



PSAC  
Ontario

# TORONTO REGIONAL OFFICE EDUCATION SCHEDULE FALL/WINTER 2016

**Please Post On Union Board**

**Sept. 14, 2016**

| WEEKEND BASIC COURSES AND WORKSHOPS |               |                            |                                       |  |
|-------------------------------------|---------------|----------------------------|---------------------------------------|--|
| DATE(S)                             | TIME          | REGISTRATION DEADLINE      | Course Title                          | LOCATION   |
| Sept. 24 & 25<br>(Sat & Sun)        | 9:00am-5:00pm | September 16 <sup>th</sup> | Grievance Handling<br><b>TORONTO</b>  | P.S.A.C. Toronto Regional Office<br>Large Boardroom, 6 <sup>th</sup> Floor<br>90 Eglinton Ave East,<br>Toronto, ON M4P 2Y3 |
| Sept. 24 & 25<br>(Sat & Sun)        | 9:00am-5:00pm | September 16 <sup>th</sup> | Grievance Handling<br><b>HAMILTON</b> | <b>TBD</b>   |

**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**

| ADVANCED COURSES AND WORKSHOPS |               |                       |   |  |
|--------------------------------|---------------|-----------------------|---|--|
| DATE(S)                        | TIME          | REGISTRATION DEADLINE | Course Title  | LOCATION   |
| Nov. 24-27<br>(Thurs – Sun)    | 9:00am-5:00pm | Fri. Oct. 21          | Advanced Representation Training for Stewards<br><b>TORONTO</b> | P.S.A.C. Toronto Regional Office<br>Large Boardroom, 6 <sup>th</sup> Floor<br>90 Eglinton Ave East,<br>Toronto, ON M4P 2Y3 |

**To register for courses, complete the BASIC OR ADVANCED registration form attached and return it to:**

**Toronto Regional Office by mail, fax to 416-485-8607 or phone 416-485-3558**

**Or you can register online at BASIC: [www.psic.com/ontario](http://www.psic.com/ontario)**

**ART: <http://ontario.psic.com/advanced-geo-based-course-application-form-2016-arts>**

### 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.

### SCENT-FREE:

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

## PARTICIPANTS ENTITLEMENT

**MEMBERS IN GOOD STANDING WHO ATTEND COURSES ARE ENTITLED TO THE FOLLOWING:**

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 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.

Shift workers who are scheduled to work on the day(s) of a PSAC course is held will be paid actual loss of salary (including shift and weekend premium) provided they complete an online Member Expense Portal 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.psac.com/sites/ontario.psacadmin.ca/files/user-uploads/education\\_basic\\_travel\\_policy.pdf](http://ontario.psac.com/sites/ontario.psacadmin.ca/files/user-uploads/education_basic_travel_policy.pdf)

## BASIC COURSE DESCRIPTIONS

### Grievance Handling Course (GH)

Gives new shop around workplace problems.

**Open to:** All members, of particular interest 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 to Shop Stewards and Local Executive Members.

**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.**

**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.

# ADVANCED COURSE DESCRIPTIONS

## Advanced Representation Training for Stewards

By the end of this course you will:

- Clearly outline the role and responsibilities of Stewards in the union and the workplace and feel confident in fulfilling those duties
- Develop Stewards as problem solvers, organizers and effective communicators
- Review the legal context in which stewards operate
- Identify resources that Stewards can avail themselves of
- Explore trends and emerging issues that Stewards will likely be exposed to
- Further develop representation skills including; interviewing, note-taking, file-keeping, fact-finding, problem-solving and case analysis, and grievance representation
- Be able to manage member expectations regarding the grievance process
- Fully outline and put into practice, the steps and processes involved in filing a grievance and taking it to its final conclusion

You are encouraged to request Leave with Pay from your Employer. This course includes skills development in leadership and problem-solving.

Open to: Experienced and New Local Stewards. Directly Chartered Local Stewards are encouraged to apply.

*Pre-requisites include: Talking Union Basics, Grievance Handling (recommended 36 to 6 months prior to the course), \*Tier 1 Steward Series, and some experience representing members with management*

## ADVANCED COURSE DETAILS

### EXPENSES COVERED:

- Transportation, as required, taking into consideration economy and speed.
- Room accommodation (if course is held In-Residence).
- Meal allowance (as per the Treasury Board Travel Directive).
- Compensation for actual loss of wages.
- Family care expenses of up to \$80 per day for the first dependent and up to \$55 per day for every additional dependent. Receipt and Family Care Allowance Form is required.

### PREREQUISITES:

- You must have been a member of PSAC for a period of not less than one year.
- You must have successfully completed the Building Union Solidarity course (BUS).
- Your participation must be recommended by your Local President or his/her designate.
- For most programs you must already hold a specific position in your union.

# 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.pvac.com](http://ontario.pvac.com)

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

|          |          |  |
|----------|----------|--|
| <b>1</b> | Course   |  |
|          | Date     |  |
|          | Location |  |
| <b>2</b> | Course   |  |
|          | Date     |  |
|          | Location |  |

|  |     |    |  |
|--|-----|----|--|
| <b>NAME</b>  |     |    |  |
| <b>COMPONENT/LOCAL/DCL</b>   |     |    |  |
| <b>LOCAL UNION POSITION TITLE</b>  |     |    |  |
| <b>HOME ADDRESS</b>  |     |    |  |
| <b>CITY, PROVINCE</b>  |     |    |  |
| <b>POSTAL CODE</b>   |     |    |  |
| <b>WORK TELEPHONE</b>  |     |    |  |
| <b>HOME TELEPHONE</b>  |     |    |  |
| <b>PERSONAL EMAIL ADDRESS</b>  |     |    |  |
| <b>WORK EMAIL ADDRESS</b>  |     |    |  |
| <b>PSAC ID #</b>   |     |    |  |
| <b>DATE COMPLETED TUB COURSE</b><br>(for Grievance Handling applicants)  |     |    |  |
| <b>Self-Identification will be used for PSAC Record Purposes Only:</b><br>Women <input type="checkbox"/> Aboriginal <input type="checkbox"/> Racially Visible <input type="checkbox"/> Disabled <input type="checkbox"/><br>Gay/Lesbian/Bisexual/Transgendered <input type="checkbox"/> Young Worker (35 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):</b><br>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*



