



PEL - Training Course Application Kit: June - August 2019

DO NOT FOLD

NOTE: Your application will not be considered unless you complete ALL the paperwork and sign all the forms. To receive your correct weekly wages, please take special care to complete and sign the LOST TIME WAGE VERIFICATION FORM. If you are on VACATION the week of your selected course, you must take your replacement week immediately afterwards and submit a signed voucher upon applying for the course. Do NOT claim lost time the week of the course.

A participant is eligible to attend while on layoff provided that the period of the current layoff did not commence more than six months prior to the beginning of the program. Earnings will be maintained by the unit fund and must be reported to EI as normal. (PEL By-Law). If a participant is on WSIB or Sickness & Accident benefits at the time of the course, that person is not eligible to attend. (PEL By-Law)

FOR ON-SITE CHILDCARE - YOU MUST REGISTER 3 WEEKS PRIOR TO THE START DATE OF YOUR COURSE. PLEASE CONTACT THE FAMILY EDUCATION CHILD CARE CENTRE FOR THE ON-SITE CHILD CARE REGISTRATION FORMS AT 1-800-265-3735 OR EMAIL at fecchildcare@unifor.org

Course outlines are included in this package!

**All Forms MUST be Handed in at the
Membership Meetings**

UNIFOR LOCAL 707

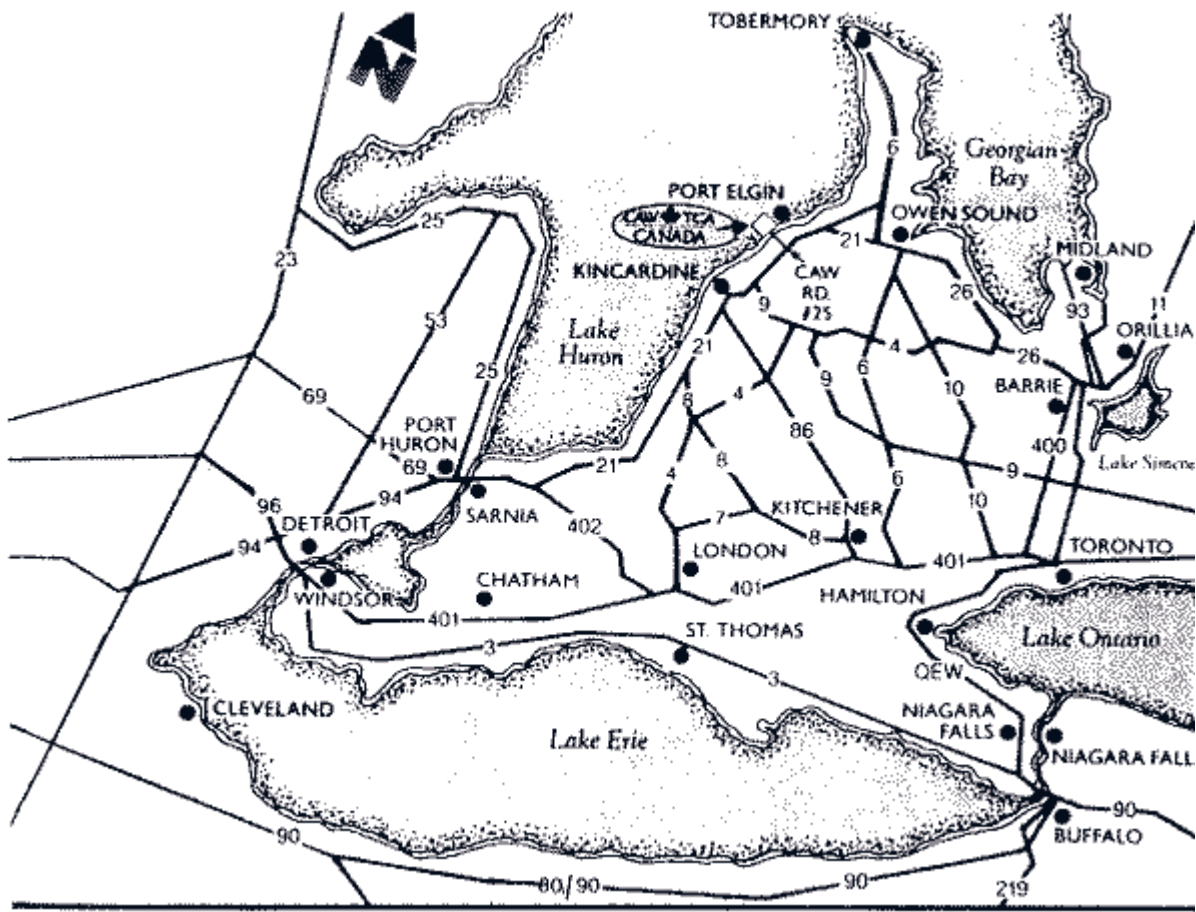


UNIFOR PEL JUNE - AUGUST 2019 Schedule

DATE	COURSES OFFERED	COURSE DEADLINE **Membership Meetings <u>no</u> later than**
June 2-7	Canada and the World	**April 14
	Conflict Resolution Level 1	“
	Grievance Handling & Workplace Leadership	“
	Worker Referral Assistance Program Level Two	
	WSIB Appeals (Pre-requisite WSIB I & II or Compensation for Ontario Workers Level 1)	“
ON SITE CHILD CARE ***Child care registration Deadline (0-12 years) – April 14***		
June 16-21	Aboriginal Workers of Colour – Week 2 (Pre-requisite AWOC Week 1)	**April 14
	Accident & Incident Investigation	“
	Climate Change and Our Jobs	“
	Conflict Resolution Level 2 (Pre-requisite Conflict Resolution Level 1)	“
	Health & Safety	“
	Stress: The Workplace Hazard	“
June 23-28	Collective Bargaining	**April 14
	Conflict Resolution Level 1	“
	Harassment Investigation (Prerequisite Human Rights)	“
	Human Rights	“
	Introduction to Ergonomics	“
	Toxic Substances	“
	Unionism on Turtle Island	“
August 11-16	Collective Bargaining	**May 26
