



THUNDER BAY REGIONAL OFFICE BASIC EDUCATION SCHEDULE WINTER 2016

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DATES	TIMES	REGISTRATION DEADLINE	Course Title	LOCATION
20 – 21 Feb 2016	9:00 am to 5:00 pm	<i>February 5, 2016</i>	Local Officers Training	P.S.A.C. Thunder Bay Regional Office 224 – 1139 Alloy Drive Thunder Bay, Ontario P7B 6M8
12 – 13 Mar 2016	9:00 am to 5:00 pm	<i>February 26, 2016</i>	WSIB Level I	P.S.A.C. Thunder Bay Regional Office 224 – 1139 Alloy Drive Thunder Bay, Ontario P7B 6M8
16 – 17 Apr 2016	9:00 am to 5:00 pm	<i>April 1, 2016</i>	WSIB Level II	P.S.A.C. Thunder Bay Regional Office 224 – 1139 Alloy Drive Thunder Bay, Ontario P7B 6M8
14 – 15 May 2016	9:00 am to 5:00 pm	<i>April 29, 2016</i>	Talking Union Basics	P.S.A.C. Thunder Bay Regional Office 224 – 1139 Alloy Drive Thunder Bay, Ontario P7B 6M8

BASIC COURSE DETAILS

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

Family care expenses in accordance with the PSAC Family Care Policy.

\$50.00 per day upon successful completion.

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 through out the region and we encourage members to attend courses that do not require them to be on travel status.

COURSE DESCRIPTION

TALKING UNION BASICS (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, then Talking Union Basics provides answers to these questions. The course also introduces the collective agreements, your employee rights and your rights as a member of the PSAC. You will learn about the many opportunities to be active in the Union and ways you can make a contribution to building strong locals in the Ontario region. TUB is a prerequisite for Local Officers' Training, Grievance Handling, Duty to Accommodate and all Advanced Education Programs.

Open to: All members who haven't taken Talking Union Basics in the past 5 yrs.

Prerequisite: None

LOCAL OFFICERS TRAINING (2 Days)

This Local Officers' core course has been drafted with the following objectives.

By the end of this course participants will:

- know what a Local is and how it fits into the union

- know how an effective Local functions
- understand the roles and responsibilities of the Local executive
- know how to work effectively as a team
- be able to engage members in the Local
- be able to put democracy into action
- know how to deal effectively with management

Open to: *Local executive members, all members looking to gain a greater understanding of the administration of the local.*

Prerequisite: *Talking Unions Basics.*

WSIB Representation LEVEL I (2 Days)

This introductory course begins by exploring the history of the compensation system in Ontario and the development of compensation legislation and the general principles of the system. Participants will learn how the Workplace Safety and Insurance Board (WSIB) determines whether an injury is compensable and learn about some workplace injuries and occupational illnesses. The course covers how to properly file a claim, and includes the timelines that are applicable.

Worker and Employer obligations are covered as well as roles and responsibilities with respect to work reintegration. The WSIB work reintegration policies are discussed and the new direction that the Board is taking with respect to returning workers to their pre-injury job with the injury employer. Shared responsibilities are also discussed and ways in which unions should participate in work reintegration are explored. Leading research shows that a collaborative and cooperative approach to work reintegration following the hierarchy of jobs, beginning with pre-injury job, leads to better outcomes for both workers and employers. Protections under other legislation are also discussed should a work reintegration plan not provide sufficient protection to a worker in a work reintegration plan.

Finally, participants discuss how to effectively implement the new skills that have been acquired through this course and what additional resources are available.

Open to: *Local Stewards, Joint Health and Safety Committee Members, Local executive, all members*

Prerequisite: *Talking Unions Basics.*

WSIB Representation LEVEL II (2 Days)

The Workplace Insurance Level II course examines legislation (WSIA), regulations, policy and recent legislative changes. The course also looks at the structure of the WSIB, how it is funded, incentive programs and the adjudication and appeals processes.

Participants will review benefits available under the Act that apply to three different eras. They will also examine how to calculate maximum and minimum levels as well as exclusion periods and offsets. The course provides information on how to communicate effectively with insurance and health care providers, injured workers and witnesses involved in appeals.

The organization of a Board file is presented and participants explore how to effectively review a file, make a case plan to proceed to move a claim forward and use this knowledge to review a case file. This course has limited enrollment so book early to secure a seat.

Open to: *Local Stewards, Joint Health and Safety Committee Members, Local executive, all members*

Prerequisite: *Talking Unions Basics and WSIB Level I.*

INTRODUCTION TO DUTY TO ACCOMMODATE (2 Days)

An introduction to the responsibilities of unions in relation to member accommodations in the workplace. This course serves as a pre-cursor to the advanced, 4-day course. Local Stewards and Joint Health and Safety Committee members are encouraged to attend.

Open to: *Local Stewards, Joint Health and Safety Committee Members, Local executive, all members*

Prerequisite: *Talking Unions Basics.*

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

PSAC EDUCATION BASIC COURSE REGISTRATION FORM

Application form must be faxed, emailed or sent before deadline to:
 224 – 1139 Alloy Drive, Thunder Bay, ON P7B 6M8
 Phone: 807-345-8442, Toll Free: 800-355-0794
 Fax: 807-344-0704, goodics@psac.com

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S):

1.	COURSE	
	DATE	
	LOCATION	
2.	COURSE	
	DATE	
	LOCATION	

NAME			
COMPONENT/DCL/LOCAL #			
POSITION IN LOCAL			
HOME ADDRESS CITY, PROVINCE POSTAL CODE			
HOME TELEPHONE			
PERSONAL EMAIL ADDRESS			
PSAC ID #			
DATE COMPLETED TUB COURSE (if a pre-requisite)			
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
WOULD YOU LIKE TO BE INCLUDED ON OUR EMAIL CONTACT LIST:	YES	NO	

All PSAC events, including this course, are smoke and scent free.
 Alliance Education courses are harassment-free.
 The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected.