



# Fall School

**October 29 to November 3, 2013**  
**Sheraton Centre Hotel, 123 Queen St. W., Toronto**

#	Course	Course schedules	Fee
1	WSIB Return to Work	Tues Oct 29 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Taking on Privatization	Tues Oct 29 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Occ Health & Safety Level I	Wed Oct 30 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	Occ Health & Safety Level II- Committees	Wed Oct 30 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	WSIB Level 1 (OFL)	Fri Nov 1 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	WSIB Level 2 (OFL)	Fri Nov 1 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	Financial Officers	Fri Nov 1 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
8	Introduction to Stewarding	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
9	Steward Learning Series 1: Being an ally for equality; Building your case	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
10	Steward Learning Series 2: Representing members in front of management; Conflict resolution	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
11	Steward Learning Series 3: Discipline & discharge; Notetaking	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
12	Labour Law	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
13	Bargaining Skills	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
14	Parliamentary Procedure	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
15	Introduction to Pensions	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
16	Job Evaluation	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
17	Creating Racial Justice	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
18	Clear Language	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100
19	Women Breaking Barriers	Sat Nov 2 9am-5pm; Sun 9:30am-12:30pm	\$100

After October 18<sup>th</sup> a \$50 late fee per registrant applies  
 Additional surcharge of \$160 per registrant for non-affiliates to CUPE Ontario applies

**FOR FULL COURSE DESCRIPTIONS PLEASE GO TO  
[WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA)**

**REGISTER ON-LINE AT [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA)  
 IF YOU ARE UNABLE TO REGISTER ON-LINE  
 OR REQUIRE FURTHER INFORMATION  
 PLEASE CALL CUPE ONTARIO AT 905-739-9739**

**FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL**  
**613-232-9908 or 1-888-676-7747**  
**OR RESERVE ON-LINE**  
**\$199.00 plus taxes      Club level: \$299 plus taxes**  
**Reservation cut-off is Monday, October 7, 2013**

**PLEASE FOLLOW THESE SIMPLE STEPS  
TO REGISTER ON-LINE:**

- Visit the CUPE Ontario website at [www.cupe.on.ca](http://www.cupe.on.ca)
- Click the Spring School Registration banner
- Click the "Delegates Register Here" button and enter your contact information
- It is important to enter all contact information for each person you are registering, including their email address. Members are contacted in case of course changes
- Continue entering all required information

**IMPORTANT INFORMATION FOR CUPE ONTARIO SCHOOL:**

- All classes end on Sunday, November 3rd at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday November 2<sup>nd</sup> from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB, Privatization and Health & Safety Courses, (see start times)
- Class sizes are limited and registration is on a first come, first served basis
- Attendees can only register for **one** course
- Classes are only offered in English unless otherwise stated
- Course payment may be done by either cheque (payable to CUPE Ontario, 80 Commerce Valley Dr. E., Suite 1, Markham, ON L3T 0B2) or by credit card on-line
- \$5.00 of the course fees go towards the Bev Smale Scholarship Fund
- A surcharge of \$100 per registrant applies for all non-affiliates of CUPE Ontario
- After October 18<sup>th</sup> a late fee of \$50 per registrant applies
- No refunds after October 18<sup>th</sup>
- For hotel accommodations, you can reserve on-line at the same time as registering for the School. Hotel reservations require payment by credit card
- It is important to write down and save the Access Key you receive once you complete registration. It is used to retrieve the details of your booking
- If you require family care subsidy, French or ASL translation, or have accessibility needs, please visit [www.cupe.on.ca](http://www.cupe.on.ca) and submit the appropriate form

**REGISTER BEFORE OCTOBER 18<sup>TH</sup>  
TO AVOID THE LATE FEE**

# COURSE DESCRIPTIONS

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## 1. WSIB RETURN TO WORK (5 days starting 1:00 pm, Tues Oct 29; ending Sun Nov 2 at 12:30 pm)

Register at course commencement

This course is designed for those activists that desire to become Return to Work Specialists. The material focuses on the process of helping injured workers return to work as quickly and safely as possible, with dignity and job security. The main focus is to change the work, not the worker, and accommodating the pre-accident job. This will build on the knowledge participants have gained from previous Levels, but will train them to be specialists in Early and Safe Return to Work and Labour Market Re-entry. *Levels I & II are pre-requisites*

## 2. TAKING ON PRIVATIZATION (5 days starting 1:00 pm, Tues Oct 29; ending Sun Nov 2 at 12:30 pm)

Register at course commencement

This weeklong workshop examines the biggest threat to CUPE jobs and public services - privatization. Participants will examine the various forms of privatization and how to spot the early warning sign of privatization. Members will also develop and learn skills to respond to privatization and contracting-out threats, build a campaign to fight privatization in your local.