	Grievance Handling & Workplace Leadership	“

Directions to the Centre

Off Highway #21, just south of Port Elgin, turn west towards the lake on CAW Road #25 (there is a set of traffic lights at this intersection). Continue on CAW Road #25, down a hill, towards the lake. At the bottom of the hill turn right on Shipley Avenue. The first right on Shipley Avenue is the main entrance to the Centre.



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PORT ELGIN EDUCATION PROGRAMS



THE FOLLOWING GUIDELINES APPLY TO ALL EDUCATIONAL PROGRAMS HELD AT THE FAMILY EDUCATION CENTRE IN PORT ELGIN, UNLESS OTHERWISE STATED IN SPECIFIC CALL LETTERS.

Leave-of-Absences & Lost Time

Leave-of-absences for all programs must be arranged through the Local Union. **Wages will be paid to a maximum of 40 hours per week. No additional regular, scheduled or overtime hours will be covered by the program.** If you should attend during a week containing a paid holiday, you should arrange a leave of absence for 4 days. The Company should pay you for the holiday, and the program will pay you for 5 days. You should arrange for a union leave for the extra day off in lieu of the holiday.

Accommodation

In order to maximize the number of participants in our courses and keep as many on site as possible, participants will be housed at the Unifor Family Education Centre on a double-occupancy basis.

All accommodations are based on a double occupancy basis. Double occupancy units are also equipped with a separate study room which includes a single fold-out “Murphy Bed” for those wishing additional privacy. (Exceptions to the double occupancy policy are occasionally made based on **approved medical grounds**, on a case-by-case basis, and are only granted once our Medical Form has been completed by the participant’s doctor and returned to us at least two (2) weeks prior to the start of their course. Once received, approval will be determined by the Unifor National Representative Education Department and/or Centre Director). **Room-mate requests will be considered if the request is in writing, two weeks in advance, with confirmation from both parties involved.**

Program Attendance

Attendance is mandatory in all scheduled program sessions. This includes Sunday evening opening which begins at 7:00 p.m., scheduled evening classes and the Friday morning closing session.

