



Spring School

February 25 – March 1, 2020

Sheraton Centre Hotel, 123 Queen St. W., Toronto

REGISTER ON-LINE AT WWW.CUPE.ON.CA STARTING DECEMBER 2

#	Course	Course schedules	Fee
1	WSIB – Return to Work	Tues Feb 25 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Local Executive Training	Tues Feb 25 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Bargaining Solidarity	Tues Feb 25 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
4	Health & Safety Level I	Wed Feb 26 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	Health & Safety Level II - Committees	Wed Feb 26 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
6	WSIB Level 1 (OFL)	Fri Feb 28 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	WSIB Level 2 (OFL)	Fri Feb 28 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
8	Financial Officers (1 class)	Fri Feb 28 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
9	Introduction to Stewarding (2 classes A&B)	Sat Feb 29 8:30am-5pm; Sun 9:30am-12:30pm	\$115
10	Health and Safety Learning Series 1 A) Understanding Mental Injuries at work B) Solidarity Beyond Borders	Sat Feb 29 8:30am-5pm; Sun 9:30am-12:30pm	\$115
11	Health and Safety Learning Series 2 A) Workload and Overload B) Equality in Health & Safety	Sat Feb 29 8:30am-5pm; Sun 9:30am-12:30pm	\$115
12	Conflict Resolution	Sat Feb 29 8:30am-5pm; Sun 9:30am-12:30pm	\$115
13	Women Breaking Barriers	Sat Feb 29 8:30am-5pm; Sun 9:30am-12:30pm	\$115
14	Preparing to Lobby	Sat Feb 29 8:30am-5pm; Sun 9:30am-12:30pm	\$115
15	Steward Learning Series A) Representing Gender & Diverse Members B) Challenging Racism in the Workplace	Sat Feb 29 8:30am-5pm; Sun 9:30am-12:30pm	\$115
16	Parliamentary Procedures	Sat Feb 29 8:30am-5pm; Sun 9:30am-12:30pm	\$115
17	Job Evaluation	Sat Feb 29 8:30am-5pm; Sun 9:30am-12:30pm	\$115
18	Labour Law	Sat Feb 29 8:30am-5pm; Sun 9:30am-12:30pm	\$115

After **February 7th** a \$50 late fee per registrant applies

Additional surcharge of \$135 per registrant for non-affiliates to CUPE Ontario applies

FOR FULL COURSE DESCRIPTIONS PLEASE GO TO WWW.CUPE.ON.CA

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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
\$204.00 plus taxes single/double occupancy
Reservation cut-off is Thursday, January 30, 2020

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

- Visit the CUPE Ontario website at www.cupe.on.ca
- Click on School Registration
- 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, March 1st at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday Feb 29 from 7:30-8:30am in the Civic Ballroom Foyer OR Friday, February 28 from 6:00-7:00pm in the VIP Room Foyer except for all WSIB, H&S, LET, Bargaining Solidarity and Financial Officers (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) and sent to WE Travel at 25A York Street, Ottawa, ON K1N 5S7 or by credit card on-line. Kindly note, registration must be paid in full prior to course start time.**
- \$5.00 of the course fees go towards the Bev Smale Scholarship Fund
- A surcharge of \$135 per registrant applies for all non-affiliates of CUPE Ontario
- After Friday, February 7th a late fee of \$50 per registrant applies
- **No refunds after February 7th.**
- For hotel accommodations, you can reserve on-line at the same time as registering for the School. Hotel reservations require payment by credit card
- If you require family care subsidy, French or ASL translation, or have accessibility needs, please visit www.cupe.on.ca and submit the appropriate form

**REGISTER BEFORE FEBRUARY 7th
TO AVOID THE \$50 LATE FEE**

COURSE DESCRIPTIONS

1. WSIB Return to Work (6 days starting 1:00 pm, Tues Feb 25; ending Sun Mar 1 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 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 prerequisites There may also be evening course work which you will be required to attend.

