



# Spring School

**February 26 to March 3, 2019**

**Sheraton Centre Hotel, 123 Queen St. W., Toronto**

**REGISTER ON-LINE AT [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA) STARTING DECEMBER 14th**

#	Course	Course schedules	Fee
1	<b>WSIB – Return to Work</b>	Tues Feb 26 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	<b>Local Executive Training</b>	Tues Feb 26 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	<b>Health &amp; Safety Level I</b>	Wed Feb 27 9am -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	<b>Health &amp; Safety Level II - Committees</b>	Wed Feb 27 9am -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	<b>WSIB Level 1 (OFL)</b>	Fri Mar 1 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	<b>WSIB Level 2 (OFL)</b>	Fri Mar 1 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	<b>Financial Officers (2 classes)</b>	Fri Mar 1 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
8	<b>Introduction to Stewarding (2 classes)</b>	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
9	<b>Health and Safety Learning Series 1</b> A) Mental Health B) Law and Order	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
10	<b>Health and Safety Learning Series 2</b> A) Making Committees Work B) Basic Investigation	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
11	<b>Conflict Resolution</b>	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
12	<b>Women Breaking Barriers</b>	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
13	<b>Environmental Racism</b>	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
14	<b>Steward Learning Series 1:</b> A) Creating Psychologically Healthy & Safe Workplaces B) Challenging Racism in the Workplace	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
15	<b>Steward Learning Series 2:</b> A) Creating accommodation – Friendly Workplaces B) Ally Skills for Stewarding	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
16	<b>Labour History</b>	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
17	<b>Job Evaluation</b>	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
18	<b>Intro to Health and Safety</b>	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100
19	<b>Labour Law</b>	Sat Mar 2 9am-5pm; Sun 9:30am-12:30pm	\$100

After **February 15<sup>th</sup>** a \$50 late fee per registrant applies

Additional surcharge of \$100 per registrant for non-affiliates to CUPE Ontario applies

**FOR FULL COURSE DESCRIPTIONS PLEASE GO TO [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA)**

**REGISTER ON-LINE AT [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA) STARTING DECEMBER 14th**

**IF YOU ARE UNABLE TO REGISTER ON-LINE OR REQUIRE FURTHER**

**INFORMATION PLEASE CALL CUPE ONTARIO AT 905-739-9739**

**FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL  
613-232-9908 or 1-888-676-7747  
OR RESERVE ON-LINE  
\$200.00 plus taxes single/double occupancy  
Reservation cut-off is Tuesday, February 5, 2019**

**PLEASE FOLLOW THESE SIMPLE STEPS  
TO REGISTER ON-LINE:**

- Visit the CUPE Ontario website at [www.cupe.on.ca](http://www.cupe.on.ca)
- Click on School Registration
- Click the “Delegates Register Here” button and enter your contact information
- It is important to enter all contact information for each person you are registering, including their email address. Members are contacted in case of course changes
- Continue entering all required information

**IMPORTANT INFORMATION FOR CUPE ONTARIO SCHOOL:**

- All classes end on Sunday, March 3rd at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday March 2nd from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB, H&S and Financial Officers (see start times)
- Class sizes are limited, and registration is on a first come, first served basis
- Attendees can only register for **one** course
- Classes are only offered in English unless otherwise stated
- **Course payment may be done by either cheque (payable to CUPE Ontario) and sent to WE Travel at 25A York Street, Ottawa, ON K1N 5S7 or by credit card on-line. Kindly note, registration must be paid prior to course start time.**
- \$5.00 of the course fees go towards the Bev Smale Scholarship Fund
- A surcharge of \$100 per registrant applies for all non-affiliates of CUPE Ontario
- After Friday, February 15<sup>th</sup> a late fee of \$50 per registrant applies
- No refunds after February 15<sup>th</sup>.
- For hotel accommodations, you can reserve on-line at the same time as registering for the School. Hotel reservations require payment by credit card
- If you require family care subsidy, French or ASL translation, or have accessibility needs, please visit [www.cupe.on.ca](http://www.cupe.on.ca) and submit the appropriate form

**REGISTER BEFORE FEBRUARY 15<sup>TH</sup>  
TO AVOID THE \$50 LATE FEE**

# COURSE DESCRIPTIONS

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## 1. **WSIB Return to Work** (6 days starting 1:00 pm, Tues Feb 26; ending Sun Mar 3 at 12:30 pm)

### **Register at course commencement**

This course is designed for those activists that desire to become Return to Work Specialists. The material focuses on the process of helping injured workers return to work as quickly and safely as possible, with dignity and job security. The focus is to change the work, not the worker, and accommodating the pre-accident job. This will build on the knowledge participants have gained from previous Levels but will train them to be specialists in Early and Safe Return to Work and Labour Market Re-entry. Levels I & II are prerequisites [There may also be evening course work which you will be required to attend.](#)

## 2. **LOCAL EXECUTIVE TRAINING** (6 days starting 1:00 pm, Tues Feb 26; ending Sun Mar 3 at 12:30 pm)

### **Register at course commencement**

**Leadership Essentials for Executive Members (9hrs):** Who am I as a leader? Who are we as a local union? How do we fit into the broader movement? Learn how to use the power of your elected position to build power in the union, create space for more members to get involved, and strengthen solidarity in the labour movement and in our communities.