24 Hour Cancellation Policy

Failure to notify the Front Desk reservations (1-800-265-3735 press 0) of cancellations prior to 24 hours in advance will result in one night's accommodation being charged to the Unit Fund of the participant. Emergency situations, of course, will be exempt from this policy.

Students Affected by a Lay-Off

A participant is eligible to attend while on layoff provided that the period of the current lay-off did not commence more than six months prior to the beginning of the program. Earnings will be maintained by the unit fund and must be reported to EI as normal. (By-Law)

Students Affected by WSIB or Sickness & Accident Benefits

If a participant is on WSIB or Sickness & Accident benefits at the time of the, course, that person is not eligible to attend. (By-Law)

Harassment Policy

Unifor takes its responsibility seriously to ensure all union education programs are conducted in a harassment free environment. Discrimination and harassment are against the law, a violation of Unifor constitution, and contrary to the principle of solidarity. A zero tolerance policy with respect to harassment will be followed at all times during your stay at the Centre.

Substance Abuse & General Attendance

Unfortunately, experience has shown for some participants, being at Port Elgin has been an opportunity to party and drink in excess. This behaviour results in their inability to participate respectfully or fully in the program. **The following behaviours have been especially problematic:**

- Not showing up for class, showing up late and/or leaving the class often during sessions
- Being hung-over and sleeping during class or participating noticeably less than others
- Harassing others and justifying the behaviour on the basis of "too much to drink"
- Loud, late nights that disturb other participants

The National Executive Board (NEB) has made a decision to fully support the plan of the Education Department to quickly identify and act on the above noted behaviours. They have also authorized, when deemed necessary by the staff person in charge of the program, the removal of a participant(s) from the program. In order to be fair, everyone has to fully understand the rules. We cannot and will not allow the irresponsible behaviour of a few to undermine the hard work and genuine effort of the vast majority who attend Port Elgin Education Programs.

Illegal Substances

Any and all illegal substances are strictly forbidden. Use or possession of illegal drugs on site, either in bedrooms or elsewhere, will be cause for immediate removal of a participant from the program.

Travel Allowance & Per Diem

Travel by car will be paid at the rate of 48¢/km from the students' Local Union Office address. If you are part of a province wide or national amalgamated local union, mileage will be paid from your home to Port Elgin/return. Only one claim can be made per vehicle (PROGRAM By-Law.) **Mileage is paid only when Centre staff can verify that a participant's vehicle is on site. If participants share a ride to Port Elgin reimbursement is paid only to the driver of the vehicle on site. To inquire about mileage reimbursement for other circumstances, please contact Tim Carrie, National Representative Education Department at (519) 389-3209 in advance of your program.** Students attending shall be entitled to a per diem expense of \$20 for each overnight stay. **No advance payments should be made by the Local.**

Flyers

Out-of-province participants will fly to Toronto and, in most cases, travel to Port Elgin via the Grey-Bruce Airbus service. All arrangements regarding flights and overnight hotel accommodations in Toronto **must be made by the Education Support Staff (Jo-Anne Cameron, Carmen Tuomi, Line Boucher or Heather Porter); please contact your Education Support Staff if you require any changes to existing schedules to discuss the procedure.**

Child Care Expenses/Attendance

Additional child care costs (*over and above regular costs*) arising from participation in a program will be covered upon receipt of proper authorization forms, pre-approved by the local union.

Smoking Policy

All public areas in Bruce County are smoke free effective September 2002. To comply, all public areas at the Centre are smoke free, including all residential areas.

Special Requirements

If you have any special requirements **such as handicapped room, dietary needs, allergies, etc.**, and have not indicated these on Student Application Form please contact your **Education Support Staff**. Please note that our facility is not nut-free, if you have nut allergies, please let us know prior to your arrival.

