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Phone 250-632-4611 Fax 250-632-6308
www.unifor2301.org
www.unifor2301.unifor2301.org

December 29, 2017

One-Week Spring 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 Monday, January 15, 2018

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 (February 25-March 2, 2018) are not available.

Sincerely,

Martin McIlwrath
Business Agent



UNIFOR

JERRY DIAS
National President
Président national

RENAUD GAGNÉ
Quebec Director
Directeur québécois

ROBERT ORR
National Secretary-Treasurer
Secrétaire-trésorier national

115 SHIPLEY AVE., PORT ELGIN ON N0H 2C5
PHONE (519) 389-3200 FAX: (519) 389-3222

December 2017

**To: Local Union Presidents, Financial & Recording Secretaries,
Education/Unit Chairpersons, Women's and Human Rights Committees**

***Greetings from the Education,
Human Rights and Women's Departments***

We are pleased to present our Spring 2018 Schedule for education programs at our Unifor Education Centre in Port Elgin, Ontario.

We are sending the schedule, in advance of the Paid Education Leave (PEL) student entitlement report, so that locals can distribute the course selections to members right away. If you have PEL negotiated, the entitlement report will follow in January. For those locals without PEL funds, you can send participants through the 50/50 cost sharing program. More information on both of these funding methods is enclosed with this mailing and can also be found on the Unifor website.

The Unifor Education Department continues updating and developing education programs that reflect our great new union. Courses are delivered at our Unifor Education Centre as well as locally across the country. For information regarding Area Schools in your region, please contact areacourses@unifor.org or through our Education web page www.unifor.org/education-en.

In addition to the electronic mail out, our schedule will continue to be available through our Education web page and also on Facebook- 'like' us to receive updates to your Facebook account.

The attached schedule contains a full listing of available programs in Port Elgin for the spring term.

Course Descriptions can be found at
www.unifor.org/education-en/coursedescriptions

Participation in our education programs should reflect the diversity of our membership. We ask that you pay extra attention to ensuring that participants from your local include women, workers of colour, workers with disabilities, and lesbian, gay, bisexual and transgender (LGBT) members.

Confirmation of course acceptance letters will be sent to each participant (cc'd to the local) from our PEL Program office, after the program deadline date has been reached. Locals of unsuccessful applicants will be notified at that time as well.

In Solidarity,



Tim Carrie
Education Department

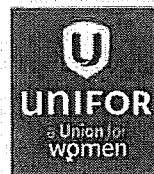


Lisa Kelly
Women's Department



Mohamed Alsadi
Human Rights Department

cc: Jerry Dias, B. Orr, Assistants, Regional Directors, Staff Representatives, NEB, Education Department, Accounting, Child Care



EDUCATION SCHEDULE - Port Elgin February - June 2018

DATE	COURSES OFFERED	SUPPORT STAFF
February 25-March 2	<u>Collective Bargaining</u>	Line
Registration	<u>Conflict Resolution</u>	Carmen
Deadline January 19	<u>Grievance Handling & Workplace Leadership</u>	Line
	<u>Stress: The Workplace Hazard</u>	Jo-Anne
	<u>WSIB I & II</u>	Jo-Anne

March 4-9	<u>Aboriginal Workers of Colour Week 1</u>	Carmen
Registration	<u>Accident and Incident Investigation</u>	Jo-Anne
Deadline January 26	<u>Health and Safety</u>	Line
	<u>Human Rights</u>	Carmen
	<u>Unifor Foundations</u>	Carmen
	<u>Skilled Trades - Monday Start</u>	Jo-Anne

March 11-16	<u>Health and Safety for Women</u>	Jo-Anne
Registration	<u>Women's Activist</u>	Line
Deadline February 2	<u>Women's Advocate Basic Training</u> (Bargained Advocates Only - Call for enrolment and application)	Line
	<u>Women in Leadership</u> (Prerequisite Women's Activist)	Line
	<u>Women's Power and Political Action</u> (Women's Activist (1 week and 3day), AWOC, Pride Activist or Youth Activist)	Carmen
ON SITE CHILD CARE	*** Child care registration Deadline (0-12 years) - February 2 *** *** Teen program Deadline (13-16 years) - February 2 ***	

March 25-29	<u>Collective Bargaining</u> 4 Day Course - (ends Thursday)	Line
Registration	<u>Grievance Handling & Workplace Leadership</u> 4 Day Course - (ends Thursday)	Line
Deadline February 16	<u>Harassment Investigation</u> 4 Day Course - (ends Thursday)	Carmen
	<u>Health and Safety (Level 1)</u> 4 Day Course - (ends Thursday)	Line
	<u>Human Rights</u> 4 Day Course - (ends Thursday)	Carmen
	<u>Planning Your Future</u> - 4 Day Course - (ends Thursday)	Jo-Anne

