

Port Elgin Office
R.R. #1, Bruce County Road 25
115 Shipley Avenue
Port Elgin, Ontario N0H 2C5

FAMILY
EDUCATION
CENTRE



CENTRE
FAMILIAL
D'ÉDUCATION

UNIFOR

Bureau de Port Elgin
RR 1, Bruce County RD 25
115, av. Shipley
Port Elgin (Ontario) N0H 2C5

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Président national

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National Secretary-Treasurer
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November 2014

**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 2015 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 late November. 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.

Our goal is to see as many members as possible from the former CEP and CAW in the classroom together. Building skills collectively will also strengthen our solidarity.

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. Any local may continue to receive paper copies by contacting Jo-Anne Cameron in Port Elgin 1-800-265-3735 ext. 3268 or jo-anne.cameron@unifor.org.

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The attached schedule contains a full listing of available programs in Port Elgin for the Spring term. **You may notice that our English four-week core program is not on the Spring schedule for 2015. We will be revising and updating it and will be offering a core program on the Fall 2015 schedule. This will also give some of our bargaining units from the former CEP a chance to bargain PEL and participate in the course in addition to using the 50/50 program**.

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, Aboriginal and 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,



Lisa Kelly
Education Department



Julie White
Women's Department



Vinay Sharma
Human Rights Department

cc: Jerry Dias, P. Kennedy, Assistants, Regional Directors, Staff Representatives, NEB, Education Department, Accounting, Child Care



DATE	COURSES OFFERED	SUPPORT STAFF
February 22- 27 Registration Deadline January 16th	<u>Collective Bargaining</u> <u>Conflict Resolution</u> <u>Grievance Handling & Workplace Leadership</u> <u>Human Rights</u> <u>Toxic Substances in the Workplace</u> <u>Union Communication</u>	Line Carmen Line Carmen Jo-Anne Line
March 15-20 Registration Deadline February 6th ON SITE CHILD CARE ***Child Care Registration Deadline (0 - 12 years) - February 6 th ***	<u>Human Rights</u> <u>Introduction to Ergonomics</u> <u>Stress: The Workplace Hazard</u> <u>Women Activists</u> <u>Women in Leadership</u> (Pre-requisite Women Activists) <u>Women, Power & Political Action</u> (Pre-requisite Women Activists, Aboriginal & Workers of Colour, 4 Week PEL)	Carmen Jo-Anne Jo-Anne Line Line Line
March 22-27 Registration Deadline February 13th	<u>Collective Bargaining</u> <u>Economics for Trade Unionists</u> <u>Grievance Handling & Workplace Leadership</u> <u>Health & Safety</u> <u>WSIB I&II (Ontario only)</u>	Line Carmen Line Line Jo-Anne
March 30-April 2 (4 Day Courses start Monday March 30th) Registration Deadline February 20th	<u>Accident and Incident Investigation</u> <u>Good Jobs in a Green Economy</u> <u>Making the Shift: Transitioning from Work to</u> <u>Retirement</u> <u>Our Members in the Middle</u>	Jo-Anne Jo-Anne Jo-Anne Carmen
April 12-17 Registration Deadline March 6th	<u>Conflict Resolution</u> <u>Health and Safety - Women</u> <u>Toxic Substances in the Workplace</u> <u>Union Communication</u>	Carmen Jo-Anne Jo-Anne Line

DATE	COURSES OFFERED	SUPPORT STAFF
April 19-24 Registration Deadline March 13 th	<u>Collective Bargaining</u> <u>Grievance Handling & Workplace Leadership</u> <u>Health & Safety</u> <u>Introduction to Ergonomics</u> <u>Pride Activist</u> <u>Stress: The Workplace Hazard</u>	Line Line Line Jo-Anne Jo-Anne Jo-Anne
April 26-May 1 Registration Deadline March 20 th	<u>Aboriginal & Workers of Colour – Week 1</u> <u>Human Rights</u> <u>Worker Referral Assistance Program Level 1</u> <u>WSIB: Appeals (Ontario Only)</u> (Pre-requisite WSIB I&II) <u>WSIB Medical Orientation (Ontario only)</u> (Pre-requisite WSIB I&II)	Carmen Carmen Carmen Jo-Anne Jo-Anne
May 3-8 Registration Deadline March 27 th	<u>Collective Bargaining</u> <u>Conflict Resolution</u> <u>Grievance Handling & Workplace Leadership</u> <u>Health & Safety</u> <u>Toxic Substances in the Workplace</u> <u>Union Communication</u>	Line Carmen Line Line Jo-Anne Line
May 10-15 Registration Deadline April 3 rd	<u>Introduction to Ergonomics</u> <u>Stress: The Workplace Hazard</u> <u>Time Study - GENERAL</u> <u>WSIB Return to Work (Ontario only)</u>	Jo-Anne Jo-Anne Carmen Jo-Anne
May 24-29 Registration Deadline April 17 th	<u>Collective Bargaining</u> <u>Conflict Resolution</u> <u>Grievance Handling & Workplace Leadership</u> <u>Health & Safety</u> <u>Toxic Substances in the Workplace</u> <u>Union Communication</u>	Line Carmen Line Line Jo-Anne Line
May 31-June 5 Registration Deadline April 24 th (4 day courses start Monday June 1st)	<u>Accident and Incident Investigation (4 day)</u> <u>Aboriginal & Workers of Colour Week 2</u> (Pre-requisite Aboriginal & Workers of Colour Week 1) <u>Environment Community</u> <u>Good Jobs in a Green Economy (4 day)</u> <u>Human Rights</u>	Jo-Anne Carmen Line Jo-Anne Carmen

DATE	COURSES OFFERED	SUPPORT STAFF
June 14-19 Registration Deadline May 8 th	<u>Collective Bargaining</u>	Line
	<u>Conflict Resolution</u>	Carmen
	<u>Grievance Handling & Workplace Leadership</u>	Line
	<u>Health & Safety</u>	Line
	<u>Union Communication</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 with the exception of the 4 Day Courses which start on the 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

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 Tuomi
 1-800-265-3735 EXT. 3215
 EMAIL carmen.tuomi@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



We need your help!!

Enclosed you will find a revised 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 address, postal code, etc. are complete. 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 (____) _____

Roomate Request: _____

ARE YOU ABORIGINAL OR PERSON OF COLOUR ? 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.	YES _____ NO _____
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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: _____
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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.

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 Director for a subsidy from the subsidy fund (lisa.kelly@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.

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:	\$1,125.00

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) **\$2,657.20**

LOCAL'S SHARE **\$1,328.60**

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

Lost Time (<i>\$25.00 x maximum 40 hours = \$1,000 + employer expense approx. [10%] \$100</i>)	\$1,100.00
Travel (387.7 km @ .48 based on London/Port Elgin return)	<u>\$186.10</u>
Subtotal of variable costs:	\$1,286.10
 TOTAL COST (Fixed Costs + Variable Costs)	 <u>\$2,411.10</u>
 <u>LOCAL'S SHARE</u>	 <u>\$1,205.55</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. 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.

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.

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