



UNIFOR

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December 2016

**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 2017 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 2017

| DATE | COURSES OFFERED | SUPPORT STAFF |
|---|--|------------------|
| March 12-17 Registration Deadline February 3rd | Harassment Investigation **NEW** Pre requisite Human Rights | Carmen |
| | Health and Safety - Women | Jo-Anne |
| | Women Activists | Line |
| | Women Political Power and Action | Carmen |
| | WSIB I & II Ontario Only | Jo-Anne |
| ON SITE CHILD CARE | *** Child care registration Deadline (0-12 years) - February 3rd *** *** Teen program Deadline (13-16 years) - February 3rd *** | |
| March 19-24 Registration Deadline February 10th | Collective Bargaining | Line |
| | Conflict Resolution | Carmen |
| | Grievance Handling & Workplace Leadership | Line |
| | Stress: The Workplace Hazard **NEW** | Jo-Anne |
| March 26-31 Registration Deadline February 17th | Aboriginal Workers of Colour Week 1 | Carmen |
| | Accident and Incident Investigation **NEW** | Jo-Anne |
| | Health and Safety **NEW** | Line |
| | Human Rights | Carmen |
| | Union Communications | Line |
| April 2-7 Registration Deadline February 24th | Climate Change and Our Jobs **NEW** | Jo-Anne |
| | Introduction to Ergonomics **NEW** | Jo-Anne |
| | Time Study- Easing the Pace of Work | Carmen |
| | Women in Leadership | Line |
| April 9-13 Registration Deadline March 3rd | Making the Shift: Transitioning from Work to Retirement (4 Day course starts Sunday ends Thursday) | Jo-Anne |
| April 23-28 Registration Deadline March 17th | Conflict Resolution Week 2 Economics for Trade Unionists | Carmen Carmen |

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

ATTENTION

Enclosed you will find an application form for applying to all Unifor Education Centre/Paid Education Leave programs in Port Elgin.

Please take the time to copy this application form and distribute to all of your units, so we can eliminate old versions, which do not contain all of the relevant information needed.

Also, review the application before submitting to ensure that ALL AREAS are complete including the address, postal code, wages, rooming requests, special requirements, etc. This would assist us immensely.

In solidarity,
Unifor Education Department Support Staff

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 _____%

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.



GUIDELINES

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Guidelines.doc

PORT ELGIN EDUCATION PROGRAMS



THE FOLLOWING GUIDELINES APPLY TO ALL EDUCATIONAL PROGRAMS HELD AT THE FAMILY EDUCATION CENTRE IN PORT ELGIN, UNLESS OTHERWISE STATED IN SPECIFIC CALL LETTERS.

Leave-of-Absences & Lost Time

Leave-of-absences for all programs must be arranged through the Local Union.

Wages will be paid according to your regular work week, no additional scheduled or overtime hours will be covered by the program. If you should attend during a week containing a paid holiday, you should arrange a leave of absence for 4 days. The Company should pay you for the holiday, and the program will pay you for 5 days. You should arrange for a union leave for the extra day off in lieu of the holiday.

Accommodation

In order to maximize the number of participants in our courses and keep as many on site as possible, participants will be housed at the Unifor Family Education Centre on a **double-occupancy basis**. Double occupancy units are also equipped with a separate study room which includes a single fold-out "Murphy Bed" for those wishing additional privacy.

WE ARE NO LONGER MAKING EXCEPTIONS BASED ON MEDICAL GROUNDS. IF THE LOCAL IS WILLING TO PAY FOR A SINGLE ROOM FOR ONE OF THEIR MEMBERS, THE REQUEST WILL BE GRANTED PROVIDED WE HAVE SPACE AT THE CENTRE. Room-mate requests will be considered if the request is in writing, two weeks in advance, with confirmation from both parties involved.

Program Attendance

Attendance is mandatory in all scheduled program sessions. This includes Sunday evening opening which begins at 7:00 p.m., scheduled evening classes and the Friday morning closing session.

