

**September 30, 2019**

**Dear Region 1 Members,**

We are pleased to provide you with this brief overview of our education guidelines and policies. Our goal is to offer a program that builds confidence in our members who face the employer in their workplaces every day, and provide new and exciting educational forums for activists beyond the shop floor. Our program aims to provide the tools and knowledge to confront the challenges for the years ahead. We have included skill building, as well as opportunities for activists to share stories and network with other locals.

Together we can meet the demands and challenges we are faced with each day.

**It starts with education!**

**Policies and Procedures that you should be aware of:**

**Accommodations:**

OPSEU policy dictates that only shared accommodation (½ the room cost) will be provided to persons traveling sixty (60) kilometers or more to the location of the educational. It is your responsibility to ensure that you find a roommate to share your accommodations and please indicate on your expense claim whom you shared with. Please also note that in special circumstances you may be able to have single room accommodations (if you are a single parent and bring your children). Also note that many locals will pay for the other half of the room, however, this needs to be completed on a separate expense claim and billed to your Local directly. Be sure and ask your Local Executive if you qualify before assuming that it will be covered. For further details on accommodation guidelines please refer to the Information Sheet provided in the attached package.

**Childcare:**

OPSEU endeavours to provide quality childcare for all OPSEU functions especially Educationals. This primarily is to provide an inclusive environment for member activists that may otherwise not be able to afford or participate in an educational.

If it is not feasible to bring your children to the educational, you may qualify for reimbursement of reasonable childcare expenses provided by your own provider (not your spouse). This will require documentation and the signature of your childcare provider on the back of your expense claim. Please note that both the front and back of the expense claim needs to be completed.

**Cancellations:**

Members who have booked a hotel room are responsible for cancelling their reservations at the hotel within the time limits as stated by the hotel when the booking is made.

Please note that **members who do not notify the Regional Office 48 hours prior to the start of the educational will be assessed a \$50.00 penalty**, pursuant to OPSEU'S cancellation policy. Extenuating circumstances will be taken into consideration.

**Advance Cheques:**

Applicants may apply to receive an advance cheque (upon your Local's approval), to cover accommodation, mileage, and meal expenses by filling out the OPSEU Advance Form (attached).

**NOTE: No lost wages will be covered for this conference.**

**Please note:** If you require an ASL interpreter, please complete the Human Rights Accommodation Request Form.

In the enclosed package you will find: Application Form, Advance Form, Human Rights Accommodation Request, Registration Form for Child Care, Direct Deposit Agreement Form and Information Sheet. Please read all forms carefully and if you have any questions prior to the conference, please do not hesitate to contact the London Regional Office 1-844-765-1410.

**Please join us for fun and exciting learning!**



**Region 1 Equity Conference**  
**OPSEU London Regional Office/Membership Centre**  
1092 Dearness Dr., London N6E 1N9 1-844-765-1410 Fax (519) 649-2786  
**Saturday, November 2, 2019**

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**Date: September 30, 2019**

**To: Region 1 L.E.C.s, Stewards, E.B.M.s, and Staff**

**From: Denise Sands, Convenor, Region 1 – London**

**Please make this information available to all Local members**

**Agenda – Saturday, November 2, 2019**

**Environmental Racism**

By the end of the conference, participants should understand environmental racism and how it impacts equity groups, specifically racialized and indigenous communities. Participants will also be able to describe the connection between environmental racism and the workplace, as well as identify ways for trade unionists and community activists to take leadership roles in fighting climate change and environmental racism in our communities, workplaces and unions.

8:30 a.m.	Childcare Registration (at the London Regional Office) Rooms 7 and 8
9:00 a.m.	Welcome, Statement of Respect, Land acknowledgment and Introductions
10:30 a.m.	Break
10:45 a.m.	Speakers (continue)
12:00 noon	Lunch (provided)
1:00 p.m.	Speakers (continue)
4:30 p.m.	Adjournment

**NOTE:**

- ▶ Persons attending OPSEU meetings are requested to refrain from using perfume, cologne and other fragrances for the comfort of other participants.
- ▶ Participants are also to refrain from bringing nut products, bottled water and Coca Cola products to OPSEU events.
- ▶ The conference will be held at the London Regional Office
- ▶ On-site Childcare provided from 8:30-4:30 (rooms 7&8) – Lunch will be provided for the registered children.