2. LOCAL EXECUTIVE TRAINING (6 days starting 1:00 pm, Tues Feb 25; ending Sun Mar 1 at 12:30 pm)

Register at course commencement

Introduction to CUPE (6 hrs)

Learn about CUPE structure and about the values and principles of the labour movement. Understand the roles and responsibilities of elected officers, the bylaws and Constitution that structure our organization. Leave knowing how to make your voice heard at a union meeting and how to participate in the decisions of your union

Leadership Essentials (9 hrs)

Who am I as a leader? Who are we as a local union? How do we fit into the broader movement? Learn how to use the power of your elected position to build power and strengthen solidarity in the union, in the labour movement and in our communities.

Essentials for Inclusive Unions (6 hrs)

As activists in our unions, we often ask why members are not more involved. This workshop asks a different question: Who is involved and who isn't and what might be some reasons why? How might our unconscious biases contribute to this? How can we represent members in a way that invites those on the margins to get involved and to see the union as place where they want to make a difference?

Recording Secretaries (9 hrs)

Recording Secretaries play a vital role in keeping local unions strong.

Learn how to: • take clear and accurate meeting minutes; • organize files; • process and write correspondence; • Communicate effectively with members.

3. BARGAINING SOLIDARITY (6 days starting 1:00 pm, Tues Feb 25; ending Sun Mar 1 at 12:30 pm) Register at course commencement

This workshop uses an intensive roleplay to help union activists develop the skills they need to build and maintain solidarity throughout the bargaining process. Discussions include analyzing internal and external forces that influence collective bargaining, identifying effective strategies and tactics for engaging members, and thinking about ways to reach marginalized members.

4. HEALTH & SAFETY LEVEL I (30 hrs starting 9:00 am Wed, Feb 26; ending Sun Mar 1 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.

5. HEALTH & SAFETY LEVEL II- COMMITTEES (30 hrs starting 9:00 am Wed, Feb 26; ending Sun Mar 1 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.

6. WSIB - LEVEL I (OFL) (12 hrs starting 1:00 pm Fri, Feb 28; ending Sun Mar 1 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.

7. WSIB - LEVEL II (OFL) (12 hrs starting 1:00 pm Fri, Feb 28; ending Sun Mar 1 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.

8. FINANCIAL OFFICERS (12 hrs starting 1:00 pm Fri, Feb 28; ending Sun Mar 1 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. ****PLEASE BRING A LAPTOP WITH YOU****

9. INTRODUCTION TO STEWARDING (starting 8:30 am Sat, Feb 29; ending Sun Mar 1 at 12:30 pm) **Register in Civic Ballroom Foyer Saturday, Feb 29 between 7:30-8:30am OR Friday, Feb 28 between 6:00-7:00pm in the VIP room Foyer**

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

10. HEALTH AND SAFETY LEARNING SERIES 1 (8:30am Sat, Feb 29; ending Sun Mar 1 at 12:30 pm)
Register in Civic Ballroom Foyer Saturday, Feb 29 between 7:30-8:30am OR Friday, Feb 28 between 6:00-7:00pm in the VIP room Foyer

A) Understanding Mental Injuries at Work: New forms of work, job insecurity, work intensification, high demands, violence and a resulting poor work-life balance are resulting in psychosocial and mental health problems in CUPE workplaces. This module focuses on the workplace as the cause of mental health issues, and not the individual. Discuss strategies and actions that actually help make workplaces psychologically healthier and safer.

B) Solidarity Beyond Borders: Health and safety standards are starkly different around the world. Trade deals signed by our government not only keep workers in other countries down but can also hurt Canadian workers. This module examines a few of the socioeconomic and political realities of the global workforce to illustrate how poor health and safety laws around the world make it harder for us to bring positive change to workers in Canada.

