



June 2013

To: Local Union Presidents, Financial & Recording Secretaries, Education and Unit Chairpersons, CAW Council Women's and Human Rights Committees

Greeting from the Education, Human Rights and Women's Departments

We are pleased to present our **OCTOBER TO DECEMBER 2013 Schedule for Port Elgin Education Programs**. We look forward to welcoming more members to our amazing education facility in Port Elgin once our new union Unifor is formed in September. Keep an eye on the Education section of our website for more information on the integration of the education work of the union going forward.

The Accounting Department is currently preparing an updated entitlement report as of June 30th. Local Union Presidents, Financial and Recording Secretaries will receive a copy of their projected student entitlement to the end of the year by separate email later this month.

The electronic transmission of our schedules seems to be working well. Please remember to advise us of any changes to your email address, or additions/deletions to your current contact list. Some recipients have had problems receiving our schedules, so remember to add us as a "safe contact" in your address book.

In addition to the electronic mail out, our schedule will continue to be available through the CAW web page (see www.caw.ca/educationschedule) and also Facebook on the 'CAW Education' page – 'like' us to receive updates to your Facebook account. Any local may continue to receive paper copies by contacting Roxy Angel in Port Elgin 1-800-265-3735 ext. 3215 or roxy@caw.ca. These changes are part of our efforts to respond to feedback from leadership, coordinate and streamline our processes between departments and reduce our overall costs.

The attached schedule contains a full listing of available programs in Port Elgin.

Course Descriptions can be found at
www.caw.ca/coursedescriptions

Entitlements: we've converted entitlement reports from dollar amounts to participant spots making determination of entitlement simpler. The shift to a master entitlement list significantly cuts down on administration costs. These changes will provide accurate, timely information to assist Locals in getting the most out of their PEL entitlements. If you have any questions regarding these figures, please contact one of the support staff listed below.

Funding: Don't forget there are several ways to get to Port Elgin besides negotiated PEL. Alternative funding options include a 50/50 split between the Local Union and CAW National Office as well as subsidies. To inquire about either of these options contact Lisa Kelly, Education Director 1-800-268-5763 ext. 3790 or email lisa.kelly@caw.ca

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 by fax) 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: K. Lewenza, P. Kennedy, Assistants, National Representatives, NEB, Area Directors, Education Department, A&WofC Caucus, Accounting, CAW Child Care

**Educate to Mobilize !
Be a part of the movement**



CAW Port Elgin Education Schedule October to December 2013

DATE	COURSES OFFERED	SUPPORT STAFF
October 20 - 25 Registration Deadline September 13	Human Rights	Roxy
October 27 - Nov 1 Registration Deadline September 20	Conflict Resolution Introduction to Ergonomics	Roxy Jo-Anne
November 3 - 8 Registration Deadline September 27	Grievance Handling/Work Place Leadership Arbitration for Leadership Stress: The Workplace Hazard WSIB Appeals (Ontario only) (pre-requisite is WSIB: I&II)	Carmen Carmen Jo-Anne Jo-Anne
November 10 - 15 Registration Deadline October 4	Local Union Executive Board Training (applicants must currently hold an elected or an appointed position on their Local Union Executive Board)	Carmen
November 17 - 22 Registration Deadline October 11	Collective Bargaining Health & Safety Toxic Substances in the Workplace WSIB: Claims Strategy (Ontario only) (pre-requisite is WSIB: I&II)	Carmen Carmen Jo-Anne Jo-Anne
November 24 - 29 Registration Deadline October 18	Health & Safety - WOMEN Environment - Workplace Time Study - General	Jo-Anne Carmen Roxy

DATE	COURSES OFFERED	SUPPORT STAFF
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December 1 - 5 Course ends Thursday	<u>Our Members in the Middle</u> : A Course for Team Leaders, Lead Hands, (4 Day Course)	Roxy
December 1 - 6	<u>Conflict Resolution</u>	Roxy
	<u>Introduction to Ergonomics</u>	Jo-Anne
Registration	<u>WSIB: Return to Work</u> (Ontario only)	Jo-Anne
Deadline October 25	(pre-requisite is WSIB: I&II)	
	<u>Union Communications</u>	Carmen

December 8 - 13	<u>Stress: The Workplace Hazard</u>	Jo-Anne
Registration	<u>Grievance Handling/Workplace Leadership</u>	Carmen
Deadline November 1	<u>Collective Bargaining</u>	Carmen
	<u>Health & Safety</u>	Carmen

June 12th, 2013 racope343

QUESTIONS ABOUT THE SCHEDULE ? Please contact the appropriate support staff listed below:

Roxy Angel

1-800-265-3735 EXT. 3215

EMAIL roxy@caw.ca

Jo-Anne Stephenson

1-800-265-3735 EXT. 3268

EMAIL joannes@caw.ca

Carmen Tuomi

1-800-265-3735 EXT. 3217

EMAIL carment@caw.ca

Check the Course Description at:

www.caw.ca/coursedescriptions racope343/13-Jun-13

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CAW Education



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~ Read the latest on courses~

**PORT ELGIN EDUCATION
STUDENT FORM**

RR#1 Port Elgin ON N0H 2C5

Phone: 1-800-265-3735 Fax: 519-389-3845

50/50 Funding ?

YES

H&S Training Fund?

YES

Course: _____

Date : _____

SIN: (For Payroll & Expenses) _____

FIRST NAME _____

LAST NAME _____

ADDRESS _____

APT/BOX # _____

CITY _____

PROVINCE _____

POSTAL CODE _____

SMOKER YES _____ NO _____

(CAW Family Education Centre is a completely smoke free facility. This question is only to assist in assigning a roommate.)

Special Requirements: i.e. handicapped room, diet, medical, etc. YES _____ NO _____
If so, what? _____

LOCAL _____ UNIT# _____

EMPLOYER _____

EMPLOYEE CLOCK # _____ DEPT. _____

PHONE (HOME) (____) _____

PHONE (CELL) (____) _____

Email (Print clearly) _____

Date of Birth (mm/dd/yy) ____/____/____

GENDER _____

Emergency Contact _____

Emergency Phone (____) _____

ROOMATE REQUEST _____

ARE YOU ABORIGINAL OR A 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, in 2003 the CAW Convention voted to track participation of women, aboriginal and workers of colour.

IF ON SALARY CONTINUATION MARK AN X IN THE 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

*Please enter % if any loss of vacation while Skilled Trades? Yes _____
Vacation Pay % _____ attending course*

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.