



CALL-OUT

2019 Ontario Fall School

November 19 to 24, 2019

Courtyard Toronto Downtown
475 Yonge Street
Toronto, ON M4Y 1X7

WHAT IS FALL SCHOOL?

Fall School provides union training in a fun and relaxing atmosphere! It is an opportunity for new and active members to gain specialized knowledge and skills. You will network and build solidarity with other PSAC members from across the Region and return to your workplaces and locals energized to work on behalf of the membership.

SCHOOL LOCATION

The Courtyard by Marriott in downtown Toronto is a fully accessible facility which has recently undergone significant renovations. Please visit their website for further information regarding their location and amenities:

<https://www.marriott.com/hotels/travel/yyzcy-courtyard-toronto-downtown/>

COURSES OFFERED

The 2019 PSAC Ontario Fall School is offering members one (1) choice from the four (4) courses listed below. The School Program includes a variety of fun and exciting learning activities:

1. WSIB Level III

Using case file examples and mock hearings, this intensive course provides participants with practical skills for representing workers at oral hearings before the WSIB and the WSIAT. This five-and-one-half (5.5) day course is designed to build on the knowledge of the previous two levels and provide the skills necessary to enable participants to become effective representatives in various dispute resolution schemes. Participants will be provided with an in-depth

analysis of different dispute resolution strategies including Mediation, the Appeals Resolution model and at the Workplace Safety and Insurance Appeals Tribunal (WSIAT) level. Fundamental legal questions will be discussed. Experience working with evidence will be gained by preparing and presenting mock appeals at the Appeals Resolution Officer (ARO) and WSIAT level. Participants discuss the use of researching tools, gathering evidence, preparing witnesses, examinations, cross-questioning, preliminary issues and formal objections. Facilitators will provide a detailed and useful critique of each participant's preparation and presentation skills. Pre-requisites are Level 1 and Level 2 ODRT courses or equivalency.

*Pre-requisites: WSIB Levels I **and** II are mandatory to participate in this course.*

2. POLITICAL AND SOCIAL ACTIVISM

We are all affected by decisions of many levels of government as workers, voters and consumers. Political and Social Action provides an opportunity for you to think seriously about the kind of government we want and the kind of society we want to build together. If you are interested in political action- working with others in the workplace or community, between elections or during election campaigns – this is the course for you!

Topics include direct action, working with the media, coalition building, the political system, defending public services, coalition building, the political system, defending public services, creating membership awareness, lobbying elected representatives, mobilization techniques and much more.

Pre-requisites: The Talking Union Basics (TUB) or Introduction to the PSAC for Indigenous Members

3. UNIONS WORK FOR WOMEN

Sixty percent (60%) of PSAC members are women and the numbers of women in leadership positions are increasing every year. This course will help participants continue the momentum of building real equality in our Union and in our communities. Participants will explore our herstory and understand the importance of a feminist analysis in ensuring our collective agreements, our union structures and our communities reflect our principles and our goals. We will also develop strategies to advance women's issues, both locally and globally.

This course is open to PSAC members who self-id as women.

Pre-requisites: The Talking Union Basics (TUB) or Introduction to the PSAC for Indigenous Members

4. ADVANCED REPRESENTATION TRAINING FOR STEWARDS

If you are a PSAC Steward with some experience representing members with management and you want to improve and practice your representational skills, then this course is for you.

The PSAC Advanced Representation Training for Stewards is a four-day, advanced course, with a focus on representation. You will look at various routes for engaging members in helping them to resolve workplace issues. You will deepen your knowledge of the processes and legal framework of grievance handling and what is needed from you to support the PSAC's representation of members at all levels of the grievance process, up to arbitration/adjudication. Using case studies based on grievances that have been to arbitration, you will practice steps in the grievance process including; interviewing a member, fact-finding, meeting with management for initial problem-solving, drafting a grievance, preparing for a grievance hearing and representing a member at a grievance hearing.

