



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

***Greetings from the Education, Human Rights and Women's
Departments***

We are pleased to present our Spring 2014 Schedule for education programs at our Unifor Education Centre in Port Elgin, Ontario. Information regarding upcoming area education will follow before the New Year.

The Unifor Education Department is hard at work updating and developing education programs that reflect our great new union. Courses are delivered in Port Elgin as well as locally across the country. Locals can send participants to Port Elgin courses through their Paid Education Leave funds as well as through a 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.

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

We are continuing with the electronic distribution of the schedule. 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 our Education web page at www.unifor.org/education-en ** see note on page 2) and also on Facebook- '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.angel@unifor.org.

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 schedule for 2014. We will be revising and updating it and will be offering it on the 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

Our Website: Note that our website is currently under construction. Please be patient while we are trying to go live, until the connections are available.

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 Unifor 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@unifor.org

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: Jerry Dias, P. Kennedy, Regional Directors, Staff Representatives, NEB, Education Department, A&WofC Caucus, Accounting, Child Care

Port Elgin Education Schedule FEBRUARY – JUNE 2014



DATE	COURSES OFFERED	SUPPORT STAFF
February 23 - 28 Registration Deadline January 17	Grievance Handling & Workplace Leadership Collective Bargaining Health & Safety Conflict Resolution Toxic Substances in the Workplace WSIB: I&II Ontario only	Carmen Carmen Carmen Roxy Jo-Anne Jo-Anne
March 9 - 14 Registration Deadline January 31	Women Activists Women in Leadership (Pre-requisite is Women Activists) Women, Power & Political Action (Pre-requisite is Women Activist, Aboriginal & Workers of Colour or Core PEL)	Carmen Carmen Roxy
ON SITE CHILD CARE (Child Care Registration Deadline February 14)	Grievance Handling & Workplace Leadership Introduction to Ergonomics	Carmen Jo-Anne
March 16 - 21 Registration Deadline February 7	Stress: The Workplace Hazard Union Communications with New Technologies	Jo-Anne Carmen
March 30 – April 4 Registration Deadline February 21	Collective Bargaining Health & Safety	Carmen Carmen
April 6 - 11 Registration Deadline February 28	Pride Activist Health & Safety - WOMEN WSIB Appeals Ontario only (pre-requisite WSIB I&II) Grievance Handling & Workplace Leadership Environment - Community Building Activism **Recently Updated** Women Activist (COURSE OFFERED IN FRENCH ONLY)	Jo-Anne Jo-Anne Jo-Anne Carmen Carmen Carmen Carmen

DATE	COURSES OFFERED	SUPPORT STAFF
April 27 – May 2 Registration Deadline March 21	Toxic Substances in the Workplace	Jo-Anne
	Stress: The Workplace Hazard	Jo-Anne
	Collective Bargaining	Carmen
	Community Liaison – Level 2 **NEW** (pre-requisite Level I)	Roxy
	Globalization & Solidarity ** Recently Updated**	Roxy
May 4 - 9 Registration Deadline March 28	Youth Activist	Jo-Anne
	Health & Safety	Carmen
	Communication (COURSE OFFERED IN FRENCH ONLY)	Carmen
	Aboriginal & Workers of Colour – Week 1	Roxy
	Human Rights	Roxy
May 11 – 15 (4 days) Courses end Thursday Registration Deadline April 4	Good Jobs in a Green Economy	Jo-Anne
	Making the Shift: Transitioning from Work To Retirement	Jo-Anne
	Pay Equity	Jo-Anne
	WSIB: Topical Issues (pre-requisite WSIB I&II)	Jo-Anne
	Our Members in the Middle	Roxy
	Accident and Incident Investigation **NEW**	Jo-Anne
June 1 - 6 Registration Deadline April 25	Grievance Handling & Workplace Leadership	Carmen
	Collective Bargaining	Carmen
	Conflict Resolution	Roxy
June 15 - 20 Registration Deadline May 9	Aboriginal & Workers of Colour – Week 2 (pre-requisite is Aboriginal & Workers of Colour Week 1)	Roxy
	Human Rights	Roxy
	Noise Prevention & Compensation (COURSE OFFERED IN FRENCH ONLY)	Carmen
	Introduction to Ergonomics	Jo-Anne
June 22 - 27 Registration Deadline May 16	Building Strong Local Unions	Carmen
	WSIB: Return to Work (pre-requisite WSIB I&II)	Jo-Anne
	Stress: The Workplace Hazard	Jo-Anne
	Time Study - AUTO	Roxy

CHILD CARE REGISTRATION - when on-site childcare is offered, you **MUST** register **3 WEEKS PRIOR TO THE START DATE OF YOUR COURSE**. 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

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

Roxy Angel
1-800-265-3735 EXT. 3215
EMAIL roxy.angel@unifor.org

Jo-Anne Stephenson
1-800-265-3735 EXT. 3268
EMAIL jo-anne.stephenson@unifor.org

Carmen Tuomi
1-800-265-3735 EXT. 3217
EMAIL carmen.tuomi@unifor.org

Nov 19, 2013 racope343

Port Elgin Education STUDENT Form 115 Shipley Ave. Port Elgin, ON N0H 2C5	50/50 Funding?	H&S Training Fund?	Course: _____
	YES	YES	Date: _____
Phone: 1-800-265-3735 Fax: 519-389-3845			

SIN: (for payroll & expenses) _____ First Name: _____ Last Name: _____ Address: _____ _____ City: _____ Province: _____ Postal Code: _____ Smoker: Yes _____ No _____ (Unifor 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) (____) _____ Gender _____ Emergency Contact _____ Emergency Phone (____) _____ Roommate Request _____
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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, we ask that you answer the above question so we can track participation.

**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

*If vacation pay is included in your regular pay (as per your collective agreement), enter the percentage here: _____

Skilled Trades? YES _____ NO _____

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.
 APPLICATIONS MUST BE SIGNED BY THE PRESIDENT, FINANCIAL SECRETARY
 OR CHAIRPERSON, OTHER THAN ONESELF.**

mb:cope343 / 14-Nov-13

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 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.