

**CUPE·SCFP** / *Canadian Union of Public Employees*  
*Syndicat canadien de la fonction publique*



Ottawa CUPE District Council  
Weeklong Spring School

**April 27<sup>th</sup> to May 1<sup>st</sup>, 2015**

**CUPE Ottawa Area Office**

1378 Triole Street  
Ottawa, ON  
K1B 3M4

**CUPE Local 4000**

32 Colonnade Road North - Unit200  
Ottawa, ON  
K2E 7J6

**CUPE Local 503**

1505 Carling Avenue  
Ottawa, ON  
K1Z 7L9

## IMPORTANT INFORMATION FOR WEEKLONG SCHOOL 2015:

- Class sizes are limited, therefore registration is on a first come, first served basis  
Please note: In order to be fair to all members, registration fee must follow online registration promptly, in order to maintain your spot
- Course payment may be done by cheque and payable to the **Ottawa CUPE Council** and mailed to:

Martine Busque  
CUPE Ottawa Area Office  
1378 Triole Street  
Ottawa, ON K1B 3M4

- **Registration Deadline** - April 13<sup>th</sup>, 2015
- **Cancellation Policy** – Cancellations received beyond the aforementioned date will not be refunded. Note – Workshops may be subject to cancellation due to low enrollment.
- **\*\*\* In response to the health concerns of our members and staff, CUPE has implemented a Scent-Free Policy at all of our workshops. Scented products such as hair spray, perfume and deodorant can trigger reactions such as respiratory distress and headaches. Facilitators and participants are asked to refrain from using scented products while attending our workshops and meetings. Thank you for your co-operation.\*\*\***
- There is no ON-SITE parking available from Mondays to and including Fridays at the CUPE Local 503 Hall, located at 1505 Carling Avenue. Parking is available next door ONLY.

## WORKSHOPS:

- Weeklong Labour History
- Weeklong Labour Law
- Financial Officers (offered in French and English)
- SLS: What's Our Duty
- SLS: Handling Discipline and Discharge
- SLS: Resolving Grievances Without Going to Arbitration
- SLS: What Stewards Need to Know About Health and Safety
- SLS: Creating an Accommodation-friendly Workplace
- Weeklong Health and Safety - Level I
- Weeklong Collective Bargaining
- WSIB Level V - Medical Orientation
- SLS: Handling Grievances
- SLS: What Stewards Need to Know About Arbitration
- SLS: Mediating Member-to-Member Conflict
- SLS: Being An Ally for Equality

Online Registration is possible by visiting us at

**<http://cupe.ca/union-education>**

For additional assistance with the online registration process for the above-noted workshops,  
Please do not hesitate to contact:

Tanya Paruch  
Sudbury Area Office  
705.674.7557  
[tparuch@cupe.ca](mailto:tparuch@cupe.ca)