Course	Description
<p>Aboriginal & Workers of Colour – Week 1</p> <p>Week 2</p> <p>Prerequisite: Aboriginal & Workers of Colour - Week 1</p>	<p>This is a two-week program designed for Unifor members who are Aboriginal and/or workers of colour. It takes place over 2 one-week sessions.</p> <p>It's an incredible opportunity for local unions to build the strengths and skills of members whose voices and leadership are desperately needed if we want to respond to today's challenges. For participants, this program is designed to give you the tools you need to make a difference in your union. We discuss and strategize around removing barriers to participation of, and decision-making by, Aboriginal and workers of colour. We focus on the challenges of doing anti-racism work in the union and in society more broadly.</p> <p>This program is intended to build the skills, knowledge and confidence of Unifor Aboriginal and workers of colour members to increase their activism and take up positions of leadership within the union.</p>
<p>Accident and Incident Investigation</p>	<p>This course is an introduction to accident investigation. The prime objective of accident investigation is prevention – finding the causes of an accident and taking steps to control or eliminate it can help prevent similar accidents from happening in the future. Factors such as work environment, job constraints, and supervisory or worker experience must be all examined to determine what role each may have had in causing the accident.</p> <p>This course presents a practical approach to investigating workplace accidents by emphasizing how to find the root cause(s), conduct an investigation, and make effective recommendations to prevent similar occurrences from happening again. It includes case studies and other examples to illustrate the concepts as well as practical tools such as sample forms and checklists.</p> <p>We will also look at analysing and resisting Behaviour Based Safety programs which focus on blaming the worker. Behaviour Based Safety programs weaken hard-won protections and discourage workers from taking a more active role in the union.</p>
<p>Canada and the World</p>	<p>In today's globalized world where the alphabet soup of trade deals has workers struggling to maintain their rights – solidarity is more important than ever. This course will reflect on our views of and connections to workers in the global south and look at some alternatives to the environmental and social problems we face.</p> <p>We'll examine the current global system of extraction, production, distribution, consumption and disposal of products we use.</p> <p>As the week unfolds, we will examine the roles played by corporations, government, the mass media, workers and consumers on this system. We'll define "global capitalism" – how workers' rights are being trampled and how people are fighting back. You will also have a chance to practice how you might bring a current international campaign to your local and community. Join us as we explore the importance of solidarity in a globalized world.</p>
<p>Climate Change and Our Jobs</p>	<p>The time has come to chart a new model and direction for Canada's economy. This country can no longer afford an economic model that treats the natural environment and human beings as disposable goods. We need to rethink the way we transport ourselves, move goods, use water, fuel industries, and heat our homes and businesses.</p> <p>We need to build a green economy that transforms the mode of production and consumption in our society, making existing jobs more environmentally sustainable, and simultaneously creates new decent paying, full time, safe and healthy green jobs in all sectors of society.</p> <p>In this newly revised course we will discuss strategies that will put public interest above corporate interest; a strategy that recognizes the threat of climate change; and one that sees Canada capture a larger share of the new jobs and growth spawned by the global shift to renewable energy. Through presentations from keynote speakers and interactive workshops we will debate and build consensus toward</p>