Please complete and return the necessary forms to the London Regional Office:

1. Application Form signed by an Officer of your L.E.C.
  2. OPSEU Advance Form
  3. Direct Deposit Agreement Form for Advances and Expenses
  4. Registration Form for Child Care
  5. Human Rights Accommodation Request Form
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- ▶ The application selection process will be carried out in accordance with the Education Policy.
  - ▶ Applications will be rejected if the signature of a Local Executive Officer is not included in the Application Form.
  - ▶ An Officer of your L.E.C. includes the President, Vice-President, Secretary, Treasurer, Chief Steward and Membership Secretary. If you are a Local Officer, the signature of another officer must be obtained.
  - ▶ Note: Your submitted Application Form is considered Confirmation of your attendance at the Conference.

Please contact the London Regional Office if you have any questions: 1-844-765-1410

**Hotel Booking Deadline: October 15, 2019. Application Deadline: October 25, 2019**



# Application Form

## Region 1 Equity Conference

OPSEU London Regional Office/Membership Centre  
Saturday, November 2, 2019

<b>Personal Information</b>	<b>Local:</b>	<b>Union #:</b>
	<b>Name:</b>	
	<b>Address:</b>	
	<b>City:</b>	<b>Postal Code:</b>
	<b>Home Phone:</b>	<b>Business Phone:</b>
	<b>E-mail:</b>	
<b>Accommodation (Friday night only)</b>	<p>Holiday Inn &amp; Suites, 855 Wellington Road South, London. Phone: 519-668-7900 1-855-543-2924</p> <p><b>Request the “<u>OPSEU Block: Denise Sands - Block Code: ODS</u>”</b></p> <p><b>Room Rates: \$139.00+ tax/night   Twin-shared: \$69.50 + tax/night   Parking: Complimentary</b></p> <p>You are responsible for contacting the Holiday Inn &amp; Suites to book your accommodation. As per OPSEU Policy, members will be reimbursed for the cost of twin shared occupancy only. Members who bring children to Union events will be entitled to single accommodation and meal expenses. Members will be responsible for payment of hotel room upon check-out.</p> <p><b>Note: King Corner Suite rooms are only available which includes a pull-out sofa bed.</b></p> <p style="text-align: center; color: red;"><b><u>RESERVE YOUR ROOM BY OCTOBER 15, 2019</u></b></p>	
<b>Advance</b>	Please complete and return the attached OPSEU Advance Form.	
<b>Lost Wages</b>	<p><b>NO WAGES WILL BE PAID</b></p> <p><b>*You are responsible for making your own time off arrangements. LBED members are required to complete and submit an RUL</b></p>	
<b>Lunch</b>	<p><b>Lunch will be provided on Saturday, November 2, 2019. Please list any dietary restrictions:</b></p> <p>_____</p>	
1.	Position presently held in your Local: Length of service in this position:	
2.	Positions/activities previously accomplished in your Local (i.e. steward, committee officer, campaigns), and length of service in these positions:	
3.	Type of Local: <input type="checkbox"/> Single <input type="checkbox"/> Multi-Unit <input type="checkbox"/> Composite	
4.	Your work location: Your position at work: Type of work:	
5.	Other OPSEU local/regional educationals attended:	
6.	<p>OPSEU is committed to achieving equitable participation of designated group members in its education programs. Indication of your designated group status on this application will assist us in assessing our progress in reaching this goal:</p> <p><input type="checkbox"/> Indigenous Worker   <input type="checkbox"/> Worker of Colour   <input type="checkbox"/> Woman Worker   <input type="checkbox"/> Worker with a Disability</p> <p><input type="checkbox"/> Francophone Worker   <input type="checkbox"/> Young Worker   <input type="checkbox"/> TBLGAIPQQ2S Worker (trans, bisexual, lesbian, gay, intersex, asexual, pansexual, queer, questioning, two-spirited)</p>	
7.	Recommendation/comments of Local Executive Officer:	

