIREMENTS:** The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected. Please indicate your needs above and provide any necessary explanation that will assist us in meeting them. PSAC will take the necessary action to ensure the availability of transportation, equipment and/or people required to enable all members to attend and fully participate in this course.

Indicate if your Employer will cover Travel Expenses	
Indicate if your Employer will cover Leave with Pay	
Indicate if you are a Non-Resident Applicant driving to and from school	

**FAMILY CARE**

To improve access to training for members with family care responsibilities, the PSAC has a Family Care Policy. In accordance with the PSAC Family Care provisions; the Alliance will reimburse costs for care **up to a maximum** of \$50.00 per day for the first child or dependent and \$25.00 per day for each of the other dependents. An additional \$30.00 per dependent may be reimbursed for overnight care. **PLEASE NOTE: These provisions are to cover only additional costs incurred to attend this course that would not have normally been incurred had the participant been at their place of work.** Completed Family Care Expense Claim Form and **receipts are necessary.** Forms will be provided at the course.

If you do require Family Care, a Family Care Expense Claim form can be forwarded to you in advance, upon request, by contacting Lynn Eaton at the London PSAC Regional Office - [eatonL@psac.com](mailto:eatonL@psac.com) or 519-659-1124 x221

**APPLICANT SIGNATURE**

Applicant: With this application, I agree to attend and participate in all course sessions, including scheduled evening sessions, and to complete all assignments. I have read the Alliance policy documents on human rights and harassment provided by my local, and understand my responsibilities in accordance with them.

<b>Signature of Applicant:</b>	<b>Date of Application:</b>

**Signature required of one of the following:  
PSAC Local President; Chair of Regional Council Committee; Chair of a Regional Women'Committee; Chair of a Human Rights Committee; President of an Area Council**

I recommend that the above member attend this course as it meets a training need of the Union. Specifically, the training will be used to the benefit of the membership at a Regional or Local level by:

<b>Signature:</b>	<b>Title:</b>

**APPLICANT'S COMMENTS**

**BRIEFLY OUTLINE HOW YOU PLAN ON UTILIZING THE TRAINING:**

Please mail completed application and registration cheque  
to your PSAC Regional Office (addresses noted on page 8 below) before:

**AUGUST 17<sup>th</sup>, 2012**

## LOCAL OFFICERS ADVANCED TRAINING

Ideally, two or more members of the same local executive should participate in this course. You will develop leadership skills, problem-solving skills, and mobilization skills. Course content includes the role of the local executive, strategic planning, local activities, local committees and terms of reference, communicating and recruiting, representation issues and the Duty of Fair Representation, local meetings, improving the effectiveness of union management consultation and rights and protections of union representatives. You will learn about social activism and how to involve members in the broader labour movement. You will participate in a module on the implementation of the PSAC Anti-Harassment Policy including the roles and responsibilities of the Local.

**OPEN TO:** All Local Executive Officers and Stewards, with priority to Local Executive Officers.

**Prerequisite:** The Talking Union Basics course (TUB) or its equivalent.

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## ADVANCED DUTY TO ACCOMMODATE

This comprehensive advanced course will equip participants to provide representation and advice for members with disabilities who require accommodation in the workplace. Issues include avenues for compensation (i.e. Workers' Compensation and Disability Insurance), mental health disabilities, harassment and accommodation and intersectional oppression. Participants will work with complex case studies, based on jurisprudence, in order to work through various accommodation scenarios.

**OPEN TO:** Steward, Local Officers, Human Rights Activists, Members of Equity Committees, Health & Safety Activists, WSIB Advocates, Members of Return to Work Committees.

**Prerequisite:** Applicants must have successfully completed the Talking Union Basics course (TUB) or its equivalent and had Steward training (i.e. Grievance Handling course or Advanced Steward Training or equivalent), experience with representation and exposure to issues related to the duty to accommodate.

**Please note:** You must request "Leave Without Pay" (LWOP) from your Employer, Duty to Accommodate is the Employer's responsibility.

## PSAC ANTI-HARASSMENT WORKPLACE POLICY TRAINING

This course identifies acts of bullying and harassment and examines the roles and responsibilities of the union and employer in relation to anti-harassment policy and creating safe workplaces. Participants will learn how to implement and apply the PSAC Anti-Harassment Policy, as well as review alternative processes to resolve complaints and support members experiencing bullying and harassment. The course will also discuss what members and Local representatives should expect from an employer investigation and how the Duty of Fair Representation works. By the end of the course, participants should understand the roles and responsibilities of the union and employer, have a good working knowledge of the PSAC Anti-Harassment Policy and be able to help create harassment-free workplaces.

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## WORKERS HEALTH AND SAFETY CENTRE (WHSC) LEVEL I: OCCUPATIONAL HEALTH AND SAFETY TRAINING

This course will provide participants with a basic level of occupational health and safety awareness including hazard recognition and the legal rights and responsibilities of all workplace parties. It's also designed to build participant confidence and encourage active involvement in workplace health and safety initiatives. The Level I program consists of seven (7) core modules

- Legislation (Provincial or Federal)
- Principle of Control
- Staying Alive while Earning a Living
- Toxic Substances
- Body and the workplace
- Cancer
- Myth of the Careless Worker

\* and three (3) additional elective modules.

**Open to:** PSAC members who are either members of the Joint Health & Safety Committees or are workplace Health & Safety Representatives. The course is open to members from both the provincial and the federal labour jurisdiction.

**Prerequisite:** Completion of the Talking Union Basics (TUB) course is strongly recommended.

**Loss Of Salary:** Applicants **must** request Salary Replacement by your Employer as H&S is an Employer obligation.

**P.S.A.C. Ontario Regional Office Listing**  
**Visit the website at: [www.pfac.com/Ontario](http://www.pfac.com/Ontario)**

PSAC – Kingston Regional Office  
1471 John Counter Blvd., Suite 412  
Kingston, Ontario K7M 8S8  
Phone: 613-542-7322 Fax: 613-542-7387

PSAC – London Regional Office  
480 Sovereign Road, U-11  
London, Ontario N6M 1A4  
Phone: 519-659-1124 Fax: 519-659-1132

PSAC – Thunder Bay Regional Office  
Suite 109, 1205 Amber Drive  
Thunder Bay, Ontario P7B 6M4  
Phone: 807-345-8442 Fax: 807-344-0704

PSAC – Sudbury Regional Office  
10 Elm Street, Suite 500A  
Sudbury, Ontario P3C 5N3  
Phone: 705-674-6907 Fax: 705-674-8652

PSAC – Toronto Regional Office  
90 Eglinton Avenue East, Suite 608,  
Toronto, Ontario M4P 2Y3  
Phone: 416-485-3558 Fax: 416-485-8607