

February 2015

TO: ALL BC REGION CUPE LOCALS AND DISTRICT COUNCILS

Greetings:

**RE: SPRING 2015 WEEKLONG SCHOOL
COAST KAMLOOPS HOTEL & CONVENTION CENTRE**

On behalf of CUPE Union Development and CUPE BC, I am pleased to enclose the Programme Brochure for our Spring 2015 Weeklong School to be held May 31–June 5, 2015 at the **Coast Kamloops Hotel and Convention Centre**.

The members of CUPE BC's Education Committee and I are pleased to be able to offer an excellent selection of workshops with a diverse range of topics. We are offering **one new workshop and two new Steward Learning Series modules** that were developed especially for our weeklong school.

REGISTER ONLINE FOR SPRING 2015 WEEKLONG SCHOOL

The Education Department in BC has moved to Online Registration for all of our weeklong schools. Register now – all forms are online!

To register, go to the CUPE BC website at www.cupe.bc.ca and press the Union Education tab. On the drop down screen go to CUPE Weeklong Schools and you will find the Spring 2015 Weeklong School registration package.

Registration forms must be completed **by the local**. Participant Questionnaires must be completed **by each participant**. Our workshops fill up quickly so please register your participants early, providing a second workshop choice for each participant. To save your delegates' spots, please send your local's payment within seven days of registration.

Registration is not complete until both the Registration Form and the Participant Questionnaire have been submitted and payment has been received.

If you have any problems with online registrations, please contact Education Secretary Lynn Falk at lfalk@cupe.ca or 604-291-1940.

IMPORTANT DATES FOR SPRING 2015 WEEKLONG SCHOOL

May 1, 2015

**Scholarship and subsidy applications are due
(two weeks before the Registration deadline)**

CUPE BC will be offering seven \$1,000.00 Scholarships (seven per week) and **fifteen \$500.00 Diversity Scholarships** to help local unions cover some of the expenses for sending delegates to our school. Please complete the Scholarship Application form, providing details for each Scholarship that is being applied for. (We only need one application per Local regardless of how many delegates you are sending.) Locals who are awarded a scholarship will be advised before the weeklong school. **All locals can apply.**

CUPE BC Subsidies are also available for **small locals** and for **locals travelling from distant locations** (Northern areas, Haida Gwaii, Kootenays and Northern Vancouver Island). Please complete the Subsidy Application form.

May 15, 2015

Registration Forms and Participant Questionnaire(s) are due.

Payment is due within seven days of registration: Please send your cheque (payable to "CUPE – Spring 2015 School") to:

Greg Burkitt
Education Representative
CUPE BC Regional Office
500 – 4940 Canada Way
Burnaby, BC V5G 4T3

Attention First Aid Attendants! If you are a delegate with a valid First Aid Certificate, would you be willing to volunteer to act as a CUPE First Aid Attendant at our Weeklong School? If so, please complete the First Aid Attendant Volunteer form online, along with your Participant Questionnaire, on the CUPE BC website under the Union Education tab; Spring 2015 Weeklong School.

Union education gives activists and members the tools and skills to achieve their goals both at work and in their personal lives. Our Weeklong School is a wonderful opportunity to come together for a thought-provoking week of learning in an atmosphere that respects the values we share as CUPE members and staff.

I do hope that you will send delegates to our Spring 2015 Weeklong School. The knowledge and skills that your members bring back will be invaluable in helping to advance the interests of your local union and its members.

In solidarity,



Greg Burkitt
Education Representative
BC Region

GB/LF
COPE-491

Enclosures

copy: M. Hancock; P. Faoro; B. Robb; R. Jones; M. Brisard; T. Meadows; R. Scher; BC Staff; Education Representatives/Senior Officers; CUPE BC Education Committee; CUPE Member Facilitators in BC; J. Rees-HEU

SPRING 2015 WEEKLONG SCHOOL

COAST KAMLOOPS HOTEL & CONFERENCE CENTRE

KAMLOOPS

May 31 - June 5, 2015



**CO-SPONSORED BY:
CUPE UNION DEVELOPMENT
AND
CUPE BC**

CUPE *education*
where the action is!



MESSAGE FROM THE NATIONAL PRESIDENT

February 2015

Sisters and Brothers:

I am encouraging all CUPE Locals in British Columbia to attend the 2015 Weeklong Spring School in Kamloops from May 31 to June 5.

This year's school promises to be every bit as valuable as previous weeklong schools. Participants will be introduced to CUPE's new Human Rights Course recently piloted at the CLC Pacific Winter School. This course was a success and well received by participants.