\_\_\_\_\_

**Local Executive Officer Signature**

\_\_\_\_\_

**Position**

**Deadline for Applications to reach the OPSEU London Regional Office is October 25, 2019.**



## INFORMATION SHEET

### REGION 1 EQUITY CONFERENCE – NOVEMBER 2, 2019

#### Accommodation:

- A block of rooms has been reserved for **Friday, November 1, 2019** at the **Holiday Inn & Suites, (formerly London Hotel & Suites), 855 Wellington Road South, London. Phone (519) 668-7900 or 1-855-543-2924 and request the “OPSEU Block – Denise Sands.”** Members are responsible for making their own Accommodation and Payment arrangements.
- Accommodations should be booked no later than **October 15, 2019**. All unreserved rooms will be released for re-sale after this date. Members are responsible for paying their own hotel bill upon check-out.
- In accordance with OPSEU Policy, any member living within 60 kms of the hotel is entitled to room accommodation for the Friday night only. Members will be reimbursed for the cost of a twin-shared room only as per OPSEU policy.

#### Cancellations:

- Please be advised that the cancellation policy regarding regional schools has changed: **Members who do not notify the Regional Office 48 hours prior to the start of the school will be assessed a \$50.00 penalty.** Extenuating circumstances will be taken into consideration.
- Members who have booked a Hotel Room are responsible for cancelling their reservation at the Hotel.

#### Family/Attendant Care:

- Members are entitled to reimbursement of reasonable costs of family/attendant care provided by someone other than their partner/spouse as a result of absences from home arising from the conduct of Union business. Such allowance is not intended to reimburse the claimant for family/attendant expenses they would have normally incurred as a result of employment except where the absence exceeds the normal work day or week.
- Family/Attendant care will be reimbursed at the rate of \$10.00 per hour to a maximum of 12 hours. The overnight rate is \$40.00 to a maximum of \$160.00 per 24 hour period and must be attested to by the care providers. Overnight is between the hours of 12:00 to 8:00 a.m., please specify hours claimed for each day.
- Members who bring children to Union events will be entitled to single accommodation and meal expenses (Saturday's lunch will be provided and thus will not be an allowable expense). Claims for these expenses should also be included in the family care column of the Expense Form and described appropriately. Saturday lunch is provided for children registered for Child Care.
- Members seeking child care at the event must request it by the deadline of October 25, 2019.** The Child Care Form must be completed and returned with your Application to the London Regional Office. If insufficient members request child care, applicants will be notified by phone.

#### Own Time/Wages/Time-Off:

- There is **NO payment for lost wages or own time for this educational.** **YOU** are responsible for making your own time off arrangements. ALL LBED members are required to complete an RUL and submit to [dsands@opseu.org](mailto:dsands@opseu.org) and [mmacdonald@opseu.org](mailto:mmacdonald@opseu.org). Local Time Off (LTO) cannot be accessed to cover wages as per OPSEU policy.

#### Travel Expense Forms:

- Members will be reimbursed for the actual cost incurred for travel by public transportation. In accordance with OPSEU Policy, the most economical means of transportation should be used.
- Where members are required to use their private vehicle, they may claim for such travel at the current rate. The total distance travelled and destination points are to be indicated on the expense form.
- Members must arrange their own travel and are encouraged to car pool.
- Current Kilometre Rates: single driver at 55¢ per km; with 1 member at 60¢ per km; with 2 members at 65¢ per km; with 3 members at 70¢ per km; with 4 members at 75¢ per km.
- Travel expense forms can be obtained from the Regional Office Staff and submitted to the London Regional Office.

#### Meals:

- In accordance with OPSEU Policy, the current rates for meal allowances are: breakfast \$13.00, lunch \$19.00 and dinner \$29.00.
- Saturday's lunch will be provided for members at the London Regional Office and lunch will be provided for children registered for child care. Saturday's lunch will not be a claimable expense.**

#### Advance:

- Indicate the amount required on the OPSEU Advance Form and return to the London Regional Office.