ALL COURSES
THIS WEEK END ON
THURSDAY
4 DAYS ONLY

DATE	COURSES OFFERED	SUPPORT STAFF
April 15-20	<u>Collective Bargaining</u>	Line
Registration	<u>Conflict Resolution</u>	Carmen
Deadline March 9	<u>Grievance Handling & Workplace Leadership</u>	Line
	<u>Health and Safety</u>	Line
	<u>Human Rights</u>	Carmen
	<u>Introduction to Ergonomics</u>	Jo-Anne

APRIL 20-22	EI - CPP CONFERENCE	FRONT DESK
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April 22-27	<u>Aboriginal Workers of Colour - Week 2</u>	Carmen
Registration	<u>Harassment Investigation</u> (Prerequisite Human Rights)	Carmen
Deadline March 16	<u>Toxic Substances in the Workplace</u>	Jo-Anne

April 29-May 4	<u>Accident and Incident Investigation</u>	Jo-Anne
Registration	<u>Climate Change and Our Jobs</u>	Jo-Anne
Deadline March 23	<u>Stress: The Workplace Hazard</u>	Jo-Anne
	<u>Union Communications</u>	Line
	<u>WSIB Appeals</u> (Prerequisite WSIB I & II)	Jo-Anne

MAY 4-6	PENSION CONFERENCE	FRONT DESK
MAY 4-6	JOINT WORKPLACE CONFERENCE	FRONT DESK

May 6-11	<u>Aboriginal Workers of Colour Week 1</u>	Carmen
Registration	<u>Collective Bargaining</u>	Line
Deadline March 30	<u>Conflict Resolution - Level 2</u> (Prerequisite Conflict Resolution Level 1)	Carmen
	<u>Harassment Investigation</u> (Prerequisite Human Rights)	Carmen
	<u>Skilled Trades - Monday Start</u>	Jo-Anne

MAY 11-13	EDUCATION CONFERENCE	FRONT DESK
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May 13-18	<u>Conflict Resolution</u>	Carmen
Registration	<u>Grievance Handling & Workplace Leadership</u>	Line
Deadline April 16	<u>Health and Safety</u>	Line
	<u>Human Rights</u>	Carmen
	<u>WSIB RTW</u> (Prerequisite WSIB I & II and/or WSIB Appeals)	Jo-Anne

MAY 23-25	PRESIDENT'S CONFERENCE	FRONT DESK
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DATE	COURSES OFFERED	SUPPORT STAFF
June 3-8	<u>Collective Bargaining</u>	Line
Registration	<u>Conflict Resolution</u>	Carmen
Deadline April 27	<u>Grievance Handling & Workplace Leadership</u>	Line
	<u>Health and Safety</u>	Line
	<u>Human Rights</u>	Carmen
	ASL interpretation available for this course	

JUNE 8-10	H&S WORKERS COMPENSATION CONFERENCE	FRONT DESK
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June 10-15	<u>Aboriginal Workers of Colour - Week 2</u> (Prerequisite Aboriginal Workers of Colour Week 1)	Carmen
Registration	<u>Environment Community</u>	Line
Deadline May 4	<u>Harassment Investigation</u> (Prerequisite Human Rights)	Carmen
	<u>Pride Activists</u>	Jo-Anne
	<u>Time Study - Easing the Pace of Work</u>	Carmen
	<u>Toxic Substances in the Workplace</u>	Jo-Anne
	<u>Union Communications</u>	Line

JUNE 15-17	ABORIGINAL WORKERS OF COLOUR CONFERENCE	FRONT DESK
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June 24-29	<u>Climate Change and Our Jobs</u>	Jo-Anne
Registration	<u>Collective Bargaining</u>	Line
Deadline May 18	<u>Grievance Handling & Workplace Leadership</u>	Line
	<u>Human Rights</u>	Carmen
	<u>Stress: The Workplace Hazard</u>	Jo-Anne
	<u>Worker Referral Assistance Program Level 1</u>	Carmen

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

CONFERENCE registrations are to be sent to the Front Desk on the Centre Registration form - not PEL application forms. **PEL funds are not used for Conferences - PEL courses only.**



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

Carmen Stefanich
1-800-265-3735 EXT. 3215
EMAIL carmen.stefanich@unifor.org
FAX 519-389-3845
Heather Porter
1-800-265-3735 EXT. 3218
EMAIL heather.porter@unifor.org
FAX 519-389-3845
Front Desk
1-800-265-3735 EXT. 3221
EMAIL confcentre@unifor.org
FAX 519-389-3222

Line Boucher
1-800-265-3735 EXT. 3217
EMAIL line.boucher@unifor.org
FAX 519-389-3845
Jo-Anne Cameron
1-800-265-3735 EXT. 3268
EMAIL jo-anne.cameron@unifor.org
FAX 519-389-3222

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 : _____

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

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

Local _____ Unit# _____

Employer _____

Employee Clock # _____ Dept. _____

Phone (Home) (_____) _____

Phone (Cell) (_____) _____

Email (Print clearly) _____

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

Gender _____

Emergency Contact _____

Emergency Phone (_____) _____

Roomate 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 _____ %

Skilled Trades? Yes _____

Expected Rate Change (when) _____ How much? _____

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 SPRING 2018 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. Shift:** _____

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