## 3. OCC HEALTH & SAFETY LEVEL I (30 hrs starting 9:00 am Wed, Oct 30; ending Sun Nov 2 at 12:30 pm)

Register at course commencement

This course embraces an entire gamut of health and safety issues by focusing on hazard recognition and the rights and responsibilities of the workplace parties, as prescribed by existing legislation. This 30-hour key program consists of 10 modules which include seven core modules that identify the respective roles of the workplace parties – management, government and labour regarding health and safety; explains current health and safety legislation, provincial or federal; discusses how the body functions and the damaging effects hazards have on it; features carcinogens, and how to recognize them and toxic substances, as well as their sources; explains the effectiveness, or lack of, the three basic principles of control – at the source, along the path, and at the worker; and identifies the hazards presented by excessive workplace noise, and tells how to measure workplace noise and how to develop a noise abatement program. Level I is a certificate program and the prerequisite for entering Level II programs and Instructor Training. THIS TRAINING IS NOT FOR CERTIFICATION IE. JOINT HEALTH AND SAFETY COMMITTEES WHO ARE MANDATED UNDER BILL 208. [There may also be evening course work which you will be required to attend.](#)

## 4. OCC HEALTH & SAFETY LEVEL II- COMMITTEES (30 hrs starting 9:00 am Wed, Oct 30; ending Sun Nov 2 at 12:30 pm)

Register at course commencement

In this program participants gain a better understanding of their legal rights and responsibilities as workers and joint health and safety committee members. Important to this discussion are techniques and knowledge needed to perform workplace inspections along with incident and disease investigations. Essential research skills are also reviewed helping committee members to lead proactive initiatives aimed at eliminating or controlling exposure to workplace hazards. Prerequisite-WHSC Occupational Health & Safety Level I. THIS IS NOT CERTIFICATION TRAINING FOR JOINT HEALTH & SAFETY COMMITTEE MEMBERS AS REQUIRED UNDER THE OCCUPATIONAL HEALTH & SAFETY ACT.

## 5. WSIB - LEVEL I (12 hrs starting 1:00 pm Fri, Nov 1; ending Sun Nov 2 at 12:30 pm)

Register at course commencement

This first level is designed to provide basic knowledge of the Workers' Compensation system. This level is directed at workers who need or desire a basic understanding of this sometimes, complex system. Participants will be provided a history of Workers' Compensation as well as an understanding of the bureaucracy and some of the benefits and services available. Hands-on experience and completing Board forms is also included, as well as help in finding out how to access an experienced representative.

## 6. WSIB - LEVEL II (12 hrs starting 1:00 pm Fri, Nov 1; ending Sun Nov 2 at 12:30 pm)

Register at course commencement

The second level is designed to provide workers with the skills and knowledge to represent injured workers in the initial steps of a worker's claim. This level is designed to build on the knowledge attained in Level I and is directed at workers who will become active as worker representatives. Benefits and services for injured workers will be

detailed, including changes as a result of Bill 162, Bill 165 and Bill 99. The course will take an in depth look at services and benefits available under the *Act*. Participants will learn how to examine claim files and master the art of communication with physicians and Board staff. These skills will enable representatives to cut through the “red tape” that traditionally slows the decision-making process. The Board’s new “Integrated Appeal System” will be explained as well as the new Mediation Services. WSIB Level I is a prerequisite.

#### 7. FINANCIAL OFFICERS (12 hrs starting 1:00 pm Fri, Nov 1 – ending Sun Nov 2 at 12:30 pm)

Register at course commencement

This workshop will help you understand your role as secretary-treasurer or trustee in your CUPE local. You will practice keeping a monthly ledger, produce a treasurer’s report and perform a bank reconciliation. You will also learn how to fill out a per capita tax report and prepare a budget. This will provide you with the basic bookkeeping skills you need to be a secretary-treasurer. Please bring a calculator and a copy of your Local’s by-laws

#### 8. INTRODUCTION TO STEWARDING (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

What does a CUPE steward do? If you are a new steward and want to learn how to help CUPE members solve workplace problems, this introductory workshop is for you! In this workshop you will learn the role of the steward, investigating workplace problems, CUPE’s structure, filing a grievance, meeting with management, and dealing with workplace complaints. After completing Introduction to Stewarding, stewards can complete other workshop modules from the Steward Learning Series. Please bring your Collective Agreement

#### 9. STEWARDING LEARNING SERIES 1 (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

**Being an ally for equality:** Championing human rights in the workplace and the union is an important role for stewards. But what does it really mean to be a good ally? **Building your case:** Good grievance handling means keeping well organized files. Learn how to research a case thoroughly; how to separate facts from opinions; and tips for taking good notes.

