



# THUNDER BAY REGIONAL OFFICE BASIC AND ADVANCED EDUCATION 2011 SCHEDULE

**Please Post**

WEEKEND AND EVENING BASIC COURSES AND WORKSHOPS				
DATES	TIMES	REGISTRATION DEADLINE	Course Title	LOCATION
29 March, 5, 12, 19 April (Tuesday)	5:00 – 8:30 PM	<i>Friday Mar. 4</i>	<b>Talking Union Basics</b>	P.S.A.C. Thunder Bay Regional Office 109 – 1205 Amber Drive Thunder Bay, Ontario P7B 6M4
3 May (Tues)	5:00pm to 8:30pm	<i>Friday April 15</i>	<b>Convention Preparation Workshop</b>	P.S.A.C. Thunder Bay Regional Office 109 – 1205 Amber Drive Thunder Bay, Ontario P7B 6M4
14 – 15 June (Tues – Wed)	9:00 am to 5:00 pm	<i>Friday May 20</i>	<b>Talking Union Basics</b>	La Place Rendezvous 1201 Idylwind Drive, RR#2, Fort Frances, ON
24 – 25 Sept. (Sat – Sun)	9:00 am to 5:00 pm	<i>Friday Sept. 2</i>	<b>Talking Union Basics</b>	Best Western Sioux Lookout PO Box 5000, 2 Sturgeon River Road Sioux Lookout, Ontario P8T 1C5
15 – 16 Oct. (Sat – Sun)	9:00 am to 5:00 pm	<i>Friday Sept. 2</i>	<b>Grievance Handling</b>	P.S.A.C. Thunder Bay Regional Office 109 – 1205 Amber Drive Thunder Bay, Ontario P7B 6M4

## ADVANCED COURSES OFFERED IN THE SPRING

DATE	TIMES	REGISTRATION DEADLINE	COURSE PROGRAM	LOCATIONS
24 – 27 March	9:00am to 5:00pm	Friday Feb. 18	<b>Health &amp; Safety (Federal) – Basic Certification Part 1</b>	Valhalla Inn, Thunder Bay 1 Valhalla Inn Road Thunder Bay, Ontario P7E 6J1

**The Talking Union Basics (TUB) course is a prerequisite to all Advanced programs.  
Grievance Handling and TUB are both prerequisites for the Advanced Stewards Course.  
Applications must be completed and submitted to your Regional Office by the indicated deadline.**

**SMOKEFREE:** All PSAC events, including this course, are smoke free.

**SCENTFREE:** 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 on the application form 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.

## BASIC COURSE DETAILS

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

Family care expenses of \$50 per day for the first dependant and \$25 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.

### **\$25.00 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.

## COURSE DESCRIPTION

### TALKING UNION BASICS (TUB) (2 Days or 4 Evenings)

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 and new members are encouraged to apply.

### GRIEVANCE HANDLING (2 Days)

This is the Union's introductory course for Stewards and other activists who handle grievances at the local level. This course discusses the history and role of the grievance in the workplace as well as instructing members in the process of investigating, writing and presenting a grievance. Grievance Handling is an integral course for Stewards, Local Executive Officer or any members interested in potentially taking on the role of representation in the workplace.

**Open to:** Local Executive Officers, Stewards, all members with TUB.

## **CONVENTION PREPARATION (3 Hours or 1 Evening)**

This course will teach the purpose and function of conventions; the procedures of conventions including elections, budgets, and reports; roles of convention committees, committee chair persons and the convention chair person, resolution writing, caucuses, rules of order, voting procedures including voting on a committee's recommendation; about speaking at conventions. You will learn about the purposes of resolutions, the elements of a good resolution, the format of resolutions, and emergency resolutions.

*Open to: All Ontario Convention Delegates*

**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:**

109 – 1205 Amber Drive, Thunder Bay, ON P7B 6M4

Phone: 807-345-8442, Toll Free: 800-355-0794, Fax: 807-344-0704, [goodics@psac.com](mailto:goodics@psac.com)

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

<b>1.</b>	<b>COURSE</b>	
	<b>DATE</b>	
	<b>LOCATION</b>	
<b>2.</b>	<b>COURSE</b>	
	<b>DATE</b>	
	<b>LOCATION</b>	

<b>NAME</b>			
<b>COMPONENT/LOCAL/DCL</b>			
<b>LOCAL UNION POSITION TITLE</b>			
<b>HOME ADDRESS CITY, PROVINCE 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 (for Grievance Handling applicants)</b>			
<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): Personal Email - Work Email - Mail - Phone</b>

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**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*

## ADVANCED COURSE DETAILS

### EXPENSES COVERED PER PSAC EDUCATION POLICY:

Details will be provided upon acceptance to the learning event. Usually about 4 weeks before the event.