During your time in Kamloops there will be much discussion about the upcoming Federal Election. A plenary session will be held where CUPE's plan for the October Federal Election will be presented so that locals can be better prepared for what will be an important election for all CUPE members.

You will carry the knowledge you receive through union education throughout your work career and into your private life as well. While you will roll up your sleeves and work hard during the week, also take the time to enjoy yourself and have some fun meeting new friends and hearing of their union experiences.

In solidarity,



PAUL MOIST
National President



rks/cope491

Taking the side of our communities

A message from Mark Hancock, President, CUPE BC

One of the most important responsibilities of the labour movement, and our union in particular, is to provide education to our members, and that responsibility has never been more important than it is today.



At the same time as right-wing and conservative governments continue to attack the rights of working people, and implement policies that make life harder for low and middle income British Columbians, some employers are also becoming more confrontational and aggressive, both at the bargaining table and on the job. It's vital that union members have every possible tool at their disposal to protect their rights.

That's why CUPE BC has always put such great stock in union education. Understanding what is happening to our communities under the current government, and finding out how to fight back, is a critical aspect of our work.

CUPE education plays a key role in that great effort. It is vital to building our capacity to face the resulting challenges.

A hallmark of that important work is our annual weeklong school, for the past 30 years held in Naramata—until last year's Spring school. As you know, our members at that facility have been on strike, trying to stop contracting out of their jobs, for more than a year. And the employer just announced its intention to permanently close the facility, making it highly unlikely that we'll be in a position to return. I'm sure you will all share my disappointment—and my anger—over the employer's regressive, mean-spirited actions.

This year the school will be in Kamloops.

For over a quarter century, our members have traveled from all over the province to take advantage of this wonderful education opportunity. They go to learn from each other and to teach each other. They trade stories of success and failure in the struggle for workers' rights. I'm extremely disappointed that the actions of the employer have forced us to leave Naramata, but I know that the school will be a big success and help shape another generation of CUPE activists.

Never have our members been more aware of the need for a proven union education program than now. I encourage you to take part in this proud B.C. tradition. Join your brothers and sisters in a workshop that interests you. I promise you won't regret it.

In solidarity,

A handwritten signature in black ink, appearing to read 'Mark Hancock'.

Mark Hancock
President

MH/LW
COPE-378

p:\2015\correspondence\mark\weeklong school spring.doc



New & Expanded Workshops

This year we have the following new and extended workshops:



- **CUPE Introduction to Human Rights**

- **Financial Officers** →

**EXPANDED TO INCLUDE CUPE'S
ELECTRONIC LEDGER**



- **Steward Learning Series Module:
Literacy Awareness for Stewards**

- **Steward Learning Series Module:
What a Steward Needs to Know
About Collective Bargaining**



Each of these new and expanded workshops will bring benefits to CUPE members and locals...whether it's gaining perspective on our broader role in society as a union, or whether it's getting more practical tools to build our local unions and represent our members' interests.

Spring 2015 Weeklong School

May 31 – June 5, 2015

Workshop Descriptions

1. **ADVANCED OCCUPATIONAL HEALTH AND SAFETY**



This weeklong workshop will provide any health and safety activist, Joint Health and Safety Committee Member or executive member with a better understanding of how the overall environment affects CUPE members' health and safety.

Participants will learn more about the role and responsibilities of being a Health and Safety Committee Member, in particular:

- Occupational and Environmental Diseases.
- How to prevent injuries in the workplace.
- Rights and responsibilities are under the Legislation.
- Dealing with prevention appeals.
- Accident/incident investigations.
- Chemical and biological exposures.
- How to communicate health and safety issues to your membership.

Note: Prerequisite - Must have completed "Basic Health and Safety"

2. **CUPE INTRODUCTION TO HUMAN RIGHTS**



This course provides leadership and activists the opportunity to develop the skills and perspectives we need to build a stronger, more inclusive union. Our union will only benefit from our diversity when we pull from the strengths of all of our members.

Employers use racism, sexism, homophobia, and discrimination against people with disabilities to divide us as workers. We'll focus on the role the union can and does play in advancing equality and challenging employers.

This program is rooted in class struggles – learning how racism, sexism, homo/transphobia, and disability issues operate within the context of capitalism and the economy, and learning how movements for equality have always been tied to workers' rights and struggles.

Through case study, video, and discussion, this course provides practical information for taking on workplace harassment, bargaining collective agreements that promote real equity, and building stronger unions. Part critical thinking, part strategy, part skill development, this program is a must for leadership in our growing, diverse union.

