



January 9, 2019

REGISTRANTS ARE RESPONSIBLE FOR FOLLOWING THE DEADLINES BELOW

The MoveUP Education Committee will be holding its annual 3-day job steward seminar on March 1, 2 and 3, 2019. **The seminar will be held at the Pinnacle Hotel Harbourfront located at 1133 West Hastings Street in Vancouver, BC.**

We are pleased to offer the opportunity to meet and work with both new and experienced job stewards and executive councillors as well as your president, vice-presidents, secretary-treasurer, officers and staff.

There will be ten (10) weekend long workshops/courses offered and a brief description of each is included on the attached workshop preference form. It is recommended that you register early as class sizes are limited. **You must attend all 3 days of the seminar.**

On Saturday night, we will be providing dinner and entertainment. The **registration form, workshop preference form** and **travel request form** are attached.

Please select **only one (1)** workshop choice by selecting your course choice on the workshop preference section of the attached registration or online. We will do our best to accommodate your preference.

Please also indicate if you will be attending the dinner on Saturday night and whether you will be bringing a spouse/partner.

The registration form is attached for those of you who cannot register online. Our planned agenda will be:

FRIDAY, MARCH 1, 2019

7:30am - 9:30am Registration (Coffee/Tea Provided)
9:30am - 10:30am Plenary
10:45am - 12:00pm Breakout Groups
12:00pm - 1:30pm Lunch (Not Provided)
1:30pm - 5:00pm Classes

SATURDAY, MARCH 2, 2019

9:30am - 12:00pm Classes
12:00pm - 1:30pm Lunch (Not Provided)
1:30pm - 5:00pm Classes
6:00pm - 12:00am Dinner & entertainment

SUNDAY, MARCH 3, 2019

9:30am - 12:00pm Classes

Hotel checkout for out of town guests is 12:00 pm.

There is a substantial amount of planning required for this seminar and your co-operation in completing and returning the attached **registration form, workshop preference form** and **travel form**, as soon as possible would be appreciated. We expect our registrations will be high. **Participants must attend the full weekend.**

ALL MOVEUP EVENTS ARE SCENT FREE



JOB STEWARD SEMINAR
March 1, 2, and 3, 2019 at the
Pinnacle Hotel 1133 West Hastings

To ensure all our job stewards are given the opportunity to participate in our seminar, you must register **no later than 4:30pm on Friday, February 1st, 2019**, so we can plan the appropriate numbers when preparing participant kits, instructors, workshops and so forth. **Late registrations will not be accepted.**

Cancellations are permitted until Friday, February 8th, 2019. If cancellations are made past this date or you do not get to the seminar **you will be responsible for all costs incurred, including hotel room, travel, etc.**

We will provide advance notice of the job steward seminar to labour relations. Please circulate this to your manager to avoid any problems with your time off work and notify your supervisor as soon as possible that you will be attending this seminar. Also, if you require a leave of absence, please ensure the days are indicated on the registration form. Scheduled time off work will be paid by either the union, or the employer, depending on the conditions specified in your collective agreement. Travel, seminar related expenses and hotel costs, if applicable, will be paid by the union. *Please refer to the Member and Employee Claims document on our website at:*

https://moveuptogether.ca/wp-content/uploads/2018/02/Member-Employee-Claims-Apr2016_o.pdf

Out-of-town participants who need flight arrangements (or approval for driving in lieu), **please complete the attached travel form** or complete the travel page of the online registration. Once the form has been approved in our office, we will make your travel arrangements with the travel agent and ensure the specifics are sent to you. Please ensure you have completed the **hotel section** on the registration form if you are an out of town member.

Personal, detailed information and confirmation of registration will be emailed to you. If you have any questions, or if you have not received detailed information and confirmation of registration by 4:30pm on Friday, February 8th, 2018, please email ygarie@moveuptogether.ca or call (604) 299-0378.

If you are not registering online, please return the registration forms to the MoveUP office by mail to #301 – 4501 Kingsway, Burnaby, BC, V5H 0E5, or by email to ygarie@moveuptogether.ca. **Please do not fax your registration form.**

Please register using the form attached or online, but only register once.

We are very excited about this seminar and look forward to meeting and working with you so we can better represent our members.

REMINDER: KEEP A COPY OF ALL YOUR CORRESPONDENCE & CONFIRMATIONS

Yours in Solidarity,

Rysa Kronebusch
Christy Slusarenko
Annette Toth
Co-Chairs, Education Committee

[CLICK HERE FOR ONLINE REGISTRATION](#)

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Did you know you can register on-line by clicking the link on page 2 or at: www.moveuptogether.ca and click on “2019 Job Steward Seminar”.

