



UNIFOR

Local2301

Kitimat Smelter & Kemano Power Operations Workers
235 Enterprise Ave., Kitimat, BC V8C 2C8
Phone 250-632-4611 Fax 250-632-6308
www.caw2301.ca
caw2301@caw2301.ca

May 17, 2016

One-Week Fall PEL

Dear Union Activist:

Please review the following One-Week PEL course outlines.

If you would like the Union Executive to consider endorsing you to attend a course please complete both of the attached forms, and return them to the Union Hall before the application deadline. All applications are reviewed by the Education Committee and recommendations are made to the Union Executive for approval.

Sometimes not everyone who applies will be able to attend, as our entitlement is limited, but keep in mind that these PEL courses come up bi-annually every spring and fall.

Deadline is Friday, July 15th, 2016

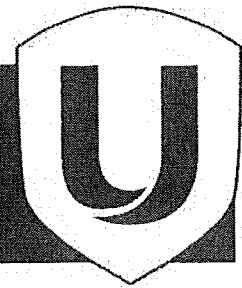
at 4:00 pm for One-Week PEL Courses.

Applications can be printed from the email or picked up at the Union Hall. All applications must be dropped off at the Union Hall by the Deadline.

Due to time restrictions the first week of courses (July 17-22, 2016) are not available.

Sincerely,

Martin McIlwrath
Business Agent



EDUCATION SCHEDULE - Port Elgin July 2016 - December 2016

DATE	COURSES OFFERED	SUPPORT STAFF
July 17-22	<u>Collective Bargaining</u>	Line
Registration	<u>Grievance Handling & Workplace Leadership</u>	Line
Deadline June 10 th	<u>Health and Safety Women</u>	Jo-Anne
	<u>Human Rights</u>	Carmen
ON SITE CHILD CARE	*** Child care registration Deadline June 10 th (0-12 years) ***	

September 11-16	<u>Aboriginal Workers of Colour Week 1</u>	Carmen
Registration	<u>Collective Bargaining</u>	Line
Deadline August 5 th	<u>Grievance Handling & Workplace Leadership</u>	Line
	<u>Health and Safety</u>	Line
	<u>Human Rights</u>	Carmen
	<u>Toxic Substances in the Workplace</u>	Jo-Anne
	<u>WSIB I & II (Ontario Only)</u>	Jo-Anne

September 18-23	<u>Women Activists</u>	Carmen
Registration	<u>Women in Collective Bargaining</u>	Carmen
Deadline August 12 th		
ON SITE CHILD CARE	*** Child care registration Deadline August 12 th (0-12 years) -***	

September 25-30	<u>Accident and Incident Investigation</u>	Jo-Anne
	<u>Environment Workplace</u>	Line
Registration	<u>Introduction to Ergonomics</u>	Jo-Anne
Deadline August 19 th	<u>Stress: The Workplace Hazard</u>	Jo-Anne
	<u>Time Study - Easing the Pace of Work</u>	Carmen
	<u>Youth Activist</u>	Jo-Anne

DATE	COURSES OFFERED	SUPPORT STAFF
October 2-7 Registration Deadline August 26 th	<u>Aboriginal Workers of Colour Week II</u> (Pre-requisite Aboriginal Workers of Colour Week I) <u>Health and Safety</u> <u>Human Rights</u> <u>WSIB Appeals (Ontario Only)</u> (Pre-requisite WSIB I&II)	Carmen Line Carmen Jo-Anne
October 16-21 Registration Deadline Sept 9 th	<u>Building Strong Local Unions</u> <u>Conflict Resolution</u> <u>Pride Activist</u> <u>Unifor Foundations</u>	Line Carmen Jo-Anne Carmen
October 23-28 Registration Deadline Sept 16 th	<u>Arbitration for Leadership</u> <u>Collective Bargaining</u> <u>Grievance Handling & Workplace Leadership</u> <u>Introduction to Ergonomics</u> <u>Toxic Substances in the Workplace</u> <u>Worker Referral Assistance Program Level II</u> (Pre-requisite Worker Referral Assistance Program Level I)	Line Line Line Jo-Anne Jo-Anne Carmen
October 30- November 4 Registration Deadline Sept 23 rd	<u>Accident and Incident Investigation</u> <u>Good Jobs in a Green Economy</u> (4 Day Course - starts Sunday ends Thursday) <u>Health and Safety</u> <u>Human Rights</u> <u>Political Action and Mobilization</u> <u>Stress: The Workplace Hazard</u> <u>Union Communications</u>	Jo-Anne Jo-Anne Line Carmen Carmen Jo-Anne Carmen
November 6-11 Registration Deadline Sept 30 th	<u>Executive Board Training</u>	Line
November 13-18 Registration Deadline Oct 7 th	<u>Health and Safety</u> <u>Time Study - Easing the Pace of Work</u> <u>WSIB Return to Work (Ontario Only)</u> (Pre-requisite WSIB I&II) <u>Harassment Investigation</u> (Pre-requisite Human Rights Training 3 Day or 40hr)	Line Carmen Jo-Anne Carmen