Pre-requisites:

- *the PSAC Talking Union Basics (TUB) course or Introduction to PSAC for Indigenous Members course,*
- *the PSAC Grievance Handling (GH) course, and*
- *experience representing members with management.*

SCHOOL SCHEDULE

WSIB

For WSIB participants, the School commences on Tuesday, November 19, 2019 at 8:30 am. Participants are expected to travel to the School after normal working hours on Monday, November 18, 2019.

Political and Social Activism / Unions Work for Women/ Advanced Representation Training for Stewards

For participants attending these three courses, the School commences on Thursday, November 21, 2019 at 8:30 am. Participants are expected to travel to the School after normal working hours on Wednesday, November 20, 2019.

All courses will end on Sunday, November 24, 2019 at 12:00 pm and a brief closing for all participants will follow.

The School Agenda consists of class time, plenary sessions and an optional group activity on the evening of Thursday, November 21, 2019.

Please note: Evening course sessions, if applicable, are mandatory.

NUMBER OF SEATS AVAILABLE

Eighty (80) classroom seats are fully funded by the PSAC Ontario Region.

SELECTION CRITERIA AND SEAT ALLOCATION

The PSAC recognizes that it needs to engage more young workers in our Region and this priority is reflected in the first-time attendee criteria. Allocations also reflect the PSAC's goals of an inclusive School that is reflective of our diverse membership, including Directly Chartered Locals, Regionally Based Separate Employer Locals, Equity – Seeking groups, New Members, Young Workers, and First-Time Attendees. Selection criteria will also be based on Local Development needs, Regional needs and information provided by applicants on the registration form.

The School has become very popular in Ontario and we expect a high level of interest.

Please note:

- Not all applicants can be accepted as space is limited.
- The PSAC Talking Union Basics Course (TUB) or Intro to PSAC for Indigenous Members is a prerequisite to all advanced educational programs.

SEAT ALLOCATIONS

Regional Seats

Regional seats are allocated to the six (6) Regions of the Ontario Regional Council based on the number of Locals and geography with a focus on Young Workers seats.

Equity Seats

Equity seats are allocated to members of equity seeking groups based on the 5 equity groups as defined in the PSAC Human Rights Policy: Indigenous Members; Racially Visible Members; Members with Disabilities; Gay, Lesbian, Bisexual, or Transgender Members; and Women. Ten percent (10%) of total seats are allocated to equity seeking members and Young Workers with at least one seat being allocated per Region. An optional self-identification form is included in the registration form.

New Members and First-Time Attendees with a Focus on Young Workers

New members and first-time attendees with a focus on Young Workers seats are for those who are attending the School or an advanced PSAC educational event for the first time. Twenty percent (20%) of total seats are allocated to new members/first-time attendees with at least one seat being allocated per Region. An optional self-identification form is included in the registration form.

Directly Chartered Locals are allocated a minimum of 3 seats.

Regionally Based Employer Locals are allocated a minimum of 3 seats.

REGIONAL ALLOCATIONS TABLE – Eighty (80) Seats

REGION	EQUITY SEATS	NEW/YOUNG WORKER/ FIRST TIME	REGIONAL SEATS	TOTAL
Northwest, Thunder Bay RO	1	2	6	9
Northeast, Sudbury RO	1	2	9	12
Southwest, London RO	1	2	9	12
Eastern, Kingston RO	1	2	9	12
G.T.A.-Toronto RO	3	6	12	21
Hamilton/Niagara-Toronto RO	1	2	5	8
Directly Chartered Locals	3 Seats (minimum)			3
Regionally Based Employer	3 Seats (minimum)			3
				80

* Regional allocations will be distributed equitably among courses.

SELECTION OF PARTICIPANTS

There are three (3) questions on the registration form:

1. What motivated you to apply for this course?
2. What will you do with the training?
3. Why are Human Rights union rights?

Be sure to fully respond to these questions as your responses will be used for selection purposes.

MEMBER EXPENSES

The Member Expense Portal (MEP) will be utilized for participants to complete their expense claims “on-line” after the school has been completed. For those participants not familiar with the MEP, instructions will be provided on how to log on to the Member Expense Portal and submit your claim.

