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| **2016 REGION 2 SPRING BASIC EDUCATION SCHEDULE** |
| **LOCATION** | **DATES** | **REGISTRATION DEADLINE** | **TIMES** | **PLACE** |
| **Talking Union Basics** |
| Kirkland Lake | Feb 6-7 | January 25, 2016 | 9AM-5PM | Super 8 Kirkland Lake50 Government Rd E, Kirkland Lake |
| North Bay | Feb 16-18 | February 5, 2016 | 5PM-9PM | OPSEU Union Hall 573 Fraser Street, North Bay |
| Sudbury | Feb 23-25 | February 9, 2016 | 5PM-9PM | PSAC Sudbury Regional Office - 754 Falconbridge Rd, Unit 2 |
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| **Grievance Handling** |
| Sudbury | March 19-20 | March 7, 2016 | 9AM-5PM | PSAC Sudbury Regional office - 754 Faconbridge Rd, Unit 2 |
| Timmins | April 23-24 | April 11, 2016 | 9AM-5PM | Holiday Inn Express & Suites – Ontario Room30 Algonquin Blvd W, Timmins ON |
| Sault Ste Marie | June 2-3 | May 24, 2016 | 5PM-9PM | Delta Waterfront208 St. Mary’s River Drive, SSM ON |
| June 4 | 9AM – 5PM |
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| **Local Officers Training** |
| Moosonee | January 30-31 | January 22, 2016 | 9AM-5PM | Moose Cree Education Authority25 Pedabun Road, Moose Factory  |
| Timmins | April 2-3 | March 22, 2016 | 9AM-5PM | Holiday Inn Express & Suites – Ontario Room30 Algonquin Blvd W, Timmins ON |
| Sudbury | March 9-11 | March 1, 2016 | 5PM-9PM | PSAC Sudbury Regional Office - 754 Falconbridge Rd, Unit 2 |
| North Bay | April 12-14 | April 1, 2016 | 5PM-9PM | OPSEU Union Hall573 Fraser Street – North Bay |
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| **Health & Safety** |
| Sudbury | May 14-15 | May 2, 2016 | 9AM-5PM | PSAC Sudbury Regional office - 754 Falconbridge Rd, Unit 2 |

*The Talking Union Basics (TUB) course is a pre-requisite to all advanced programs. Grievance Handling and TUB are pre-requisites for the Advanced Stewards Course. Registrations Forms must be completed and submitted to your Regional office by the deadline date.*

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

**FAMILY CARE EXPENSES:** Family care expenses of $80.00 per day for the first dependent and $55.00 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.

**PER DIEM: $50.00 per day upon successful completion of the course.** Members who **attend a course which they have already completed within the previous two years are not** eligible to receive this per diem.

**\*\* Any member who is scheduled to work on the day(s) of a PSAC educational event will be paid loss of salary (including shift and weekend premium) provided they complete a PSAC Member Expense Claim Form and submit a copy of their shift schedules.**

In order to assist us in managing and maximizing our education budget, please contact the PSAC Sudbury Regional Office to discuss any loss of salary claim **prior** to the event.

[http://ontario.psac.com/sites/ontario.psacadmin.ca/files/user-](http://ontario.psac.com/sites/ontario.psacadmin.ca/files/user-uploads/education_basic_travel_policy.pdf)

[uploads/education\_basic\_travel\_policy.pdf](http://ontario.psac.com/sites/ontario.psacadmin.ca/files/user-uploads/education_basic_travel_policy.pdf)

**COURSE DESCRIPTIONS**

**TALKING UNION BASICS (TUB) (2 Days**

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. It is recommended that members take this course first, as it provides the basic knowledge you need to get the most from other PSAC courses. The Talking Union Basics (TUB) course is a prerequisite for Local Officers' Training, Grievance Handling, Duty to Accommodate and all Advanced Education Programs.

**Open to:** All members. New members are encouraged to apply.

**GRIEVANCE HANDLING (GH) (2 Days)**

This training is a must for stewards and other workplace representatives, or members who want to use the enhanced knowledge and skills to solve problems at the workplace. You will find out what the law says about grievances, grievers and their representatives, and the protections built in for those who choose to use the grievance procedure to solve problems. You will develop grievance handling and problem solving skills through "hands-on" exercises on gathering facts and resources, analyzing a problem, drafting grievance wording, building a complete file, and presenting the case to the employer. You will work with case studies based on actual grievances, and in the process, improve your knowledge of case law. Grievance Handling (GH) is a prerequisite to Advanced Stewards Training (AST).

**Open to*:*** All members. New Local Stewards are encouraged to apply.

**Prerequisite:** The Talking Union Basics (TUB), Building Union Solidarity (BUS) or its equivalent.

Note: Please bring a copy of your collective agreement to the course.

**HEALTH & SAFETY (2 Days)**

This is a ‘Back to Basics’ course will introduce you to the basic principles of workplace Occupational Health & Safety Law.   You will understand the responsibilities of the Worker, Employer and the Joint Health and Safety Committee.  We will examine how the law; Federal and Provincial is applied in the workplace.  We will study recent changes to the law, and together develop strategies to address work place issues.

**Open to**: All members. Of particular Interest to Health & Safety Activists and Committee Members

**LOCAL OFFICERS TRAINING (2 Days)**

Gives Local Officers essential knowledge for upholding their Local responsibilities and building a strong union. Participants learn:

* how an effective Local functions;
* roles and responsibilities of the Local Executive;
* how Executives can work well as a team, engage members, and
* deal effectively with management.

This basic course is a prerequisite for the Advanced Local Officers Training

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| **PSAC EDUCATION BASIC COURSE REGISTRATION FORM****Application form must be faxed, emailed or sent before deadline to:** 2-754 Falconbridge Road, Sudbury, Ontario P3A 5X5 705-674-6907Toll Free: 800-354-9134, F:705-674-8652 Sudbury\_RO@psac.com Register online @ [ontario.psac.com](http://www.ontario.psac.com)  |
| **PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S):** |
| **1** | Course |  |
|  | Date |  |
|  | Location |  |
|  |  |  |

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| **NAME** |  |
| **COMPONENT/LOCAL/DCL** |  |
| **LOCAL UNION POSITION TITLE** |  |
| **HOME & WORK ADDRESS****CITY, PROVINCE****POSTAL CODE** | **HOME:** | **WORK:** |
| **HOME & WORK TELEPHONE** | H: | W: |
| **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**¨** Disabled**¨**Aboriginal**¨** Gay/Lesbian/Bisexual/Transgendered**¨**Racially Visible**¨** Young Worker (30 and Under)🞎 |
| **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** |

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| **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 behavior 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. |