



PSAC
Ontario

TORONTO REGIONAL OFFICE EDUCATION SCHEDULE WINTER 2017

Please Post On Union Board

January 20, 2017

WEEKEND BASIC COURSES AND WORKSHOPS				
DATE(S)	TIME	REGISTRATION DEADLINE	Course Title	LOCATION
28/29 January 2017 (Sat & Sun)	9:00am-5:00pm		Convention Prep HAMILTON	Sheraton Hotel, 116 King Street West, Hamilton, ON, L8P 4V3
4/5 February 2017 (Sat & Sun)	9:00am-5:00pm		Convention Prep TORONTO	PSAC Toronto Regional Office Large Boardroom, 6 th Floor 90 Eglinton Ave East, Toronto, ON, M4P 2Y3
11-12 March 2017 (Sat & Sun)	9:00am-5:00pm	3 March 2017	Talking Union Basics TORONTO	PSAC Toronto Regional Office Large Boardroom, 6 th Floor 90 Eglinton Ave East, Toronto, ON, M4P 2Y3

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

To register for courses, complete the BASIC 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

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

BASIC COURSE DESCRIPTIONS

Convention Procedures

This learning event provides participants an overview of the function of convention and takes a look at the various proceedings and Rules of Order used. This workshop prepares those attending convention to be able to participate effectively in the convention process.

Open to: All members

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

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 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.psic.com/sites/ontario.psicadmin.ca/files/user-uploads/education_basic_travel_policy.pdf

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

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 @ <http://ontario.psic.com/toronto-basic-course-online-registration-form-winter-2017>

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 (35 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*