



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

December 27, 2016

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 13th, 2017

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 (March 12-17, 2017) are not available.

Sincerely,

Martin McIlwrath
Business Agent

education



unifor.org

EDUCATION SCHEDULE - Port Elgin February - June 2017

| DATE | COURSES OFFERED | SUPPORT STAFF |
|--|--|---------------|
| March 12-17 Registration Deadline February 3 rd | <u>Harassment Investigation</u> **NEW** | Carmen |
| | Pre requisite Human Rights | Jo-Anne |
| | <u>Health and Safety - Women</u> | Line |
| | <u>Women Activists</u> | Carmen |
| | <u>Women Political Power and Action</u> | Jo-Anne |
| ON SITE CHILD CARE | <u>WSIB I & II Ontario Only</u> | Jo-Anne |
| | *** Child care registration Deadline (0-12 years) - February 3 rd *** *** Teen program Deadline (13-16 years) - February 3 rd *** | |

| | | |
|------------------------------------|--|---------|
| March 19-24 | <u>Collective Bargaining</u> | Line |
| Registration | <u>Conflict Resolution</u> | Carmen |
| Deadline February 10 th | <u>Grievance Handling & Workplace Leadership</u> | Line |
| | <u>Stress: The Workplace Hazard</u> **NEW** | Jo-Anne |

| | | |
|------------------------------------|--|---------|
| March 26-31 | <u>Aboriginal Workers of Colour Week 1</u> | Carmen |
| Registration | <u>Accident and Incident Investigation</u> **NEW** | Jo-Anne |
| Deadline February 17 th | <u>Health and Safety</u> **NEW** | Line |
| | <u>Human Rights</u> | Carmen |
| | <u>Union Communications</u> | Line |

| | | |
|------------------------------------|--|---------|
| April 2-7 | <u>Climate Change and Our Jobs</u> **NEW** | Jo-Anne |
| Registration | <u>Introduction to Ergonomics</u> **NEW** | Jo-Anne |
| Deadline February 24 th | <u>Time Study- Easing the Pace of Work</u> | Carmen |
| | <u>Women in Leadership</u> | Line |

| | | |
|--------------------------------|---|---------|
| April 9-13 | <u>Making the Shift: Transitioning from Work to</u> | Jo-Anne |
| Registration | <u>Retirement</u> | |
| Deadline March 3 rd | (4 Day course starts Sunday ends Thursday) | |

| | | |
|---------------------------------|--------------------------------------|--------|
| April 23-28 | <u>Conflict Resolution Week 2</u> | Carmen |
| Registration | <u>Economics for Trade Unionists</u> | Carmen |
| Deadline March 17 th | | ...2 |

| DATE | COURSES OFFERED | SUPPORT STAFF |
|---------------------------------|---|---------------|
| April 30-May 5 | <u>Aboriginal Workers of Colour Week 2</u> | Carmen |
| Registration | <u>Health and Safety</u> **NEW** | Line |
| Deadline March 24 th | <u>Unifor Foundations</u> | Carmen |
| | <u>WSIB Medical Orientation (Pre-requisite WSIB I & II)</u> | Jo-Anne |
| May 7-12 | <u>Aboriginal Workers of Colour Week 1</u> | Carmen |
| Registration | <u>Human Rights</u> | Carmen |
| Deadline March 30 th | <u>Introduction to Ergonomics</u> **NEW** | Jo-Anne |
| May 28-June 2 | <u>Aboriginal Workers of Colour Week 2</u> | Carmen |
| Registration | <u>Accident and Incident Investigation</u> **NEW** | Jo-Anne |
| Deadline April 14 th | <u>Environment Community</u> | Line |
| | <u>Harassment Investigation</u> **NEW** | Carmen |
| | Pre-requisite Human Rights | Carmen |
| | <u>Worker Referral Assistance Program Level 1</u> | Carmen |
| June 18-23 | <u>Collective Bargaining</u> | Line |
| Registration | <u>Conflict Resolution</u> | Carmen |
| Deadline May 12 th | <u>Grievance Handling & Workplace Leadership</u> | Line |
| | <u>Human Rights</u> | Carmen |
| | <u>Stress: The Workplace Hazard</u> **NEW** | Jo-Anne |
| | <u>Toxic Substances in the Workplace</u> | Jo-Anne |
| | <u>Union Communications</u> | Line |

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 Stefanich
1-800-265-3735 EXT. 3215
EMAIL carmen.stefanich@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 (____) _____

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 _____ %

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 2017 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