3. FACING MANAGEMENT



This course offers an opportunity to learn new skills, tactics, and strategies for unions to use in joint labour-management committees. This is a perfect course for newer activists that want to learn more about union-management relations, traditional and modern management theories and systems, and the history of work organization. Communication skills, group dynamics training, and conflict resolution skills will be emphasized. The course offers hands-on practice sessions in skill-building techniques so that you will be as comfortable in the boardroom as you are at a union meeting.

4. FINANCIAL OFFICERS

**EXPANDED TO INCLUDE CUPE'S
ELECTRONIC LEDGER**

This workshop is for secretary-treasurers and trustees. You will practice:

- Keeping a monthly ledger
- Filling out the per capita tax form
- Preparing a budget
- Auditing the books

You will require a calculator and a copy of your Local's bylaws. **Please bring three months, of each of the following, of your Local's books for the audit activity:**

- Ledger
- Bank statements/bank reconciliation statements
- Expense vouchers and invoices

Please bring your computer – we will be going through the Electronic Ledger in this workshop. Someone from CUPE National Accounting Department will be there to answer your questions.

5. INTRODUCTION TO STEWARDING ***PLUS*** FOUR STEWARD LEARNING SERIES MODULES



This new combined stewarding program will get new stewards up and running after one week. The **Introduction to Stewarding** portion covers:

- The role of the steward
- Investigating workplace problems
- Filing a grievance
- Meeting with management
- CUPE's structure
- Dealing with workplace complaints

The four **Steward Learning Series** modules are:

- **Connecting with Aboriginal Workers**

As demographics shift, Aboriginal workers are playing an ever-increasing role in the workplace. In this workshop stewards will explore strategies for making your locals more inclusive to Aboriginal members.

- **Creating an Accommodation Friendly Workplace**

Human rights laws require our employers to accommodate workers who face barriers to employment. This module covers:

- The legal framework for the Duty to Accommodate
- What a good accommodation process and plan look like
- What to do if the employer is not willing to provide reasonable accommodation

- **Literacy Awareness for Stewards**



Literacy is more than reading and writing. It also affects our workplace every day in different ways. In this workshop you will learn about literacy, how it affects you as a steward and what you can do to support an inclusive union and workplace.

- **What a Steward Needs to Know About Collective Bargaining**



This is one of the new modules in the Steward Learning Series and part of CUPE's new bargaining education program. As the eyes and ears of the local, stewards can play an important role before and during bargaining – sharing information and building solidarity among the members. Come and learn about the bargaining process and about ways you can help your local achieve its goals at the bargaining table.

Note: This module is a pilot – your feedback will help CUPE education shape this module for stewards across the country.

AGENDA

SUNDAY

Arrival and Registration	3:00 pm – 5:00 pm
Dinner	5:30 pm – 7:00 pm
Opening Assembly	7:00 pm – 8:00 pm
Social Evening	8:30 pm – 10:30 pm

MONDAY – THURSDAY

Workshop Groups	9:00 am – 12:00 noon
Lunch	12:00 noon – 1:00 pm
Workshop Groups	1:15 pm – 4:30 pm

WEDNESDAY EVENING

Evening Session	7:00 pm – 9:00 pm
-----------------	-------------------

FRIDAY

Workshop Groups	9:00 am – 10:15 am
Closing Assembly	10:30 am – 11:30 am
Lunch and Departure	11:30 am

MEALS

Breakfast	7:00 am – 8:30 am
Lunch	12:00 pm – 1:00 pm
Dinner	5:30 pm – 7:00 pm

LIFESTYLE BREAKS

Morning	10:30 am – 10:45 am
Afternoon	2:30 pm – 2:45 pm

**Coast Kamloops Hotel and Conference Centre
Kamloops, BC**

General Information

Spring School Registrar

Greg Burkitt, Education Representative
Canadian Union of Public Employees
BC Regional Office
500 – 4940 Canada Way, Burnaby, BC V5G 4T3
Phone: 604-291-1940 / Fax: 604-291-6248
E-mail: gburkitt@cupe.ca

Cost

The registration fee including accommodation and meals (Sunday afternoon to Friday noon) is **\$1,000.00 per person based on shared accommodation.**

There **are a limited** number of single accommodations available at a cost of **\$1,500.00**. A refund will be issued if there is no single accommodation available.

Spouse/Partner and/or Children

Participants wishing to bring a spouse/partner, or child 14 years and older, must pay for single accommodation plus an **additional \$380.00** meal supplement ($\$1,500 + \$380 = \$1,880$). Please provide the name of your spouse/partner or child on the Participant Questionnaire.