24 Hour Cancellation Policy

Failure to notify the Front Desk reservations (1-800-265-3735 press 0) of cancellations prior to 24 hours in advance will result in one night's accommodation being charged to the Unit Fund of the participant. Emergency situations, of course, will be exempt from this policy.

Students Affected by a Lay-Off

A participant is eligible to attend while on layoff provided that the period of the current lay-off did not commence more than six months prior to the beginning of the program. Earnings will be maintained by the unit fund and must be reported to EI as normal. (By-Law)

Students Affected by WSIB or Sickness & Accident Benefits

If a participant is on WSIB or Sickness & Accident benefits at the time of the course, that person is not eligible to attend. (By-Law)

Smoking Policy

All public areas in Bruce County are smoke free effective September 2002. To comply, all public areas at the Centre are smoke free, including all residential areas.

Harassment Policy

Unifor takes its responsibility seriously to ensure all union education programs are conducted in a harassment free environment. Discrimination and harassment are against the law, a violation of Unifor constitution, and contrary to the principle of solidarity. A zero tolerance policy with respect to harassment will be followed at all times during your stay at the Centre.

Substance Abuse & General Attendance

Unfortunately, experience has shown for some participants, being at Port Elgin has been an opportunity to party and drink in excess. This behaviour results in their inability to participate respectfully or fully in the program. **The following behaviours have been especially problematic:**

- Not showing up for class, showing up late and/or leaving the class often during sessions
- Being hung-over and sleeping during class or participating noticeably less than others
- Harassing others and justifying the behaviour on the basis of "too much to drink"
- Loud, late nights that disturb other participants

The National Executive Board (NEB) has made a decision to fully support the plan of the Education Department to quickly identify and act on the above noted behaviours. They have also authorized, when deemed necessary by the staff person in charge of the program, the removal of a participant(s) from the program. In order to be fair, everyone has to fully understand the rules. We cannot and will not allow the irresponsible behaviour of a few to undermine the hard work and genuine effort of the vast majority who attend Port Elgin Education Programs.

Illegal Substances

Any and all illegal substances are strictly forbidden. Use or possession of illegal drugs on site, either in bedrooms or elsewhere, will be cause for immediate removal of a participant from the program.

Firearms

No firearms are permitted on site.

Travel Allowance & Per Diem

Travel by car will be paid at the rate of 48¢/km from the students' Local Union Office address. If you are part of a province wide or national amalgamated local union, mileage will be paid from your home to Port Elgin/return. Only one claim can be made per vehicle (PROGRAM By-Law.) **Mileage is paid only when Centre staff can verify that a participant's vehicle is on site. If participants share a ride to Port Elgin reimbursement is paid only to the driver of the vehicle on site. To inquire about mileage reimbursement for other circumstances, please contact Tim Carrie, Director - Education Department at (519) 389-3209 in advance of your program.** Students attending shall be entitled to a per diem expense of \$20 for each overnight stay through their PEL Funds. This amount is paid in advance to the student by the local only if they are attending under our 50/50 FUNDING PROGRAM and sometimes if the local is being INVOICED depending on agreement with PEL Department.

Flyers

Out-of-province participants will fly to Toronto and, in most cases, travel to Port Elgin via the Grey-Bruce Airbus service. All arrangements regarding flights and overnight hotel accommodations in Toronto **must be made by the Education Support Staff (Jo-Anne Cameron, Carmen Stefanich, Line Boucher or Heather Porter); please contact your Education Support Staff if you require any changes to existing schedules to discuss the procedure.**

Child Care Expenses/Attendance

Additional child care costs (over and above regular costs) arising from participation in a program will be covered upon receipt of our CHILD CARE SUBSIDY form, pre-approved by the local union not to exceed our limit outlined in the PEL-By-Laws.

Special Requirements

If you have any special requirements **such as handicapped room, dietary needs, allergies, etc.**, and have not indicated these on Student Application Form please contact your **Education Support Staff**.