	<p>collective and individual actions that will give us the power to leave our world to the next generation in a cleaner, safer and more prosperous condition than how we inherited it.</p> <p>Our members demand that we protect their jobs and incomes. At the same time, our members also demand that we work hard to improve the environment. Both demands are reasonable ones to put on our union. This course prepares us for those coming debates.</p>
<p>Collective Bargaining (1-week course)</p>	<p>This week-long program focuses on the importance of preparation, research, drafting contract language and maximizing your bargaining power by developing a strategic approach to bargaining.</p> <p>The centrepiece of this course is a mock bargaining process that gives participants hands on practice with the following: electing a committee, determining priorities and making demands, communicating with the membership, developing strategy, negotiating wages, benefits and working conditions, and ratifying an agreement.</p> <p>Participants in this program will learn how to build strong committees and strengthen overall leadership skills. This course will provide bargaining committee members with a solid foundation for their work at the bargaining table.</p>
<p>Conflict Resolution –Level 1</p>	<p>Conflict. It's part of our personal lives and part of our working lives. Conflict is normal, natural, and in many cases, necessary for change. Although it may not always feel like it, conflict can be a resource for us. It can bring about positive change in individuals, the workplace and the union itself. But most of us could use more skills.</p> <p>This is an introductory course in making conflict productive.</p> <p>The labour movement has a longstanding relationship with conflict. The seeds of trade unionism are planted wherever and whenever workers stand up for their rights and present a united front to their employers. When we organize, negotiate, and enforce our collective agreements, health and safety and human rights, we engage in conflict.</p> <p>The union's constant engagement in conflict with management can sometimes spill over into our dealings with each other. Knowing how to work with conflict will either diminish or enrich our union experience.</p> <p>In this course we will explore healthy and productive models of dealing with conflict. We will look at common types of conflict and their underlying sources of tension, and learn about various approaches and strategies.</p>
<p>Conflict Resolution –Level 2</p> <p>Prerequisite: Conflict Resolution – Level 1</p>	<p>Conflict. It's part of our personal lives and part of our working lives. Conflict is normal, natural, and in many cases, necessary for change. Although it may not always feel like it, conflict can be a resource for us. It can bring about positive change in individuals, the workplace and the union itself. But most of us could use more skills.</p> <p>This advanced Conflict Resolution course is designed to deepen our understanding of conflict and the roles each party plays in that conflict. This course will help the participant to sharpen effective communication skills and develop confidence in analyzing your own conflicts and working through conflict either as a coach or third party neutral.</p>
<p>Grievance Handling & Workplace Leadership</p>	<p>Are you a Chairperson, Steward or a Committeeperson? Would you like to develop or sharpen your skills? The role of workplace representative is critical to our union's strength - it is a rewarding and challenging job. In this week-long program, using case studies and hands-on practical activities, we focus on three key themes related to the role of the workplace representative:</p>

<p>Grievance Handling & Workplace Leadership (cont'd)</p>	<ul style="list-style-type: none"> ○ Technical skills (e.g. what a grievance is, how to conduct an investigation, writing and presenting grievances, duty of fair representation, how to research arbitration decisions); ○ Communication skills (e.g. listing, asking questions, formulating arguments); ○ Union building skills (e.g. actions and strategies for strengthening the union at the local and national level). <p>This program is designed to equip workplace leaders with the skills and tools needed to defend the rights of workers and to develop an understanding of the role of a workplace representative in building a strong membership and local union.</p>
<p>Harassment Investigation</p> <p>Prerequisite: Human Rights are Workers Rights - 3-day or 40 hours</p>	<p>This 5-day program is designed for local union workplace representatives. The course outlines union and management responsibilities for preventing, investigating and resolving workplace harassment, and defines workplace harassment and violence under the Human Rights codes and health and safety legislation. Participants will review tools and processes for preventing and resolving workplace harassment (including informal, formal, and joint approaches). The course is designed to increase the investigator's communication skills, knowledge, and confidence to deal with harassment complaints through hands-on practice, case studies, video examples and group discussion.</p>
<p>Health and Safety</p>	<p>This is a hands-on course that members and Health and Safety representatives will find invaluable in the work they do on behalf of working people. Through exercises such as workplace and body mapping and job safety analysis, participants discuss the causes and solutions to the hazardous working conditions they face. Participants learn about regulations and legislation and visit worker friendly internet sites to gain a better understanding of members' rights in provincial and federal jurisdictions. Strategies for legal action and mobilization are discussed using actual case studies from Unifor workplaces and community based campaigns (e.g. prevent cancer, machine guarding and lockout, repetitive strain, etc.). Participants learn how to resolve issues at joint union-management meetings by drafting recommendations at a union caucus and presenting them at a joint committee meeting. This course includes a striking display of photographs, music, videos and quotes commemorating the history of workers' struggles for safe and healthy workplaces.</p>
<p>Human Rights</p>	<p>Our week-long human rights program is a must for leadership and activists in our growing, diverse union. The program is rooted in class struggles – learning how racism, sexism, homo/transphobia, and disability issues operate in our workplace and in the context of the broader capitalist economy – and learning how movements for equality have always been tied to worker's rights and struggles.</p> <p>This program combines our three-day Human Rights program, our one-day Duty to Accommodate course, an expanded session on workplace harassment, and a new section on human rights tribunals / legislation.</p> <p>Participants will become familiar with Unifor structures, resources, education programs for advancing human rights and equity struggles in the workplace.</p>
<p>Introduction to Ergonomics</p>	<p>This course has been designed to demystify the "<i>Ergonomic Process</i>", and allow our leadership/activists to see beyond the one dimensional aspect of injury reduction (important as this is), but to also recognize a powerful tool that you can use to begin, or continue to improve the ergonomic and psycho-social well being of our members, as they proceed through their working lives.</p> <p>We know the effects of poorly designed jobs. Workers Compensation statistic tells the story of workers suffering lost time injuries. In the short term this results in the loss of earning power, pain and suffering, pressure</p>

