

LONDON REGIONAL OFFICE EDUCATION SCHEDULE WINTER/SPRING 2020

<u>DATES</u>	<u>TIMES</u>	<u>REGISTER BY</u>	<u>Course Title</u>	<u>LOCATION</u>
February 22-23, 2020	10:00 AM – 5:00 PM	<i>February 14th, 2020</i>	Talking Union Basics (Introductory)	London or Windsor, depending on member registration COMPLETED
March 28-29, 2020 POSTPONED	10:00 AM – 5:00 PM	<i>March 20th, 2020</i>	Grievance Handling	London or Windsor, depending on member registration
May 2, 2020	10:00 AM – 5:00 PM	<i>April 24, 2020</i>	Convention Prep	London or Windsor, depending on member registration

To register for courses, complete the BASIC registration form attached and return it to London Regional Office by mail, fax to 519-659-1132 or phone 519-659-1124 or 1-800-366-0539 or you can register online at:

<http://ontario.pvac.com/london-basic-course-online-registration-form-winterspring-2020>

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

Talking Union Basics (TUB) (2 Days)

Introduces members to the PSAC and prepares them for more advanced union education. It provides an historical and structural overview of the union, introduces participants to the collective agreement and gives them a chance for hands-on practice in problem-solving

Open to: All members

Grievance Handling (GH) (2 Days)

Gives new shop stewards essential knowledge for handling Level I Grievances. Participants gain a better understanding of how to work with members at the initial stages of the grievance procedure and how to mobilize members around workplace problems.

Open to: All members, and new Local Stewards are encouraged to apply.

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

Convention Prep (1 day)

Course Objectives:

At the end of this course, members will be able to:

- know who to draw on for information about convention
- articulate some of their expectations regarding convention attendance
- focus on the content and process of the course
- explain the main purpose of conventions

Open to: All members

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 London 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