Unifor Education Centre Courses

Paid Education Leave (PEL) and 50/50 Programs Frequently Asked Questions by Locals

What is the Paid Education Leave program?

The Paid Education Leave program (PEL) is a fund negotiated by the union in collective bargaining with employers. It was first negotiated by the CAW in 1977 at Rockwell International, an auto parts plant. From there it spread across the union into every sector and region. A lump sum or cents-per-hour is negotiated with the employer. This fund supports union-developed and union-delivered courses at the Unifor Education Centre in Port Elgin, Ontario.

What courses are offered in Port Elgin?

Over 40 courses are offered in Port Elgin. Most courses are one week in length. We also hold a four-week core program. A schedule is published twice a year. Course descriptions can be found on our website at www.unifor.org/education-en.

Who is part of PEL?

In the former CAW, 80% of the members had PEL coverage in their collective agreements. This included bargaining units right across the country, in all sectors and across bargaining units of all sizes. A resolution was passed at the Unifor founding convention making PEL a priority at the bargaining table across the Union.

What are the typical amounts bargained?

PEL is bargained typically two ways: either as a cents-per-hour amount (per employee), or a fixed dollar amount (per year or per contract). The preferred way is the cents-per-hour. Among those with a cents-per-hour payment in the former CAW, the average is about 3 cents per member per hour worked.

How are the funds handled and what are they used for?

The funds are paid to the National Office on a negotiated schedule (monthly to once per contract). The funds are split between an operating fund (40%) and the unit fund (60%). The operating fund covers items such as course development, classroom, materials, program staff and support staff, Discussion Leader training, and delivery costs including Discussion Leader accommodation, lost wages, mileage and per diem.

The unit fund is credited to the specific bargaining unit and is used for the students from that bargaining unit. It covers lost time (up to 40 hours), mileage, per diem, accommodation and meals at Port Elgin in accordance with PEL bylaws and guidelines. The fund is only used for courses at Port Elgin.

If a participant comes from out of the province or over 400 kilometres away from Port Elgin, their travel is covered through a subsidy fund. Flights are booked by our Port Elgin staff.

What about bargaining units that don't have enough PEL or don't have PEL at all?

Locals can still send participants even if they don't have PEL or have exhausted their PEL funds.

For units that do not have PEL or have used up their PEL, on a pilot basis, the National will split the costs of a participant 50/50 with a local. This is offered as a transitional solution to former CEP units bargaining PEL. This pilot will be reviewed in 2 years.

If a unit has bargained Paid Education Leave but has insufficient funds to cover student participation, the Local may apply to the Education Department for a subsidy from the subsidy fund (tim.carrie@unifor.org). The subsidy fund cannot be used for units that do not have PEL.

What programs are covered by the 50/50 program?

All Paid Education Leave programs at the Unifor Education Centre in Port Elgin are covered including the four-week core program and one-week programs.

What costs are covered?

All costs that would normally be covered under the PEL program: room and board, lost wages (up to 40 hours), mileage (if the participant drives to the program), per diem, and child care subsidy if applicable. For those who fly, costs involved in travel are also split (e.g. flights, mileage to/from the airport, taxi to/from the airport, airport parking). All of these are covered in accordance with the PEL by-laws. Exceptions are the \$400.00 operating cost charged for the member attending these courses and if the local opts to have the member in a single room, the additional charge of \$375.00 for single accommodation is not 50% reimbursed.

How much does it typically cost the Local to send a participant to the Education Centre?

Where a Local does not have Paid Education Leave (PEL), or has exhausted their PEL, Locals may access the 50/50 program. The cost to the Local will depend on the wage rate of the participant and the distance to the Centre. Below are two sample calculations.