**Parliamentary Procedure (9hrs):** This workshop is about following rules of order when chairing union meetings. Learn about the role of the chair and the different elements (motions, amendments, points of order, etc.). Get a chance to put the learning into practice.

**Leading as a Team (3hrs):** In this workshop, executive teams explore power and responsibility that comes with it, how we work in teams and how to balance our leadership styles to engage the membership and work effectively across diversity.

**Duty of Fair Representation (3hrs):** This workshop focuses on the elements of the duty of fair representation, how it came to be, its limits and how to properly represent members.

## 3. **HEALTH & SAFETY LEVEL I** (30 hrs starting 9:00 am Wed, Feb 27; ending Sun Mar 3 at 12:30 pm)

### **Register at course commencement**

This course embraces an entire gamut of health and safety issues by focusing on hazard recognition and the rights and responsibilities of the workplace parties, as prescribed by existing legislation. This 30-hour key program consists of 10 modules which include seven core modules that identify the respective roles of the workplace parties – management, government and labour regarding health and safety; explains current health and safety legislation, provincial or federal; discusses how the body functions and the damaging effects hazards have on it; features carcinogens, and how to recognize them and toxic substances, as well as their sources; explains the effectiveness, or lack of, the three basic principles of control – at the source, along the path, and at the worker; and identifies the hazards presented by excessive workplace noise, and tells how to measure workplace noise and how to develop a noise abatement program. Level I is a certificate program and the prerequisite for entering Level II programs and Instructor Training. THIS TRAINING IS NOT FOR CERTIFICATION IE. JOINT HEALTH AND SAFETY COMMITTEES WHO ARE MANDATED UNDER BILL 208. [There may also be evening course work which you will be required to attend.](#)

## 4. **HEALTH & SAFETY LEVEL II- COMMITTEES** (30 hrs starting 9:00 am Wed, Feb 27; ending Sun Mar 3 at 12:30 pm)

### **Register at course commencement**

In this program participants gain a better understanding of their legal rights and responsibilities as workers and joint health and safety committee members. Important to this discussion are techniques and knowledge needed to perform workplace inspections along with incident and disease investigations. Essential research skills are also reviewed helping committee members to lead proactive initiatives aimed at eliminating or controlling exposure to workplace hazards. Prerequisite-WHSC Occupational Health & Safety Level I. THIS IS NOT CERTIFICATION TRAINING FOR JOINT HEALTH & SAFETY

COMMITTEE MEMBERS AS REQUIRED UNDER THE OCCUPATIONAL HEALTH & SAFETY ACT.

**5. WSIB - LEVEL I (OFL)** (12 hrs starting 1:00 pm Fri, Mar 1; ending Sun Mar 3 at 12:30 pm)

**Register at course commencement**

This first level is designed to provide basic knowledge of the Workers' Compensation system. This level is directed at workers who need or desire a basic understanding of this sometimes, complex system. Participants will be provided a history of Workers' Compensation as well as an understanding of the bureaucracy and some of the benefits and services available. Hands-on experience and completing Board forms is also included, as well as help in finding out how to access an experienced representative.

**6. WSIB - LEVEL II (OFL)** (12 hrs starting 1:00 pm Fri, Mar 1; ending Sun Mar 3 at 12:30 pm)

**Register at course commencement**

The second level is designed to provide workers with the skills and knowledge to represent injured workers in the initial steps of a worker's claim. This level is designed to build on the knowledge attained in Level I and is directed at workers who will become active as worker representatives. Benefits and services for injured workers will be detailed, including changes as a result of Bill 162, Bill 165 and Bill 99. The course will take an in depth look at services and benefits available under the *Act*. Participants will learn how to examine claim files and master the art of communication with physicians and Board staff. These skills will enable representatives to cut through the "red tape" that traditionally slows the decision-making process. The Board's new "Integrated Appeal System" will be explained as well as the new Mediation Services. WSIB Level I is a prerequisite.

**7. FINANCIAL OFFICERS** (12 hrs starting 1:00 pm Fri, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register at course commencement**

This workshop will help you understand your role as secretary-treasurer or trustee in your CUPE local. You will practice keeping a monthly ledger, produce a treasurer's report and perform a bank reconciliation. You will also learn how to fill out a per capita tax report and prepare a budget. This will provide you with the basic bookkeeping skills you need to be a secretary-treasurer. Please bring a calculator and a copy of your Local's by-laws.

