



Fall School

November 18 – 23, 2014

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

REGISTER ON-LINE AT WWW.CUPE.ON.CA STARTING JUNE 3, 2014

#	Course	Course schedules	Fee
1	WSIB Return to Work	Tues Nov 18 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Labour History	Tues Nov 18 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Occ Health & Safety Level I	Wed Nov 19 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	Occ Health & Safety Level II - Law	Wed Nov 19 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	WSIB Level 1 (OFL)	Fri Nov 21 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	WSIB Level 2 (OFL)	Fri Nov 21 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	Financial Officers	Fri Nov 21 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
8	Introduction to Stewarding	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
9	Steward Learning Series 1: What's our Duty; Building a Case	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
10	Steward Learning Series 2: Handling Grievances; Notetaking	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
11	Steward Learning Series 3: Creating an Accommodation Friendly Workplace; Disability Issues for Stewards	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
12	Labour Law	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
13	Bargaining Skills	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
14	Introduction to Pensions	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
15	Job Evaluation	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
16	Recording Secretaries	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
17	Women Breaking Barriers	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
18	Clear Language	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100
19	Saying No to Harassment	Sat Nov 22 9am-5pm; Sun 9:30am-12:30pm	\$100

After November 7th 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**

**REGISTER ON-LINE AT WWW.CUPE.ON.CA STARTING JUNE 3RD
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 27, 2014

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

- Visit the CUPE Ontario website at www.cupe.on.ca
- Click the Fall 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 23rd at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday November 22nd from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB, Privatization, Women Breaking Barriers 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 Friday, November 7th a late fee of \$50 per registrant applies
- No refunds after November 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
- 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 and submit the appropriate form

**REGISTER BEFORE NOVEMBER 7TH
TO AVOID THE LATE FEE**

COURSE DESCRIPTIONS

1. WSIB RETURN TO WORK (5 days starting 1:00 pm, Tues Nov 18 to Sun Nov 23 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. LABOUR HISTORY (5 days starting 1:00 pm, Tues Nov 18; ending Sun Nov 23 at 12:30 pm)

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.

3. OCC HEALTH & SAFETY LEVEL I (30 hrs starting 9:00 am Wed, Nov 19 to Sun Nov 23 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-LAW (30 hrs starting 9:00 am Wed, Nov 19 to Sun Nov 23 at 12:30 pm)

Register at course commencement

In this program participants take an in-depth look at how occupational health and safety laws and regulations can be used to help safeguard worker health and safety. They also review inadequacies of the law and its enforcement and formulate strategies to overcoming them. Further, participants come away with the knowledge necessary to help them lobby for legislative and other solutions as well as ensuring effective enforcement of existing legislation.

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 (OFL) (12 hrs starting 1:00 pm Fri, Nov 21 to Sun Nov 23 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 21 to Sun Nov 23 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 21 to Sun Nov 23 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 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 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 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 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? **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 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 between 7:30 and 9:00 am

Handling Grievances: A refresher on basic grievance handling, this module highlights the steward's role as educator. Participants teach each other "best practices" and share strategies for dealing with difficult grievances. **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.

11. STEWARDING LEARNING SERIES 3 (starting 9:00 am Sat, Nov 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 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.

12. LABOUR LAW (starting 9:00 am Sat, Nov 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 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 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 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. INTRODUCTION TO PENSIONS (starting 9:00 am Sat, Nov 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 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.**

15. JOB EVALUATION (starting 9:00 am Sat, Nov 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 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.

16. RECORDING SECRETARIES (starting 9:00 am Sat, Nov 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 between 7:30 and 9:00 am

This workshop helps recording secretaries learn about their role and duties. Learn how to take minutes at meetings; organize paper and electronic files; write clear effective information bulletins and reports.

17. WOMEN BREAKING BARRIERS (starting 9:00 am Sat, Nov 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 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.

18. CLEAR LANGUAGE (starting 9:00 am Sat, Nov 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 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. SAYING NO TO HARASSMENT (starting 9:00 am Sat, Nov 22 to Sun Nov 23 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 22 between 7:30 and 9:00 am

This workshop is designed to help the participants understand and discuss issues surrounding harassment in the workplace. The workshop will give the participants the skills they need to deal with harassment if it should take place. The workshop participants will have the opportunity to look at the effects harassment has on workers, which include physical, psychological and economic effects. Legislation that covers discrimination and harassment, including human rights law and the Criminal Code is dealt with. In CUPE we make a distinction between harassment, which is covered by human rights legislation, and harassment, which is not. The latter we refer to as "personal harassment".