# Public Service Alliance of Canada – Ontario Region

## Advanced Representation Training for Stewards APPLICATION FORM

**Please complete return by Friday, October 21**

Or online: <http://ontario.psc.com/advanced-geo-based-course-application-form-2016-arts>

### COURSE INFORMATION

**Course Name:** *Advanced Representation Training for Stewards*

**Course Date and Location:** **November 24-27, 2016**

**P.S.A.C. Toronto Regional Office**, Large Boardroom, 6<sup>th</sup> Floor,  
90 Eglinton Ave East, Toronto, ON M4P 2Y3

### PERSONAL INFORMATION

**Name:**

**PSAC ID #:**

**Home Address:**

**City/Province:**

**Postal Code:**

**Work Tel:**

**Home Tel:**

**Work E-mail:**

**Home E-Mail:**

**Local and Component/DCL:**

**Employer and work location:**

**PSAC Regional Office:**

**Position in Local:**

## ADDITIONAL NEEDS: ACCESS AND DIET REQUIREMENTS

The PSAC is committed to ensuring that the accessibility and dietary requirements (if applicable) of our members are respected. If you have any persistent or permanent physical, mental, learning or sensory impairment as recognized under the *Canadian Human Rights Act* and have additional needs that you require accommodation for, please **complete the attached *REQUEST FOR ACCOMMODATION OF A DISABILITY* form.** (i.e. special diet; use of a wheelchair, walker or crutches; blind or visually impaired; deaf or hearing impaired; need assistance leaving room in an emergency; allergies).

|  |
|--|
|  |
|--|

## Self- Identification (Optional) CONFIDENTIAL

**The PSAC is committed to ensuring that PSAC Education Programs are accessible to ALL members. The information requested in this section will help us assess our success in reaching members who belong to groups identified in the PSAC Human Rights Policy.**

|  |  |           |
|--|--|-----------|
| <b>Are you an Equity Group Member?</b> | <ul style="list-style-type: none"> <li>– Woman</li> <li>– Aboriginal Member</li> <li>– Racially Visible Member</li> <li>– Member with Disabilities</li> <li>– Gay, Lesbian, Bisexual, or Transgendered Member</li> </ul> |           |
| <b>Young Worker (Age 35 or under)</b>  | <b>YES</b>   | <b>NO</b> |

## ROOM ACCOMMODATIONS

Accommodations are based on single occupancy.

**ALL ROOMS ARE NON-SMOKING – THERE ARE DESIGNATED SMOKING AREAS OUTSIDE**

This course is in-residence with the exception that participants who live 40 kilometers or less from the course location will require pre-approval from the Regional Office to stay in-residence.

|  |  |
|--|--|
| <b>Will you be staying in-residence?</b> |  |
| <b>Sharing a room? With whom?</b>        |  |

## TRAVEL ARRANGEMENTS

*Please indicate your mode of travel.*

Participants are expected to travel by the most direct, economical means.

|   |  |
|---|--|
| <b>Air</b>                                |  |
| <b>Rail</b>                               |  |
| <b>Bus</b>                                |  |
| <b>Driving</b>                            |  |
| <b>Will you be carpooling? With Whom?</b> |  |

## UNION ACTIVITIES

How long have you been a PSAC member?

What is (are) your current union position(s)?

## COURSE PREREQUISITES

Please describe your experience and training regarding ...

*... representing members in the workplace in general*

*... presenting a grievance or complaint at a hearing/meeting with the employer*

Please list the type(s) of issues or grievance topics you have dealt with or are aware of in your workplace:

What ONE representation skill are you specifically interested in improving?

What ONE workplace issue do you specifically want to learn how to deal with?

Have you completed the TUB (Talking Union Basics) course? Yes / No

If yes, where and when? \_\_\_\_\_

Have you completed the NAPC (National Aboriginal People's Circle) course? Yes / No

If yes, where and when? \_\_\_\_\_

Have you completed the GH (Grievance Handling) course? Yes / No

If yes, where and when? \_\_\_\_\_

Have you completed the Steward Series Tier One courses Yes / No

If yes, where and when? \_\_\_\_\_

\*Tier 1 Steward Series online courses are found here: <http://psacunion.ca/stewards-series-training>

## COURSE ENVIRONMENT

**HARASSMENT-FREE:** All PSAC events, including this course, are covered by the **PSAC 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.

**SMOKE AND SCENT-FREE:** All PSAC events, including this course, are smoke and scent-free. To assist members with environmental sensitivities, this course will be a scent-free event.

## APPLICANT SIGNATURE and COMMITMENT

**Applicant:** With this application, I agree to attend and participate in all course sessions, including scheduled evening sessions, and to complete all assignments. I have read the Alliance policy documents on human rights and harassment provided by my local, and understand my responsibilities in accordance with them

Signature of Applicant:

Date of Application:

### Signature required of one of the following:

**PSAC Local President; Chair of Regional Council Committee; Chair of a Regional Women 'Committee; Chair of a Human Rights Committee; Chair of a Young Worker Committee; President of an Area Council**

Signature:

Title:

I recommend that the above member attend this course as it meets a training need of the Union. Specifically, the training will be used to the benefit of the membership at a Regional or Local level.

*\*\*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*