11. HEALTH AND SAFETY LEARNING SERIES 2 (8:30 am Sat, Feb 29; ending Sun Mar 1 at 12:30 pm)
Register in Civic Ballroom Foyer Saturday, Feb 29 between 7:30-8:30am OR Friday, Feb 28 between 6:00-7:00pm in the VIP room Foyer

A) Workload and Overwork: As employers pull back resources, they expect workers to do more with less. This module will examine workload, the cause and effects of overwork, and strategies to overcome the ever-increasing workload that is damaging not just our health at work, but the relationship we have outside of work.

B) Equality in H&S: Championing equality in the workplace and the union is a vital role of health and safety activists. But what does it really mean to act as a good ally? In this workshop, we will explore what oppression looks like in a health and safety context, and look at ways to reduce personal bias, challenge oppression, and act in solidarity with members from marginalized and equity-seeking groups.

12. CONFLICT RESOLUTION (starting 8:30am Sat, Feb 29; ending Sun Mar 1 at 12:30 pm)
Register in Civic Ballroom Foyer Saturday, Feb 29 between 7:30-8:30am OR Friday, Feb 28 between 6:00-7:00pm in the VIP room Foyer

Conflict is a natural part of our lives. Learning to handle it well improves relationships with other members, co-workers and the employer. In this workshop, you will deepen your understanding of conflict; strengthen your communication skills; and practice responding to conflict.

13. WOMEN BREAKING BARRIERS (starting 8:30 am Sat, Feb 29; ending Sun Mar 1 at 12:30 pm)
Register in Civic Ballroom Foyer Saturday, Feb 29 between 7:30-8:30am OR Friday, Feb 28 between 6:00-7:00pm in the VIP room Foyer

Learn about women's oppression, politics and social change - all from a woman's perspective. Explore the barriers, challenges and opportunities for women in the union. Discover your own personal leadership style and develop a plan for your personal next steps.

14. PREPARING TO LOBBY - (starting 8:30 am Sat, Feb 29; ending Sun Mar 1 at 12:30 pm)
Register in Civic Ballroom Foyer Saturday, Feb 29 between 7:30-8:30am OR Friday, Feb 28 between 6:00-7:00pm in the VIP room Foyer

This workshop prepares participants to lobby local, municipal, school board, provincial or federal level politicians. By registering for the workshop, participants commit to participate in a lobby that will be arranged with CUPE in the weeks or months that follow. Locals are encouraged to send a mix of newer activists along with more seasoned members to participate. The workshop can be for mixed group of sectors, focusing on different issues, or for building lobby skills around a single issue, campaign or sector.

15. STEWARDING LEARNING SERIES 1 (starting 8:30 am Sat, Feb 29; ending Sun Mar 1 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 29 between 7:30-8:30am OR Friday, Feb 28 between 6:00-7:00pm in the VIP room Foyer

- A) **Representing Gender and Diverse Members:** Homophobia, biphobia, and transphobia play out in our workplaces, locals, and communities. Learn how to challenge these kinds of discrimination, and respectfully represent gender and sexually diverse members in your workplace.
- B) **Challenging Racism in the Workplace:** This workshop covers what racism looks like in the workplace, and your role as a steward in challenging it.

16. PARLIAMENTARY PROCEDURES (starting 8:30am Sat, Feb 29; ending Sun Mar 1 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 29 between 7:30-8:30am OR Friday, Feb 28 between 6:00-7:00pm in the VIP room Foyer

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

17. JOB EVALUATION (starting 8:30am Sat, Feb 29; ending Sun Mar 1 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 29 between 7:30-8:30am OR Friday, Feb 28 between 6:00-7:00pm in the VIP room Foyer

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.

18. LABOUR LAW (starting 8:30 am Sat, Feb 29; ending Sun Mar 1 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 29 between 7:30-8:30am OR Friday, Feb 28 between 6:00-7:00pm in the VIP room Foyer

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.**