(Please print CLEARLY and complete in full)

Last Name: _____ First Name: _____

Bargaining Unit (Your Employer): _____

Home Address: _____ City: _____ Postal Code: _____

Email Address: _____ Work Phone: _____

(Confirmations will be emailed to you at this address by February 8th, 2019)

Union position: _____ Job Steward _____ Executive Councillor _____ Executive Board

1. Do you require air travel arrangements? _____ Yes _____ No
If you require air travel arrangements, please complete the attached Travel Request form.

2. Hotel accommodation for out-of-town participants only:

Do you require hotel accommodation? _____ Yes _____ No

_____ 1 Bed _____ 2 Beds

Please note that this is a preference only and depends on availability

Which nights? _____ Thurs. (Feb. 28th) _____ Fri. (Mar. 1st) _____ Sat. (Mar. 2nd)

3. Please advise us of any disability that you would require special arrangements to be made for and the form of assistance you require.

4. Leave of absence: I am scheduled to work and will require a leave of absence for:

_____ Friday, Mar. 1 _____ Saturday, Mar. 2 _____ Sunday, Mar. 3

What are your regular scheduled hours of work: _____

If you are requesting additional leave for approval, other than above, please provide the additional date and details for the reason below:

Date: _____ Time: _____

Reason: _____

(Please note: Such request will be considered in accordance with the Member and Employee Claims Policy. A copy is available at https://moveuptogether.ca/wp-content/uploads/2018/02/Member-Employee-Claims-Apr2016_o.pdf

Note: Effective Jan. 1, 2019 mileage is increased to \$0.58/km.

5. Lunch is not provided on Friday & Saturday, March 1st and 2nd. We have provided 1 1/2 hours for lunch on both days to go to one of the local restaurants or bring your own lunch.

6. Dinner and entertainment will be held Saturday, March 2nd.

Will you be attending the Saturday dinner? _____ Yes _____ No

Will your **spouse/partner** be attending the Saturday dinner? _____ Yes _____ No

(No alternate meal allowance will be provided for Saturday evening)

If you have any food allergies or if you are a vegetarian, please indicate below.

REGISTRATION MUST BE RECEIVED NO LATER THAN
4:30pm on Friday, February 1st, 2019

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TRAVEL REQUEST FORM

PLEASE PRINT CLEARLY AND COMPLETE IN FULL (if applicable) OR register online

Last Name: _____ First Name: _____

Bargaining Unit (Your Employer): _____

Email Address: _____

(Please complete in full as confirmation will be emailed to you at this address)

DRIVE IN LIEU OF FLYING REQUEST

(This is only for members who would like to drive in lieu of flying. No additional leave of absence will be granted to accommodate this request)

If you would like to be approved to drive in lieu of flying, please indicate below with details.

Driving from: _____

Date departing: _____ Date returning: _____

FERRY/AIR TRAVEL

Airport/Harbour departing from: _____ **OR** Ferry Terminal: _____

Date departing: _____ Approximate Time: _____

Date returning: _____ Approximate Time: _____

IMPORTANT INFORMATION:

Unless otherwise requested, air travel will be booked, where available, for the evening of Thursday, February 28th, after your regularly scheduled shift and returning the afternoon of March 3rd. Members requesting to travel earlier or later must use their own time, unless there are no other flights available.

The normal method of travel from the island is the ferry. If approved, members who request to fly on Friday morning, rather than take the ferry Thursday evening will be required to use their own time to cover any additional leave due to flight times, unless taking a ferry would also incur such leave.

We will email airline tickets once your travel request has been approved and booked. All air travel **MUST** be booked through MoveUP.

Please ensure you have provided your email address on the registration form attached and submit this form (if applicable) with your registration form, no later than **4:30pm on Friday, February 1st, 2019.**

Please call (604) 299-0378 if you have not received travel confirmation by Friday, February 22, 2019.