#### 10. STEWARDING LEARNING SERIES 2 (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

**Representing members in front of management:** Stewards and supervisors are equals when they meet about labour relations. This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings, and build confidence by practicing meeting situations. **Conflict Resolution:** Conflict is a natural part of our lives. It often leads to positive change. Knowing how to handle it well will improve your relationships with members and the employer. Learn about the different responses to conflict and practice communication skills that will help in situations of conflict.

#### 11. STEWARDING LEARNING SERIES 3 (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

**Handling Discipline & Discharge:** For many stewards, discipline and discharge cases are the hardest grievances to handle. Learn about key legal concepts and terms; the role of a steward during the employer’s investigation; when discipline is given; and during grievance meetings; how to develop effective arguments. **Notetaking:** Why do I have to take notes? What kind of notes should I take? What happens to my notes if a grievance goes to arbitration? Are my notes private? Is it better to take notes on a computer or by hand? What happens to the notes I take when the case is finished? This module answers important questions about notes, and provides practice time to work on note taking skills.

#### 12. LABOUR LAW (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

There will be examination of various aspects of labour law including an overview of the Labour Relations Act and various other legal topics affecting Locals and Local Union activists. Please bring your collective agreement

#### 13. BARGAINING SKILLS (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

This workshop covers what bargaining committee members can do to get a better deal once bargaining has started. Topics include mobilizing membership and community support, communicating with members during bargaining, analyzing the employer’s position, formulating arguments, setting bargaining goals and knowing how and when to change them, and presenting recommendations to the membership. Participants will have the

opportunity to practice handling different bargaining situations - at the table and with the membership. This workshop would be most useful for participants from locals who are in bargaining or ready to start bargaining. Please bring your Collective Agreement

#### **14. PARLIAMENTARY PROCEDURE (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

If you have ever wondered what a “point of order” is, this workshop is for you. After attending this workshop, CUPE members can play a more active role in union meetings and conventions. You will learn the meaning of many new terms and how we make decisions within the union.

#### **15. INTRODUCTION TO PENSIONS (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

Our pensions are our retirement wages. Do you want to get a pension plan in your workplace or improve the one you have? Do you want to understand the information you get about your pension? Do you wonder how government pension plans will work for you? NOTE: If you have a pension plan, bring your annual pension statement with you as well as a copy of your Canada Pension Plan statement, if available.

#### **16. JOB EVALUATION (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

This workshop will interest you if your local is thinking about a joint job evaluation program for pay equity purposes, or if you have new joint pay equity committee members. It covers topics such as collection of job information, rating jobs, weights, banding, selection of male comparators, job-to-job and proportional value comparisons and achieving/maintaining pay equity.

#### **17. CREATING RACIAL JUSTICE (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

CUPE is a union of many races and includes many Aboriginal members. You will explore how racism divides workers, and the role it plays in issues such as privatization and contracting out. You will look at ways to create strength through unity. This workshop will give you tools and information to deal with racial conflict in your workplace or local. It will also help you find ways to encourage members from different races to participate in the union. This workshop is for all members.

#### **18. CLEAR LANGUAGE (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

Unions rely heavily on the written word to inform members of their rights and to encourage them to participate in the workplace, the union and the community. But our communications aren't always as effective as we would like. Is the language you use in your newsletter, web site and other materials clear to everyone? Do your members understand their collective agreement? Clear language is an inclusive approach to communication. It helps to make information accessible to everyone. This workshop will help you develop clear writing and design skills to reach more members and make your local stronger. Clear writing works for workers!

#### **19. WOMEN BREAKING BARRIERS (starting 9:00 am Sat, Nov 2; ending Sun Nov 3 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Nov 2 between 7:30 and 9:00 am

Are you a woman interested in taking on a leadership role in your union? If so, then this challenging and rewarding workshop is for you! It covers topics relating to women's oppression, politics and social change – all from a woman's perspective. Explore the barriers, challenges and opportunities for women to take on leadership roles in the union. Discover your own personal leadership style and develop a plan to seek more formal recognition of your leadership skills.