- All Participants are eligible for in-residence single accommodation. In-residence candidates will be covered by the PSAC Travel Policy including meal allowances or meal-plans and/or lunches and incidentals. Transportation, as required, taking into consideration economy and speed.
- Compensation for actual loss of wages. You are encouraged to request Salary Replacement from your Employer.
- Family Care Expenses of \$50 per day for the first dependant and \$25 per day for every additional dependant. An additional \$30 per child per night will be paid if overnight care is provided. Family care costs that would have ordinarily been incurred during work hours had the member been at his/her place of work are not covered. Please see the reverse of the Family Care Policy form for further details.
- **Receipts, Official Shift or Compressed Work Week Schedule, Expense Claim and Family Care Allowance Form is required.**

## COURSE DESCRIPTION

### HEALTH & SAFETY BASIC CERTIFICATION (4 DAYS) Part 1

“To build solidarity through education and action, to remove hazards from the workplace and to enhance worker well-being,” this is the goal of the WHSC Level 1 program. It is essential training for worker health and safety representatives who want to exercise fully their legal rights and responsibilities and then go one step further, to expand their skills as union activists in ongoing efforts to improve workplace health and safety.

This program is applicable to all Ontario workplaces.

Delivered over a four-day period, this program gives participants a full understanding of occupational health and safety legislation, including rights and responsibilities of workplace parties and certified representatives on joint health and safety committees in particular. This will include a full discussion about the Internal Responsibility System (IRS) and the purpose and requirements of workplace health and safety policies and programs. Equally important, participants learn how to identify, assess and control, or better yet eliminate, workplace hazards.

**Open to:** *Experienced Joint Health & Safety Committee members, new and experienced Local Stewards*

**Prerequisite:** *Talking Union Basics*

You are encouraged to request Leave with Pay from your Employer. Providing Health & Safety training is a requirement of the Employer. This course includes knowledge and skills development required on Joint Health & Safety Committees.



# Health & Safety (Federal) – Basic Certification, Level 1 - REGISTRATION FORM

Public Service Alliance of Canada website at: [www.pzac.com/Ontario](http://www.pzac.com/Ontario)

**Application form must be faxed, emailed or sent before deadline to:**  
 109 – 1205 Amber Drive, Thunder Bay, ON P7B 6M4  
 Phone: 807-345-8442, Toll Free: 800-355-0794, Fax: 807-344-0704, [goodics@psac.com](mailto:goodics@psac.com)

<b>Regional Office:</b>	
<b>Dates:</b> March 24 – 27, 2011	<b>Location:</b> Valhalla Inn, Thunder Bay, Ontario

<b>Name:</b>		
<b>PSAC ID #:</b>		
<b>Address:</b>		
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Component/Local/DCL:</b>		
<b>Position in Local:</b>		
<b>Employer:</b>		
<b>Home Phone:</b>	<b>Work Phone:</b>	
<b>Fax:</b>	<b>Email:</b>	
<b>SPECIAL NEEDS:</b> E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.		
<b>Health &amp; Safety Committee involvement:</b>		

**Self- Identification (Optional) – PLEASE CIRCLE**

<b>Are you a member of any of these Equity Groups?</b>	– Woman – Aboriginal Member – Racially Visible Member – Member with Disabilities – Gay, Lesbian, Bisexual, or Transgendered Member
<b>Are you a Young Worker? (Age 30 or Under)</b>	<b>YES                  NO</b>

**TRAVEL ARRANGEMENTS** - Participants are expected to travel by the most direct, economical means.  
 Please indicate your mode of travel: Air – Rail – Bus – Driving – Car Pooling – Other –

<b>Briefly outline how you plan on utilizing the training and what motivated you to register:</b>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>
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*(use reverse if necessary)*

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**I recommend this member for the course**

\_\_\_\_\_  
Signature required of one of the following: PSAC Local President/Chair of Regional Council Committee/Chair of a Regional Women’s Committee/Chair of a Human Rights Committee/President of an Area Council

\_\_\_\_\_  
Title

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