



PSAC
Ontario

TORONTO REGIONAL OFFICE EDUCATION SCHEDULE FALL/WINTER 2016

Please Post On Union Board

Sept. 2, 2016

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

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
TBD	9:00am-5:00pm	TBD	Advanced Representation Training for Stewards TORONTO	P.S.A.C. Toronto Regional Office Large Boardroom, 6 th Floor 90 Eglinton Ave East, 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

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

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 dependant and up to \$55 per day for every additional dependant. 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

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*



Public Service Alliance of Canada – Ontario Region

Advanced Representation Training for Stewards APPLICATION FORM

Please complete return by TBD.

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: TBD

P.S.A.C. Toronto Regional Office, Large Boardroom, 6th 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).

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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.

Are you an Equity Group Member?	<ul style="list-style-type: none"> – Woman – Aboriginal Member – Racially Visible Member – Member with Disabilities – Gay, Lesbian, Bisexual, or Transgendered Member 		
Young Worker (Age 35 or under)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">YES</td> <td style="width: 50%; text-align: center; border: none;">NO</td> </tr> </table>	YES	NO
YES	NO		

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.

Will you be staying in-residence?	
Sharing a room? With whom?	

TRAVEL ARRANGEMENTS

Please indicate your mode of travel.

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

Air	
Rail	
Bus	
Driving	
Will you be carpooling? With Whom?	

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:

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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*