	<p>on the health care system, and (hard to define) psychological stress on the entire family.</p> <p>Activity groups will focus on one major Workplace Case Study, as well as drawing more general lessons from sessions such as how the body works and potential injuries, identifying ergonomic hazards, anthropometry (human body dimensions), ergonomic tools used to assess, physical demands analysis defining the physical aspect of a job, ergonomic legislation or guidelines, and sample ergonomic collective agreement language.</p>
Stress: The Workplace Hazard	<p>This course gives leadership/activists the awareness to recognize the physical and psychological hazards of workplace stress. It is designed to identify and prevent stress in the workplace rather than simply providing coping mechanisms that do not go far enough to prevent this hazard for all workers.</p> <p>The main focus of this course will be on actions that will provide strategies and solutions to reduce or eliminate workplace stress as a health and safety hazard. This will be accomplished through exploring real life situations and a thorough analysis of understanding how to address and modify existing situations which may be the root cause of workplace stress.</p>
Toxic Substances in the Workplace	<p>This course gives leadership and activist's awareness of the hazards of toxic substances. Activity groups will focus on one major workplace case study. We will also draw more general lessons from body mapping sessions such as Body Systems, how chemicals/toxic substances enter/exit the body and the acute and chronic health effects of toxic substances. We will take a better look at our workplace, identify hazards through Workplace Hazard Mapping and develop a checklist to expedite the hazard assessment process. We will review current Health and Safety Legislation and Regulations on the control of Occupational Exposure Limits, our contract language on chemicals or toxic substance exposures, and methods of controlling the toxicity or the hazard either through the significant reduction of use, substitution or elimination of the hazard, etc.</p>
Unionism on Turtle Island	<p>Unionism on Turtle Island is a course in which we will explore the shared history between Aboriginal and non-Aboriginal people. Turtle Island is the name used for North America in some Aboriginal cultures and refers to a story about the origin of the earth.</p> <p>Through this course, participants will hear about history, Aboriginal rights, Aboriginal issues, and the links between social unionism and the struggle for Aboriginal Self-Determination.</p> <p>We will discuss reconciliation and ways in which the labour movement can share in the process of recognizing and addressing injustices both historic and contemporary.</p> <p>All are welcome in this course.</p>
Worker Referral Assistance Level Two	<p>Level 2 offers Worker Referral Assistants/Liaisons an opportunity to share the experiences they have had in the workplace and community and provides more in-depth information about specific social issues. Level 2 covers:</p> <ul style="list-style-type: none"> review of Level 1, linking labour and community, understanding violence mental health harassment & bullying, gambling addictions, activists: caring for ourselves, time management for activists, everyone matters - building empathy.

WSIB Appeals

Compensation for Ontario Workers -
Level 1 (formerly WSIB Level I & II) OR
Level 1 & 2 ODRT

This course is designed for those Ontario members who have successfully completed levels I and II. The program is designed to provide the skills necessary to enable worker representatives to represent workers in various dispute resolution schemes.

