

# Spring School

**February 26 – March 3, 2013**  
**Sheraton Centre Hotel, 123 Queen St. W., Toronto**

#	Course	Course schedules	Fee
1	WSIB Medical Orientation	Tues Feb 26 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Taking on Privatization	Tues Feb 26 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Women Breaking Barriers	Wed Feb 27 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	Occ. Health & Safety Level I	Wed Feb 27 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	Occ. Health & Safety Level II-Law	Wed Feb 27 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
6	WSIB Level 1 (OFL)	Fri Mar 1 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	WSIB Level 2 (OFL)	Fri Mar 1 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
8	Financial Officers	Fri Mar 1 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
9	Introduction to Stewarding	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
10	Steward Learning Series 1: What's our Duty; Challenging Homophobia in the Workplace	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
11	Steward Learning Series 2: Discipline & Discharge; Mobilizing Workers	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
12	Steward Learning Series 3: Creating an Accommodation-Friendly Workplace; Disability Issues for Stewards	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
13	Parliamentary Procedure	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
14	Preparing for Bargaining	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
15	Labour Law	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
16	Introduction to Pensions	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
17	Labour History	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
18	Learning About First Peoples	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
19	Job Evaluation	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
20	Combating Workplace Bullying	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
21	Learning at Work – It's our Right!	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100

After February 15<sup>th</sup> a \$50 late fee per registrant applies  
 Additional surcharge of \$100 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  
\$192.00 plus taxes      Club level: \$292 plus taxes  
Cut-off is Monday, February 4, 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 SPRING SCHOOL 2013:**

- All classes end on Sunday, March 3<sup>rd</sup> at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday March 2<sup>nd</sup> from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB and Health & Safety Courses, Privatization & Women Breaking Barriers (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
- \$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 February 15<sup>th</sup> a late fee of \$50 per registrant applies
- No refunds after February 15<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 FEBRUARY 15<sup>TH</sup>  
TO AVOID THE LATE FEE**

# COURSE DESCRIPTIONS

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## 1. **WSIB MEDICAL ORIENTATION** (5 days starting 1:00 pm, Tues Feb 26; ending Sun Mar 3 at 12:30 pm)

Register at course commencement

This is a comprehensive program designed to break down the barrier of communicating in “medicalese”. It will enable participants to understand the contents of medical reports and apply them to resolve entitlement issues for injured workers. Actual medical reports will be used throughout the course. Medical terminology is broken down into understandable terms with a series of simple explanations of exercises. Participants will learn about basic human anatomy, body functions and systems, and will focus on areas that are common to WCB advocacy. Specific work related injuries will be discussed with an in-depth look at occupational diseases and how to prove a casual relationship. The health care profession will be demystified along with an insight into diagnostic testing and surgical procedures. Participants will also gain practical experience in calculating various pensions contained in the Act. The basics of ergonomics will also be touched upon in this course. Levels I and II and either Level III- Appeals or Return to Work are pre-requisites to taking the Medical Orientation.

## 2. **TAKING ON PRIVATIZATION** (5 days starting 1:00 pm, Tues Feb 26; ending Sun Mar 3 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. **WOMEN BREAKING BARRIERS** (30 hrs starting 9:00 am Wed, Feb 27; ending Sun Mar 3 at 12:30 pm)

Register at course commencement

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.

## 4. **OCC HEALTH & SAFETY LEVEL I** (30 hrs starting 9:00 am Wed, Feb 27; ending Sun Mar 3 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. **OCC. HEALTH & SAFETY LEVEL II- LAW** (30 hrs starting 9:00 am Wed, Feb 27; ending Sun Mar 3 at 12:30 pm)

Register at course commencement

This course is about the law that governs the Occupational Health & Safety Act and its regulations. The law is important to workers in virtually every employment sector in the province. The health and safety representatives, workers, members of Joint Occupational Health & Safety Committees, and others who represent those workers have a pressing need to probe behind the actual provisions of the law.

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** (12 hrs starting 1:00 pm Fri, Mar 1; ending Sun Mar 3 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** (12 hrs starting 1:00 pm Fri, Mar 1; ending Sun Mar 3 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, Mar 1 – ending Sun Mar 3 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**

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

Register in Civic Ballroom Foyer Saturday, March 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**

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

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

**What's our Duty:** Stewards' roles and responsibilities are covered by various labour laws. Where do stewards get their authority in the workplace? What is the duty of fair representation? What other legislation covers the workplace? **Challenging Homophobia in the Workplace:** When homophobia goes unchallenged it leads to a toxic workplace. This module will explore what it is like for lesbian, gay, bisexual and transgender people to live in a world that is geared towards straight people.

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

Register in Civic Ballroom Foyer Saturday, March 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. **Mobilizing Workers:** Stewards can play a key role when the union needs to mobilize its members, whether it's to support the bargaining committee, or stop the employer's attempts to contract out union work. Learn basic mobilization theory and practice new skills by working with current CUPE campaigns.

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

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

**Creating an Accommodation-Friendly Workplace:** Human rights laws require employers to accommodate workers who face barriers to employment. This module covers the legal framework for the duty to accommodate; what a good accommodation process and plan look like; what to do if the employer is not willing to • provide reasonable accommodation. **Disability Issues for Stewards:** Disabilities can be physical or mental, visible or invisible, permanent or temporary. There are workers with disabilities in every workplace. In this module, stewards learn about different kinds of disabilities and what they can do to create accessible workplaces.

13. PARLIAMENTARY PROCEDURE (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, March 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.

14. PREPARING FOR BARGAINING (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

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

In this workshop, participants will learn how to prepare for negotiations in a way that will get them a better deal once bargaining starts. The preparation phase is an important part of the bargaining process - success at the bargaining table often depends on what happens before the parties sit down. The workshop will deal with determining bargaining priorities, sources of information for bargaining, preparing proposals, and setting bargaining goals. A major focus will be on strategies to increase membership support for bargaining - before bargaining starts.

Please bring your Collective Agreement

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

Register in Civic Ballroom Foyer Saturday, March 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

16. INTRODUCTION TO PENSIONS (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, March 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.

17. LABOUR HISTORY (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

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

History has a habit of repeating itself, which is why it is so important to learn about the past. This workshop explores the history of unions in Canada, as well as some of the key moments in CUPE's history.

18. LEARNING ABOUT FIRST PEOPLES (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

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

In this workshop you will explore the impact of Canadian history on First Nations, Inuit and Métis; address common myths and stereotypes about Aboriginal peoples; come up with concrete ways to take action on key issues that are relevant for Aboriginal peoples today.

19. JOB EVALUATION (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, March 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.

20. COMBATING WORKPLACE BULLYING (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

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

Bullying hurts everyone. As union members, we have a role to play in combating workplace bullying. Come and talk about what bullying is, and isn't; How bullying hurts the target, the witnesses, the employer, the union, and even the bully; How not to be a bystander; How the union can make a difference.

21. LEARNING AT WORK – IT'S OUR RIGHT! (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

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

Do you want more active and engaged members? Do you want to protect your members' health and safety? Do you want to help members get a promotion? Do you want to make sure your members understand their rights? If you have answered yes to any of these questions, then this workshop is for you. Find out how literacy and upgrading programs can support important union priorities. Literacy and upgrading programs help workers develop new skills for a changing workplace and society. We live in a world where technology has changed the way people work. Restructuring and privatization can threaten jobs. The need for training and upgrading has never been greater. This workshop will help you create learning opportunities to enable your members to weather the change.