**8. INTRODUCTION TO STEWARDING** (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 2 between 7:30 and 9:00 am**

What does a CUPE steward do? If you are a new steward and want to learn how to help CUPE members solve workplace problems, this introductory workshop is for you! In this workshop you will learn the role of the steward, investigating workplace problems, CUPE's structure, filing a grievance, meeting with management, and dealing with workplace complaints. After completing Introduction to Stewarding, stewards can complete other workshop modules from the Steward Learning Series. Please bring your Collective Agreement

**9. HEALTH AND SAFETY LEARNING SERIES 1** (9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 2 between 7:30 and 9:00 am**

**Understanding mental health:** Explore the steward's role in supporting and representing members dealing with mental health issues. Learn how to challenge stigma, and how to approach a conversation with a member about a possible mental health issue.

**Law and Order:** This module covers the basic origins of health and safety law, how to find, read and interpret relevant section of law and highlights some of the more important aspects of the specific health and safety law that applies to you.

**10. HEALTH AND SAFETY LEARNING SERIES 2** (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 2 between 7:30 and 9:00 am**

**Making committees work:** This module explores the structure, role and function of health and safety committees, their strengths and limitations, and how they can best work within the legislative framework and within our union.

**Basics of Incident Investigation:** Learn how to identify root causes of workplace incidents, injuries, and diseases, common routes of entry of toxic substances, and your role in the investigation process.

**11. CONFLICT RESOLUTION** (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 2 between 7:30 and 9:00 am**

Conflict is a natural part of our lives. Learning to handle it well improves relationships with other members, co-workers and the employer. In this workshop, you will deepen your understanding of conflict; strengthen your communication skills; and practice responding to conflict.

**12. WOMEN BREAKING BARRIERS** (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 2 between 7:30 and 9:00 am**

Learn about women's oppression, politics and social change - all from a woman's perspective. Explore the barriers, challenges and opportunities for women in the union. Discover your own personal leadership style and develop a plan for your personal next steps.

**13. ENVIRONMENTAL RACISM** - (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 2 between 7:30 and 9:00 am**

This workshop explains what Environmental Racism is and how it impacts Racialized and Indigenous Communities in Canada. Explains how Racialized and Indigenous workers have been marginalized by the Green Jobs Revolution. It will identify ways for Racialized and Indigenous trade unionists and community activists to take leadership roles in fighting climate change and environmental racism in our communities, workplaces and in our unions. Identify tools, resources and actions to challenge the social economic inequities that Racialized and Indigenous communities face in accessing good green jobs.

**14. STEWARDING LEARNING SERIES 1** (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 3 between 7:30 and 9:00 am**

- A) **Creating Psychologically Healthy & Safe Workplaces:** What are the psychological hazards in a workplace. What is our role as stewards in making our workplaces psychologically healthy and safe.
- B) **Challenging Racism in the Workplace:** This workshop covers what racism looks like in the workplace, and your role as a steward in challenging it.

**15. STEWARDING LEARNING SERIES 2** (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 3 between 7:30 and 9:00 am**

- A) **Creating accommodation Friendly Workplaces:** Learn the legal framework for the duty to accommodate, what a good accommodation process and plan look like, and what to do if the employer is not willing to provide reasonable accommodation.
- B) **Ally Skills for Stewarding:** Effective stewards are champions for human rights and equality. Explore what it means to be an ally, and ways that stewards can step up as allies in the workplace and the union.

**16. LABOUR HISTORY** (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 2 between 7:30 and 9:00 am**

History has a habit of repeating itself, which is why it is so important to learn about the past. This workshop explores the history of unions in Canada, as well as some of the key moments in CUPE's history.

**17. JOB EVALUATION** (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 2 between 7:30 and 9:00 am**

This workshop will interest you if your local is thinking about a joint job evaluation program for pay equity purposes, or if you have new joint pay equity committee members. It covers topics such as collection of job information, rating jobs, weights, banding, selection of male comparators, job-to-job and proportional value comparisons and achieving/maintaining pay equity.

**18. INTRODUCTION TO HEALTH & SAFETY** (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 2 between 7:30 and 9:00 am**

This course serves as an introduction into the world health and safety, and explores different basic concepts such as: Identification of hazards, Hierarchy of controls, the basic role of health and safety committees, the general duty clause, basics on the right to refuse.

**19. LABOUR LAW** (starting 9:00 am Sat, Mar 2; ending Sun Mar 3 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 2 between 7:30 and 9:00 am**

There will be examination of various aspects of labour law including an overview of the Labour Relations Act and various other legal topics affecting Locals and Local Union activists. **Please bring your collective agreement.**