LOSS OF SALARY (LOS)

Participants will be entitled to actual LOS as determined by their course selection, their normal working hours and their travel requirements.

A copy of a compressed work week schedule, which indicates hours/days scheduled to work, should be filed with your expense claim if claiming more hours than those specified in the applicable collective agreement.

A copy of an official shift schedule should accompany your claim if you are scheduled to work on Saturday or Sunday. The shift schedule should show your name, the dates and the scheduled hours of work.

Please retain all receipts and supporting documentation for your claim for a period of two (2) years.

TRAVEL

The National Travel Policy will apply for all participant expenses associated with attending the School. Please use the following link to view the Policy:

<http://psacunion.ca/travel-policy>

Travel from Pearson Airport to the Courtyard by Marriott

Participants arriving at Pearson should travel to the hotel using the UP Express. UP Express offers regular service from Pearson International Airport to Union Station every 20 minutes. The hotel is a short taxi ride from Union Station.

<https://www.torontopearson.com/en/transportation/up-express>

Personally-Operated Motor Vehicle (POMV)

Participants choosing POMV must contact their Regional Office for **prior approval**. Only expenses with prior approval will be reimbursed. Participants choosing POMV will be reimbursed only those expenses and loss of salary which would have been incurred had public transportation been used.

Given traffic congestion and the extremely expensive parking rates in downtown Toronto, the use of POMV for this event is strongly discouraged. The facility was chosen due to its proximity to and the availability of public transportation.

MEALS

Meals not provided during the School (see below) will be reimbursed per the PSAC Travel Policy at the rates set out in the PSAC Meal rates established October 1, 2019.

Breakfast and Breaks

Breakfast will be provided daily commencing Tuesday, November 19, 2019. Morning and afternoon breaks will also be provided daily commencing Tuesday, November 19, 2019.

Meals and Allowances While in Travel Status

WSIB

- Participants travelling over the dinner hour on Monday, November 18, 2019, will be entitled to claim dinner for that night.
- Participants will be entitled to claim lunch, dinner and the incidental allowance from Tuesday, November 19, 2019 to Saturday, November 23, 2019.
- Participants will also be entitled to claim the incidental allowance for Sunday, November 24, 2019, along with additional meals as required per individual travel arrangements.

Political and Social Activism

Unions Work for Women

Advanced Representation Training for Stewards

- Participants travelling over the dinner hour on Wednesday, November 20, 2019, will be entitled to claim dinner for that night.
- Participants will be entitled to claim lunch, dinner and the incidental allowance from Thursday, November 21, 2019 to Saturday, November 23, 2019.
- Participants will also be entitled to claim the incidental allowance for Sunday, November 24, 2019, along with additional meals as required per individual travel arrangements.

ACCOMODATIONS

This is an in-residence program based on single accommodations as per PSAC policy.

FAMILY CARE

The PSAC Family Care Policy will be in effect for the School. Please note that on-site child care will not be available. For additional details, please see the PSAC Family Care Policy.

<http://psacunion.ca/family-care-policy>

REGISTRATION FEE

A registration fee of \$50.00 payable to PSAC Ontario must accompany **each** registration form. For those applicants who are **not accepted** to the School, the registration fee cheque will be returned to the Local at the completion of the School.

- **Please provide a separate cheque for EACH applicant**

HOW TO APPLY

- Select one course from the list on the attached registration form or fill out the on-line registration form using the following link:

<http://ontario.pfac.com/fall-school-online-application-form>

- Be sure to complete the **entire form**, as the information provided will be used in the selection of candidates.

Applications are due no later than:

Monday, September 9, 2019.

Late applications will not be accepted.

For further information, please visit: <http://ontario.pvac.com/events>

In Solidarity,



Sharon DeSousa
Regional Executive Vice-President - Ontario
Public Service Alliance of Canada

c.c. Christopher Wilson, Ontario Regional Coordinator
Denise Hampden, Ontario Regional Education Officer
Ontario Regional Offices
Ontario Council Members
Victoria Gibb Carsley, National Education Program