

# PSAC EDUCATION BASIC COURSE REGISTRATION FORM

Application form must be faxed, emailed or sent

By deadline date: **MARCH 22, 2016**

2-754 Falconbridge Road, Sudbury, Ontario P3A 5X5

705-674-6907 Toll Free: 800-354-9134, F:705-674-8652

[Sudbury\\_RO@psac.com](mailto:Sudbury_RO@psac.com) Register online @ [ontario.psic.com](http://ontario.psic.com)

**PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S):**

<b>1</b>	Course	LOCAL OFFICERS TRAINING
	Date	APRIL 2, 3, 2015
	Location	HOLIDAY INN & SUITES 30 ALGONQUIN BLVD W
		TIMMINS ONTARIO

<b>NAME</b>		
<b>COMPONENT/LOCAL/DCL</b>		
<b>LOCAL UNION POSITION TITLE</b>		
<b>HOME &amp; WORK ADDRESS CITY, PROVINCE POSTAL CODE</b>	<b>HOME:</b>	<b>WORK:</b>
<b>HOME &amp; WORK TELEPHONE</b>	H:	W:
<b>PERSONAL EMAIL ADDRESS</b>		
<b>WORK EMAIL ADDRESS</b>		
<b>PSAC ID #</b>		
<b>DATE COMPLETED TUB COURSE (for Grievance Handling applicants)</b>		

**Self-Identification will be used for PSAC Record Purposes Only:**

Women <input type="checkbox"/>	Disabled <input type="checkbox"/>
Aboriginal <input type="checkbox"/>	Gay/Lesbian/Bisexual/Transgendered <input type="checkbox"/>
Racially Visible <input type="checkbox"/>	Young Worker (30 and Under) <input type="checkbox"/>

<b>SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.</b>		
<b>WOULD YOU LIKE TO BE INCLUDED ON OUR CONTACT LIST:</b>	YES	NO
<b>Contact By (Please Circle): Personal Email - Work Email - Mail - Phone</b>		

**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.

**STATEMENT ON HARASSMENT:** Alliance Education courses are harassment-free. We can neither condone nor tolerate behavior 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.

## LOCAL OFFICERS TRAINING

Gives Local Officers essential knowledge for upholding their Local responsibilities and building a strong union. Participants learn:

- how an effective Local functions;
- roles and responsibilities of the Local Executive;
- how Executives can work well as a team, engage members, and
- deal effectively with management.

This basic course is a prerequisite for the Advanced Local Officers Training

**Open to:** All members.

### BASIC COURSE DETAILS

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

**\$50.00 per day upon successful completion.**

Family care expenses of \$80 per day for the first dependant and \$55 per day for every additional dependant. Original receipt and Family Care Allowance Form are required. What is not covered are family care costs that would have ordinarily been incurred during work hours had the member been at his/her place of work.

**MEMBERS IN GOOD STANDING WHO COMPLETE WEEK NIGHT COURSES (MONDAY – FRIDAY) ARE ENTITLED TO THE FOLLOWING:**

A light supper will be provided and participants are entitled to claim \$20 to offset the cost of transportation and parking. Receipts are not required.

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

Shift workers who are scheduled to work on the day(s) of a PSAC course is held will be paid loss of salary (including shift and weekend premium) provided they complete a Member Expense Claim Form and submit a copy of their shift schedules.

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

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[http://ontario.psic.com/sites/ontario.psicadmin.ca/files/user-uploads/education\\_basic\\_travel\\_policy.pdf](http://ontario.psic.com/sites/ontario.psicadmin.ca/files/user-uploads/education_basic_travel_policy.pdf)