DATE	COURSES OFFERED	SUPPORT STAFF
November 20-25	<u>Collective Bargaining</u>	Line
Registration	<u>Conflict Resolution</u>	Carmen
Deadline Oct 14 th	<u>Economics for Trade Unionists</u>	Carmen
	<u>Health Care Issues</u>	Jo-Anne
	<u>Introduction to Ergonomics</u>	Jo-Anne
November 27- December 2	<u>Accident and Incident Investigation</u>	Jo-Anne
Registration	<u>Grievance Handling & Workplace Leadership</u>	Line
Deadline Oct 21 st	<u>Human Rights</u>	Carmen
	<u>Making the Shift Workplace to Retirement</u> (4 Day Course - starts Sunday ends Thursday)	Jo-Anne
December 4-9	<u>Conflict Resolution</u>	Carmen
Registration	<u>Health and Safety</u>	Line
Deadline Oct 28 th	<u>Stress: The Workplace Hazard</u>	Jo-Anne
	<u>WSIB Medical Orientation</u> (Ontario Only) (Pre-requisite WSIB I&II)	Jo-Anne

CHILD CARE REGISTRATION - when on-site childcare is offered, you **MUST REGISTER AT THE TIME YOU SUBMIT YOUR APPLICATION.** Please contact the Family Education Child Care Centre for the on-site child care registration forms at 1-800-265-3735 ext. 3233 or email Laurie Wright at fecchildcare@unifor.org

All courses start on the Sunday night including 4 Day Courses.

**** Courses are occasionally subject to change. Please check the website to ensure you have the most up to date schedule**** www.unifor.org/education-en

QUESTIONS ABOUT THE SCHEDULE? Please contact the appropriate support staff listed below:

Jo-Anne Cameron
1-800-265-3735 EXT. 3268
EMAIL jo-anne.cameron@unifor.org
FAX 519-389-3222

Carmen Tuomi
1-800-265-3735 EXT. 3215
EMAIL carmen.tuomi@unifor.org
FAX 519-389-3845

Line Boucher
1-800-265-3735 EXT. 3217
EMAIL line.boucher@unifor.org
FAX 519-389-3845

Heather Porter
1-800-265-3735 EXT. 3218
EMAIL heather.porter@unifor.org
FAX 519-389-3845

ALL INFORMATION NEEDS TO BE COMPLETED

Port Elgin Education STUDENT FORM 115 Shipley Ave. Port Elgin ON N0H 2C5	50/50 Funding? YES	H&S Training Fund? YES	Course: _____
	Phone 1-800-265-3735	FAX 519-389-3845	Date: _____

SIN: (For Payroll & Expenses) _____

First Name: _____

Last Name: _____

Address: _____

City: _____

Province: _____ Postal Code : _____

Local _____ Unit# _____

Employer _____

Employee Clock # _____ Dept. _____

Phone (Home) (____) _____

Phone (Cell) (____) _____

Email (Print clearly) _____

Smoker: Yes _____ No _____
 (Unifor Education Centre is a completely smoke free facility.
 This question is only to assist in assigning a roommate.)

Date of Birth (mm/dd/yy) ____/____/____

Gender _____

Special requirements: i.e. handicapped room, diet,
 medical, etc. Yes _____ No _____
 If so, what? _____

Emergency Contact _____

Emergency Phone (____) _____

Roommate Request: _____

ARE YOU ABORIGINAL OR PERSON OF COLOUR ? YES _____ NO _____
 As part of our Union's commitment to ensure that we better reflect the diversity of our membership at all levels within the Union, we ask that you answer the above question so we can track participation.

IF ON SALARY CONTINUATION, MARK AN X IN PAYROLL SECTION
 (If you are being paid by the employer this week)

ARE YOU A: FULL TIME WORKER? _____ OR PART TIME WORKER? _____

\$ _____ + \$ _____ = \$ _____
 Current Wage Rate COLA Total Hourly Rate As of Date

\$ _____ \$ _____ \$ _____
 Aft. Shift Rate Night Shift Rate Other Hours per pay period

*If vacation pay is included in your regular pay
 (as per your collective agreement), enter
 percentage here _____ %

Expected Rate Change (when) _____ How much? _____

Skilled Trades? Yes _____

Applicant signature: _____ Date Completed: _____

Local Union Verification:
 Signature: _____
 Print Name: _____ Title: _____

APPLICANTS CANNOT APPROVE THEIR OWN PAYROLL/EXPENSE FORM, MUST BE SIGNED BY THE PRESIDENT, FINANCIAL SECRETARY OR CHAIRPERSON OTHER THAN ONESELF.

APPLICATION FOR FALL 2016 PAID EDUCATION LEAVE PROGRAM - ONE WEEK PEL

DATE OF COURSE _____

COURSE NAME _____

Complete this form and return to: UNIFOR Local 2301

Please Print

NAME _____

TELEPHONE _____

WORK LOCATION _____ WORK TELEPHONE _____

Length of UNIFOR Membership _____ (years) Current Union Position _____

Union Positions/Involvement _____

Do you regularly attend Local 2301 meetings? _____

Previous PEL Courses you have attended _____

Number of Hours required away from work to attend this course (include one day travel on each end. _____ hours.

Community involvement or outside experience (e.g. NDP, Housing Co-op, Charitable work, etc.)

Why do you want to attend the above PEL courses and how will you use this new knowledge?

Signature: _____ Date: _____

PLEASE MAKE SURE YOU COMPLETE ALL NECESSARY INFORMATION