



Please Post

TORONTO REGIONAL OFFICE BASIC EDUCATION SCHEDULE WINTER-SPRING 2015

Revised: December 17, 2014

| WEEKEND BASIC COURSES AND WORKSHOPS | | | | |
|--|-----------------|------------------------------|--|--|
| DATE(S) | TIME | REGISTRATION DEADLINE | Course Title | LOCATION |
| Feb. 28 & March 1 (Sat & Sun) | 9:00 am to 5 pm | <i>Feb. 18th</i> | Talking Union Basics TORONTO | P.S.A.C. Toronto Regional Office Large Boardroom, 6 th Floor 90 Eglinton Ave East Toronto, ON M4P 2Y3 |
| Feb. 28 & March 1 (Sat & Sun) | 9:00 am to 5 pm | <i>Feb. 18th</i> | Talking Union Basics BARRIE | Holiday Inn Barrie Innisfil Room 20 Fairview Road Barrie, ON L4N 4P3 1-800-467-1538 https://www.ihg.com/holidayinn/hotels/us/en/barrie/yrrca/hoteldetail |
| March 28 & 29 (Sat & Sun) | 9:00 am to 5 pm | <i>March 18th</i> | Grievance Handling TORONTO | P.S.A.C. Toronto Regional Office Large Boardroom, 6 th Floor 90 Eglinton Ave East Toronto, ON M4P 2Y3 |
| May 16 & 17 (Sat & Sun) | 9:00 am to 5 pm | <i>May 6th</i> | Introduction to Local Officers HAMILTON | To Be Determined |

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

BASIC COURSE DESCRIPTIONS

Talking Union Basics (TUB)

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)

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, of particular interest to Shop Stewards and Local Executive Members.

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

Introduction to Local Officers

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.

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

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 dependent 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 –

http://ontario.pvac.com/sites/ontario.pvacadmin.ca/files/user-uploads/education_basic_travel_policy.pdf

PSAC EDUCATION BASIC COURSE REGISTRATION FORM

Application form must be faxed, emailed or sent before deadline to:
 90 Eglinton Ave East, Suite 608, Toronto, ON, M4P 2Y3 T:416-485-3558,
 Toll Free: 800-354-9086, F:416-485-8607 [PSAC Toronto Mail@psac.com](mailto:PSAC_Toronto_Mail@psac.com)
 Register online @ ontario.psic.com

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S):

| | | |
|----------|----------|--|
| 1 | Course | |
| | Date | |
| | Location | |
| 2 | Course | |
| | Date | |
| | Location | |

| | | |
|--|---|----|
| NAME | | |
| COMPONENT/LOCAL/DCL | | |
| LOCAL UNION POSITION TITLE | | |
| HOME ADDRESS | | |
| CITY, PROVINCE | | |
| POSTAL CODE | | |
| WORK TELEPHONE | | |
| HOME TELEPHONE | | |
| PERSONAL EMAIL ADDRESS | | |
| WORK EMAIL ADDRESS | | |
| PSAC ID # | | |
| DATE COMPLETED TUB COURSE (for Grievance Handling applicants) | | |
| Self-Identification will be used for PSAC Record Purposes Only: Women <input type="checkbox"/> Aboriginal <input type="checkbox"/> Racially Visible <input type="checkbox"/> Disabled <input type="checkbox"/> Gay/Lesbian/Bisexual/Transgendered <input type="checkbox"/> Young Worker (30 and Under) <input type="checkbox"/> | | |
| SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc. | | |
| WOULD YOU LIKE TO BE INCLUDED ON OUR CONTACT LIST: | YES | NO |
| | Contact By (Please Circle): Personal Email - Work Email - Mail - Phone | |

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 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.

***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*