FIXED COSTS:

| | |
|---|-------------------|
| Room and Board (double rate) | \$ 925.00 |
| <i>(13% taxes are applicable if room and board costs are paid by someone other than Unifor Local)</i> | |
| Per Diem (\$20.00 x 5 nights) | <u>100.00</u> |
| Subtotal: | \$1,025.00 |

SAMPLE VARIABLE COSTS for Worker from Winnipeg making \$18 per hour:

| | |
|--|-------------------|
| Lost Time | \$ 792.00 |
| <i>(\$18.00 x maximum 40 hours = \$720.00 + employer expense approx. [10%] \$72)</i> | |
| Travel (flight from Winnipeg/Port Elgin return) | 620.20 |
| Travel to/from airport and parking: | <u>120.00</u> |
| Subtotal of variable costs: | \$1,532.10 |

TOTAL COST (Fixed Costs + Variable Costs) **\$2,557.20**

LOCAL'S SHARE (Total Costs ÷ 2 + \$400 [Operating Fund Costs]) **\$1,628.60**

SAMPLE VARIABLE COSTS for Worker from London, ON making \$25 per hour:

| | |
|--|-------------------|
| Lost Time | \$1,100.00 |
| <i>(\$25.00 x maximum 40 hours = \$1,000 + employer expense approx. [10%] \$100)</i> | |
| Travel (387.7 km @ .48 based on London/Port Elgin return) | <u>\$186.10</u> |
| Subtotal of variable costs: | <u>\$1,286.10</u> |
| | |
| TOTAL COST (Fixed Costs + Variable Costs) | <u>\$2,311.10</u> |
| | |
| LOCAL'S SHARE (Total Costs ÷ 2 + \$400 [Operating Fund Costs]) | <u>\$1,555.55</u> |

How is the 50/50 administered?

Locals register their participants in a Port Elgin program using the regular student application form. Application forms can be found on our website at www.unifor.org/education-en. On the form, circle the 50/50 option at the top of the form. Locals pay lost wages, mileage, per diem and child care subsidy (if applicable) directly to the participant. Locals pay room and board costs directly to the Unifor Family Education Centre, Port Elgin. There is a \$400.00 operating cost charged for the member that is non-refundable. Once the participant has completed the course, the Local sends the invoice and appropriate proof of claims to Port Elgin and the Local will be reimbursed for 50% of the allowable costs above except for the \$400.00 operating cost and the \$375.00 additional R&B cost for a single room.

We look forward to seeing your participants at the Unifor Education Centre! If you need any other information, please contact us at education@unifor.org.



Unifor Education Centre Courses

Paid Education Leave (PEL) and 50/50 Programs Frequently Asked Questions by Members

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What courses are offered at the Unifor Education Centre in Port Elgin?

Over 40 courses are offered at the Unifor Education Centre in Port Elgin. Most courses are one week in length. We also hold a four-week core program. A schedule is published twice a year. Course descriptions can be found on our website at: www.unifor.org/education-en. These courses are in addition to the courses offered in the areas.

Why would I go to the Unifor Education Centre?

This is an incredible facility on the shores of Lake Huron - comfortable classrooms, beautiful bedrooms, a fitness centre, bar, alcohol-free cafe, superb dining, and gorgeous surroundings. Members from across the country come together at the Unifor Education Centre to discuss, debate and learn about issues that matter to workers, and to build skills for taking on employers and changing society.

Our Childcare Centre is open during the summer and periodically during the school year. Childcare subsidies are available (form must be approved by Local) for those participants who have additional childcare costs over and above what they would normally be paying while working.

Over...

How do I apply to attend courses?

Applications are made through your Local. Locals develop their own selection process for PEL programs. A sample process and application form can be found on our website. Remember that the deadline for application to your local will be earlier than the deadline in our schedule.

Where your local has not yet bargained Paid Education Leave, there is a 50/50 pilot program. The National Union will split the costs of a participant with a local. Ask your local for more information.

Where can I find out more information on courses offered?

There is information on Unifor courses on our website at www.unifor.org/education-en. A schedule for courses offered at the Unifor Education Centre will be published twice a year.

For more information, please contact us at education@unifor.org.