WORKSHOP PREFERENCE FORM
PLEASE PRINT CLEARLY - PLEASE COMPLETE IN FULL

Last Name: _____ First Name: _____

MoveUP Education Courses or Workshops previously taken:

Please choose only ONE of the following courses to participate in for the 2019 Job Steward Seminar

DESCRIPTION OF WORKSHOP

_____ Job Steward – Level 2

This course is for chief stewards, committee chairpersons, local officers and stewards with considerable experience handling grievances. You will practice more advanced grievance handling skills using real life case studies and role plays. Participants will discuss discipline grievances, harassment, drug and alcohol issues, and different styles of management. The course will deal with procedures before the process of arbitration. Please bring a copy of your collective agreement with you. Knowledge of the first stages of the grievance procedure will be assumed. (*Prerequisite: Job Steward Level I or equivalent union course*)

_____ Organizing

This course covers the basics of organizing to build power within our workplaces, our union, and to organize new workers into our union. This is an opportunity to learn and practice leading effective organizing conversations with peers and non-union workers. We cover the elements of an organizing campaign, building power in our worksites and the provincial labour code and how they apply to organizing.

_____ Investigating Bullying and Harassment in the Workplace

Workplace bullying and harassment can compromise the mental and physical health of workers. To address this health and safety issue, this course will equip participants with the knowledge and confidence to undertake thorough and impartial investigations into allegations of workplace bullying and harassment as defined in health and safety law and policy. Participants’ skills will be developed and practiced through role-play in planning, research, interviewing techniques, and analysis in order to conduct impartial investigations. Particular attention will be paid to the emotional and sensitive effect that alleged bullying and harassment has on the workplace. Thorough and impartial investigations are necessary to not only resolve the complaint, but also to educate and ensure proper recommendations follow to prevent further incidents from happening. This course is ideal for anyone who works on or alongside an OH&S committee.

_____ Connecting Job Stewards to Workplace Health & Safety Site Committees

The connection between Job Stewards and the OH&S Committee is a critical link. Job Stewards and OH&S Committee members have equal responsibilities to ensuring our workplaces are safe and healthy for all workers. This course will help Job Stewards add a vital tool to their tool box, when facing the employer. Almost every issue we face in a workplace, whether it be workload or musculoskeletal injuries can be tackled by utilizing Health and Safety legislation to make changes and improvements. Don’t believe us? Sign up and come see!

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Seasoned Leaders. New Techniques: Mentoring New Job Stewards

If you hear yourself saying “back in the day...” or “when I first started as a job steward...” This course is for you. You have seen it all and likely done it all and now we want to help you be a mentor and support new job stewards. Your expertise, skills and institutional knowledge needs to be shared with our new activists. We will give you the tools to pass along your wealth of knowledge, ensuring the long-term success of our union and that future job stewards become the leaders you are now. We’ll also make sure your knowledge and skills are up to date in this age of social media, millennials and shifting political landscape.

Labour Community Advocacy

This course provides participants with information about the social issues faced by working people and the resources available in their community. Members will be trained in communication skills, interviewing and referral techniques so they can assist union members to find the appropriate resources. The LCA training helps workers to find effective solutions and community support for issues outside the scope of their collective agreements. LCAs are often the first contact for co-workers with problems and are a valuable resource within any union.

Facing Management Effectively

This course deals with evolving employer agendas and management styles that are used to implement new programs in the workplace. You will learn about management’s hard-line and soft-line approaches, various workplace strategies for reorganization, team concepts, and employee involvement schemes. It’s also designed to teach a critical awareness of the latest management tactics so the union can protect and advance its agenda. We hope to better equip participants with some of the necessary skills to deal with management and win the hearts and minds of your membership at the same time.

Young Workers in Action

Union activists under 30 are the future of the labour movement, the Young Workers in Action course is tailored to give you the additional skills you will need to create change in your workplace as well broadening your knowledge of social justice issues. This course will cover internal organizing, union lead campaigns, along with health and safety issues surrounding young workers. You will also be given the chance to discuss the issues young workers are facing with a group of peers dedicated and active in the union just like you.

Understanding Pensions

Pensions are an important part of worker wages and benefit packages. Their future importance may increase as government commitments to social programs continue to decline. We will ensure you understand the complex calculations of pensions, any changes to plans and what the CPP changes and enhanced benefits will mean to members now and in the future. This course will assist you in evaluating your own pension arrangement, give you ideas to improve an existing plan, or give you enough information to know what needs to be done to establish a plan. The course will address pension issues from a private and public pension perspective and will enable workers to make more valuable contributions to their union’s pension policy or pension committees.

If you cannot register online, please return this fully completed form to MoveUP by email to ygarie@moveuptogether.ca or mail no later than **4:30pm on Friday, February 1st, 2019. Late registrations will not be accepted for any reason.**