Participants will be provided with an in-depth analysis of different dispute resolution strategies including Mediation, the Appeals Resolution Officer level, the WSIB Alternate Dispute Resolution model, the Workplace Safety and Insurance Appeals Tribunal (WSIAT). This course builds on levels I and II and provides the necessary skills for worker representatives to effectively represent workers at all levels in the Workplace Safety and Insurance System.



COURSE: _____ **COURSE DATE:** _____

**UNIFOR PAID EDUCATION LEAVE PROGRAM
APPLICATION FORM – PLEASE PRINT**

COMPLETE THIS FORM AND RETURN AT THE GENERAL MEMBERSHIP MEETING

Local Union #707

Unit: Ford of Canada Limited

Department _____ **Shift** _____ **Master #** _____

Name of Your Departmental Steward _____

Name: _____ **Telephone:** _____

Street Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Male/Female: _____ **Length of Unifor Membership:** _____

Do you attend Union Meetings? _____ **If so how often over the last 12 months?** 1 2 3 4 5 6 7 8 9 10 11 12
(PLEASE CIRCLE ONE)

Are you presently on any Local Union standing committees? _____

If yes which committees, and for how long? _____

Have you participated in any protest? _____ **Have you participated in any Local events?** _____

If yes which ones and where? _____

Which Unifor courses have you're previously taken? _____

Why should you be selected to take this course? _____

If selected, once you complete the PEL program what do you hope to achieve?

How has the knowledge you obtained from previous courses improved your union in your workplace?

ALL INFORMATION NEEDS TO BE COMPLETED

Port Elgin Education STUDENT Form 115 Shipley Ave. Port Elgin, ON N0H 2C5	50/50 Funding? YES	H&S Training Fund? YES	Course: _____ Date: _____
	PHONE 1-800-265-3735	FAX 519-389-3845	

SIN: (for Payroll & Expenses) _____ First Name: _____ Last Name: _____ Address: _____ City: _____ Province: _____ Postal Code: _____ Smoker: Yes _____ No _____ (Unifor Family Education Centre is a completely smoke free facility. This question is only to assist in assigning a roommate.) Special Requirements: i.e. handicapped room, diet, medical, etc. Yes _____ No _____ If so, what? _____ _____	Local _____ Unit # _____ Employer _____ Employee Clock # _____ Dept. _____ Phone (Home) (____) _____ Phone (Cell) (____) _____ Email (Print Clearly) _____ Date of Birth (mm/dd/yy) ____/____/____ Gender _____ Emergency Contact _____ Emergency Phone (____) _____ Roommate Request _____
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ARE YOU ABORIGINAL OR A PERSON OF COLOUR? YES _____ NO _____
 As part of our Union's commitment to ensure that we better reflect the diversity of our membership at all levels within the Union, we ask that you answer the above question so we can track participation.

**IF ON SALARY CONTINUATION, MARK AN "X" IN THE PAYROLL SECTION
 (if you are being paid by the employer this week)**

ARE YOU A: FULL TIME WORKER? _____ OR PART TIME WORKER? _____

\$ _____	+	\$ _____	=	\$ _____
Current Wage Rate		COLA		Total Hourly Rate
				As of Date

\$ _____	+	\$ _____	\$ _____	
Aft. Shift Rate		Night Shift Rate	Other	Hours per pay period

*If vacation pay is included in your regular pay (as per your collective agreement), enter the percentage here: _____%

Expected Rate Change (when) _____ How much? _____

Applicant Signature: _____	Date Completed: _____
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Local Union Verification Signature: _____
 Print Name: _____ Title: _____

APPLICANTS CANNOT APPROVE THEIR OWN PAYROLL/EXPENSE FORM. APPLICATIONS MUST BE SIGNED BY THE PRESIDENT, FINANCIAL SECRETARY OR CHAIRPERSON, OTHER THAN ONESELF.