

Education

KINGSTON REGIONAL OFFICE EDUCATION SCHEDULE WINTER/SPRING 2020

<u>DATES</u>	<u>TIMES</u>	<u>REGISTER BY</u>	<u>Course Title</u>	<u>LOCATION</u>
Mar 2, 2020	5:00 – 8:00 PM	<i>Feb 14, 2020</i>	Strike Preparation	PSAC Kingston RO 201-863 Princess St Kingston, ON K7L 5N4
Mar 11, 2020	5:00 – 8:00 PM	<i>Feb 17, 2020</i>	Strike Preparation	Belleville - TBA
Mar 12, 2020	5:00 – 8:00 PM	<i>Feb 17, 2020</i>	Strike Preparation	Peterborough - TBA
Mar 24, 2020	5:00 – 8:00 PM	<i>Mar 6, 2020</i>	Strike Preparation	Cornwall - TBA
Mar 26, 2020	5:00 – 8:00 PM	<i>Mar 6, 2020</i>	Strike Preparation	Petawawa - TBA
Apr 4, 2020	9:00 AM to 5:00 PM	<i>Mar 20, 2020</i>	Convention Preparation	PSAC Kingston RO 201-863 Princess St Kingston, ON K7L 5N4
Apr 25 & 26, 2020	9:00 a.m.- 5:00 p.m.	<i>Apr 9, 2020</i>	Talking Union Basics (TUB)	TBA
June 13 & 14, 2020	9:00 a.m.- 5:00 p.m.	<i>June 4, 2020</i>	Grievance Handling (GH)	TBA

To register for courses, complete the BASIC registration form attached and return it to the Kingston Regional Office by mail, fax to 613-542-7387 or email to King_RO@psac-apfc.com.

Please visit the PSAC Ontario Education webpage for course descriptions and our Education Policy at: <http://ontario.pfac.com/our-organization/education-program>

IF THERE ARE MORE THAN 25 APPLICANTS, WE WILL PRIORITIZE TO A MAXIMUM OF 25 PARTICIPANTS AND THE REMAINING APPLICANTS WILL BE PUT ON A WAITING LIST

STATEMENT ON HARASSMENT:

Alliance Education courses are harassment-free. We will neither condone nor tolerate behavior which undermines the full and equal participation of all in union activities.

SCENT-FREE:

To assist members with environmental sensitivities, all course will be scent-free events.

COURSE DESCRIPTIONS

Strike Preparation – 1 Evening

The objectives of the strike training evening sessions are that members will: know the roles of strike participants, be prepared to picket effectively, anticipate and be able to respond to personal problems they may face, be able to conduct an effective strike action, and be empowered to motivate others.

Open to: All TB members.

Convention Preparation - 1 Day

This course is intended to assist members in preparing for Convention. There will be opportunities to: share experiences and expectations for Convention, work with the PSAC Constitution, learn about how delegated entitlement is divided according to the PSAC Constitution and where to refer to in the Constitution to find this information; identify what we can implement in order to build a more inclusive Convention, become familiar with Resolutions and the process for submitting Resolutions to Convention, and to share strategies for obtaining support for Resolutions in the lead-up to Convention.

Open to: All members.

Talking Union Basics (TUB) - 2 Days

This is the Union's key introductory course. If you have wondered what it means to be a union member, how the PSAC works, and what happens to your dues-dollars, the TUB is the course that will provide you with the answers. The course also introduces the collective agreement, your rights as an employee and your rights as a member of the PSAC. You will learn about the many opportunities to be active in the union and ways that you can make a contribution to building strong Locals in the Ontario region. It is recommended that members take this course first, as it provides the basic knowledge you will need to get the most from other PSAC courses. The TUB course is a prerequisite for Grievance Handling, Local Officers' Training, Duty to Accommodate and all advanced education programs.

Open to: All members.

Grievance Handling (GH) – 2 Days

This training is a must for stewards and other workplace representatives, or members who want to use their enhanced knowledge and skills to solve problems in the workplace. You will find out what the law says about grievances, grievors, and their representatives; and the protections built in for those who choose to use the grievance procedure to solve problems. You will develop grievance handling and problem-solving skills through “hands-on” exercises on gathering facts and resources, analyzing a problem, drafting grievance wording, building a complete file, and presenting the case to the employer. You will work with case studies based on actual grievances, and, in the process, improve your knowledge of case law. GH is a prerequisite for Advanced Stewards Training (AST).

Open to: Members who have completed TUB.

BASIC COURSE DETAILS

MEMBERS IN GOOD STANDING WHO COMPLETE BASIC WEEK-END COURSES ARE ENTITLED TO THE FOLLOWING:

PER DIEM:

\$50.00 per day upon successful completion.

Family care expenses of up to \$80 per day for the first dependent and up to \$55 per day for every additional dependent. Original receipt and Family Care Allowance Form are required.

What are not covered are family care costs that would have ordinarily been incurred during work hours had the member been at their place of work.

Any member who is scheduled to work on the day(s) of a PSAC educational event will be paid actual Loss of Salary (LOS) - including shift and weekend premium – upon submission of an on-line member expense portal claim. Members are to submit a copy of their shift schedules along with their leave request to their employer, so that the PSAC can issue an Authorized Union Leave letter for their employer. In order to assist us in managing and maximizing our education budget, please contact the PSAC Sudbury Regional Office to discuss any LOS claim prior to the event.

Courses are being offered throughout the region and we encourage members to attend courses that do not require them to be on travel status, which is not reimbursed by the PSAC.

PSAC Ontario Regional Office (RO) Education Travel and Expense Entitlement Policy is available online:

http://ontario.pvac.com/sites/ontario/files/uploads/ontario_basic_travel_policy_june_2019.pdf

Members who attend a course which they have already completed with the previous two years are not eligible to receive this per diem.

We thank you for your interest in PSAC Education



KINGSTON – BASIC EDUCATION COURSE REGISTRATION FORM

Please complete this form and return to: PSAC Kingston Regional Office, 201-863 Princess Street, Kingston, ON K7L 5N4 or by Fax: 613-542-7387 or Email: King_RO@psac-afpc.com

COURSE INFORMATION

COURSE NAME:

COURSE DATE:

COURSE LOCATION:

COURSE NAME:

COURSE DATE:

COURSE LOCATION:

MEMBER INFORMATION

NAME:

PSAC ID #:

HOME ADDRESS:

CITY:

POSTAL CODE:

HOME PHONE:

WORK PHONE:

COMPONENT:

LOCAL #:

PERSONAL EMAIL:

WORK EMAIL:

SPECIAL NEEDS

The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected. Please indicate your needs below and provide any necessary explanation that will assist us in meeting them. The PSAC strives to ensure that PSAC events are barrier-free for all members.

SPECIAL NEEDS:

SMOKE-FREE: All PSAC events, including this course, are smoke-free.

SCENT-FREE: To assist members with environmental sensitivities, all courses will be scent-free events.

SELF-IDENTIFICATION

For PSAC Record Purposes Only:

Indigenous

Racially Visible

Member with a Disability

Woman

Lesbian/Gay/Bisexual/Transgender

Young Worker (35 and Under)

****This document can be made available in various electronic formats (i.e. rich text format, PDF), on disc, and in Braille. Please contact your PSAC Regional Office for more information.**