



Kitimat Smelter & Kemano Power Operations Workers
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www.unifor2301.org
www.unifor2301.unifor2301.org

December 4, 2018

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 Friday, January 18, 2019
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 2 weeks of courses (February 24 - March 8, 2018) are not available.

Sincerely,

Cliff Madsen
Business Agent



EDUCATION SCHEDULE - Port Elgin February - August 2019

DATE	COURSES OFFERED	SUPPORT STAFF
February 24-March 1 Registration Deadline January 18	Compensation for Ontario Workers Conflict Resolution Level 1 Grievance Handling & Workplace Leadership Harassment Investigation (Pre requisite Human Rights) Toxic Substances Unifor Foundations	Carmen Carmen Line Carmen Carmen Line
March 3-8 Registration Deadline January 25	Accident and Incident Investigation Conflict Resolution Level 2 (Pre requisite Conflict Resolution Level 1) Health & Safety Local Executive Board Training Worker Referral Assistance Program Level 2 (Pre requisite WRAP Level 1)	Line Carmen Line Line Carmen
March 10-15 Registration Deadline February 1	Women's Activist Women's Advocate Basic Training (Bargained Advocates Only - Call for enrolment and application) Women In Leadership Human Rights	Line Line Line Carmen
ON SITE CHILD CARE	*** Child care registration Deadline (0-12 years) - February 1 *** Teen program Deadline (13-16 years) - February 1	
March 17-22 Registration Deadline February 8	Aboriginal Workers of Colour Week 1 Collective Bargaining Introduction to Ergonomics Time Study Easing the Pace of Work	Carmen Line Carmen Carmen

DATE	COURSES OFFERED	SUPPORT STAFF
March 24-29	Conflict Resolution Level 1	Carmen
Registration Deadline	Community Environment	Line
February 15	Grievance Handling & Workplace Leadership	Line
March 25-29	Skilled Trades	Jo-Anne

March 31-April 5	Harassment Investigation (Pre requisite Human Rights)	Carmen
Registration Deadline	Health & Safety	Line
February 22	Stress the Workplace Hazard	Line

April 14-18	Planning Your Future	Line
April 14-17	3 Day Collective Bargaining	Line
Registration Deadline	3 Day Health & Safety - Beyond the Basics	Line
March 8	3 Day Local Union Finance	Carmen

April 26-27	El Conference	Front Desk
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April 28-May 3	Aboriginal Workers of Colour Week 2 (Pre requisite AWOC Week 1)	Carmen
Registration Deadline	Collective Bargaining	Line
March 22	Harassment Investigation (Pre requisite Human Rights)	Carmen
	Human Rights	Carmen

May 5 - 10	Conflict Resolution Level 1	Carmen
Registration Deadline	Grievance Handling & Workplace Leadership	Line
March 29	Pride	Line
May 6-10	Skilled Trades	Jo-Anne

May 10-12	Pride Conference	Front Desk
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DATE	COURSES OFFERED	SUPPORT STAFF
May 12-17	Aboriginal Workers of Colour Week 1	Carmen
Registration Deadline	Harassment Investigation (Pre requisite Human Rights)	Carmen
April 5	Health & Safety	Line
	Toxic Substances	Carmen
	Unifor Foundations	Line
ON SITE CHILD CARE	*** Child care registration Deadline (0-12 years) - April 5	

May 26-31	Collective Bargaining	Line
Registration Deadline	Human Rights	Carmen
April 15	Introduction to Ergonomics	Carmen
	Stress: The Workplace Hazard	Line
	Worker Referral Assistance Program Level 1	Carmen

May 31-June 2	EFAP/ Addictions Conference	Front Desk
May 31-June 2	Joint Workplace Environment	Front Desk

June 2-7	Canada and the World	Carmen
Registration Deadline	Conflict Resolution Level 1	Carmen
May 3	Grievance Handling & Workplace Leadership	Line
	WSIB Appeals	Carmen

June 14-16	National Environment Conference	Front Desk
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June 16-21	Aboriginal Workers of Colour Week 2 (Pre requisite AWOC Week 1)	Carmen
Registration Deadline	Accident & Incident Investigation	Line
May 10	Climate Change and Our Jobs	Line
	Conflict Resolution Level 2 (Pre requisite Conflict Resolution Level 1)	Carmen
	Health & Safety	Line
	Stress: The Workplace Hazard	Line

June 21-23	Aboriginal Workers of Colour Conference	Front Desk
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DATE	COURSES OFFERED	SUPPORT STAFF
June 23-28	Collective Bargaining	Line
Registration Deadline	Conflict Resolution Level 1	Carmen
May 24	Harassment Investigation (Pre requisite Human Rights)	Carmen
	Human Rights	Carmen
	Introduction to Ergonomics	Carmen
	Toxic Substances	Carmen
	Turtle Island	Line

August 11-16	Collective Bargaining	Line
Registration Deadline	Grievance Handling & Workplace Leadership	Line
July 5		

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.

Courses start on the Sunday night including the 3 Day Courses (exception is the Skilled Trades Program which starts on Monday)

** 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 APPLICATION 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) _____

Local _____ Unit# _____

First Name: _____ Employer _____

Last Name: _____ Employee Clock # _____ Dept. _____

Address: _____

City: _____

Province: _____ Postal Code : _____

Phone (Home) (____) _____

Phone (Cell) (____) _____

Smoker: Yes _____ No _____

(Unifor Education Centre is a completely smoke free facility. This question is only to assist in assigning a roommate.)

Gender: _____

Special requirements: i.e. handicapped room, diet, medical, etc. Yes _____ No _____

If so, what? _____

Email (Print clearly) _____

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

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 (YOUR EMPLOYER IS PAYING YOU AS USUAL THIS WEEK), MARK AN "X" IN PAYROLL SECTION

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 SPRING 2019 PAID EDUCATION LEAVE PROGRAM - ONE WEEK PEL

1st CHOICE COURSE NAME _____

DATE OF COURSE _____

2nd CHOICE COURSE NAME _____

DATE OF COURSE _____

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: _____ Supervisor Name: _____

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