#### Human Rights Accommodation Request Form:

- Complete this form for any specific accommodation requests.**

Please return to the Equity Unit at Head Office: Fax (416) 448-7419 or email to [equity@opseu.org](mailto:equity@opseu.org) or London Regional office.



# Registration Form for Child Care

Region 1 Equity Conference  
OPSEU London Regional Office/Membership Centre  
Saturday, November 2, 2019

**This form MUST be completed if requesting Family Accommodations or Child Care**

Do you require child care services at this Region 1 Equity Conference?  Yes  
 No

**If yes, please confirm by October 25, 2019**

Child care will be available Saturday, November 2, 2019 from 8:30 a.m. to 4:30 p.m. at the London Regional Office. Members are required to sign-in their child between 8:30 a.m. - 9:00 a.m.

Child's Name	Age	Medical needs/allergies/ special care needs

### Have your Child Bring a Favourite Toy

**Parent/Guardian Information:**

Name of Parent: \_\_\_\_\_ Local #: \_\_\_\_\_ Union #: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (Apt.) (City) (Postal Code)

Phone #'s: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

### Medical Consent

Upon admission of my child to the OPSEU Child Care Program, I agree that in the event of an emergency when I cannot be reached, I authorize the administration of any medical procedures deemed necessary by a doctor or hospital selected.

Name of Doctor: \_\_\_\_\_ Contact #: \_\_\_\_\_

Child's OHIP Number (REQUIRED): \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_



Please return with your Application Form to the OPSEU London Regional Office. Alternatively, this form may be sent directly to the Equity Unit at 416-448-7419 or via e-mail to [equity@opseu.org](mailto:equity@opseu.org).

## HUMAN RIGHTS ACCOMMODATION REQUEST FORM

Event name: Region 1 Equity Conference    Event Date: November 2, 2019

**NOTE:** *This form is to be completed only if you are requesting an accommodation in accordance with the Ontario Human Rights Code. Sufficient information must be provided to prove the need for the accommodation and to show a link to a code-related ground. If necessary, an Equity Unit Officer will contact you to obtain further information.*

Member Name: \_\_\_\_\_ Local #: \_\_\_\_\_

Phone # for contact: \_\_\_\_\_ Home E-mail: \_\_\_\_\_

How do you prefer to be contacted?    Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Do you have an existing human rights accommodation approved by the Equity Unit?  
**(Check one.)**

- a) YES and there are NO CHANGES IN MY NEED for accommodation \_\_\_\_\_
- b) YES but there are CHANGES IN MY NEED for accommodation \_\_\_\_\_
- c) NO, I have never been approved for an accommodation \_\_\_\_\_

**NOTE:** *If you checked (a) above, you do not need to complete the rest of the form but the form still needs to be submitted. If you checked (b) or (c), please finish the form.*

2. Please check **ALL** the Code-related grounds related to your request:

Disability (including food allergy) _____	Family status _____
Sex/gender (including pregnancy) _____	Creed or religion _____
Other (please specify) _____	

3. Why do you require a human rights accommodation (i.e. what are your restrictions or limitations)?  
Please be as detailed as possible.

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**NOTE:** *All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.*



## HUMAN RIGHTS ACCOMMODATION REQUEST FORM

4. Do you need a temporary or ongoing human rights accommodation? (Check one.)

Temporary need [Please specify expected duration: \_\_\_\_\_]  
 Ongoing need

5. What type of human rights accommodation or additional arrangements do you require to allow you to participate fully in union-related activities? (e.g. material in alternate formats, interpreters, arrangements/expenses beyond those provided at the event or through OPSEU policy). Please be as detailed as possible.

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6. Please provide any additional information that may assist us in reviewing your request. [Attach any relevant documents.]

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward completed forms to the London Regional Office by Fax at 519-649-2786  
NO LATER THAN October 25, 2019. Alternatively, this form may be sent directly to the Equity Unit at  
416-448-7419 or via e-mail to [equity@opseu.org](mailto:equity@opseu.org).**

**NOTE:** All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.