Participants wishing to bring a child 3 to 13 years of age must pay single accommodation plus an **additional \$200.00** meal supplement ($\$1,500 + \$200 = \$1,700$). Please provide the name of your child on the Participant Questionnaire.

Registration fees must be paid within seven days of registration. **Please make the cheque payable to "CUPE – Spring 2015 School".**

<p>Registration Deadline May 16, 2015</p>

Register Early – Limited Space Available

Registrations will be processed on a first come, first served basis. Some classes fill up weeks before the Registration deadline. *Class size is limited.*

Participants must indicate a second workshop choice.

We reserve the right to limit the number of participants from the same local in any workshop.

Should there be an inadequate number of registrations for a workshop, it may be subject to cancellation at the registrar's discretion.

Arrival Time

Registration will commence on Sunday at 3:00 pm.

Dinner will be served at 5:30 pm. The opening session will commence at 7:00 pm. Please notify us on the Participant Questionnaire if you will arrive for dinner on Sunday.

Location

Coast Kamloops Hotel and Conference Centre

1250 Rogers Way

Kamloops BC, V1S 1N5

Website for map to hotel:

<https://www.google.ca/maps/place/Coast+Kamloops+Hotel+%26+Conference+Centre/@50.651746,-120.372554,17z/data=!3m1!4b1!4m2!3m1!1s0x537e2c7162e33123:0xabcdabdf66b05dfd>

For Your Information

- Registration includes accommodation (single or double occupancy), all meals and breaks. Registration must be booked online through CUPE at <http://www.cupe.bc.ca>.
- **Useful items to bring:** Your collective agreement, calculator, personal toiletries, alarm clock, sport clothes, raincoat, heavy sweater or jacket, and if you have a musical instrument, please bring it along too.
- All participants are expected to attend the opening and closing sessions as well as the daily workshops and the mid-week general evening session.
- Smoking is not permitted except in designated areas.
- No pets allowed.

Facilities for socializing are available and activities will be organized by CUPE's Social Convenors and your class reps.

Participants Behaviour

All delegates to the Spring 2015 Weeklong School are advised that a high standard of behaviour is expected of them. The key word is RESPECT...respect for all participants, staff and other people at the school and at the hotel. At CUPE's Weeklong Schools, all forms of harassment are unacceptable and will not be tolerated. See CUPE's Code of Conduct at:

http://cupe.ca/sites/cupe/files/Code_of_Conduct-PDF.pdf.

The CUPE Weeklong School Registrar will deal with incidents in a fair and quick fashion, and reserves the right to send participants home for inappropriate behaviour without refund.

Privacy Statement

The personal information provided on the registration form will only be used for the purposes of workshop registration and will not be sold, shared, or otherwise provided to a third party. CUPE may use the contact information you have provided to contact you or provide you with additional information in the future regarding CUPE campaigns or educational opportunities.

As a result of Canada's Anti-Spam legislation, after July 1, 2017 we will require your express consent to send any Commercial Electronic Message (CEM) about an event which has a fee. Please ensure you check off the permission box on the registration form if you wish to receive electronic updates from us regarding CUPE and CUPE BC campaigns, events, publications, or educational opportunities.

Refund Policy

There will be no refunds for registration cancellations with less than 72 hours notice. Please notify us right away if a delegate cannot attend or will be coming late on Sunday evening. Contact the Education Department at bceducation@cupe.ca.



A message from the Secretary-Treasurer of CUPE BC

Union Education is a big priority for the labour movement generally, and for our union in particular, and that's why CUPE BC is pleased to continue to offer a number of scholarships and subsidies to affiliated locals for weeklong schools, including the Spring weeklong school, this year to be held in Kamloops.

The small local subsidy and distance local subsidy were created a number of years ago and we hope that locals will take advantage of them. In the past there have been locals that were unable to afford to send members to our schools. The Provincial Division of CUPE recognizes the importance of educating and mobilizing our membership to effect positive change in our communities throughout British Columbia. These subsidies provide the opportunity to extend to activists the tools needed to do just that.

You will find enclosed in this package details of the scholarships and subsidies available to your locals that the Division office continues to provide.

Finally, if you have not been receiving our e-newsletter *The Current*, please send your email address (non-employer) to info@cupe.bc.ca so we can add you to our distribution list. *The Current* will provide you the latest news from CUPE BC.

Should you have any further questions, or require more information please don't hesitate to contact me at our office 604-291-9119 or by email at pfaoro@cupe.bc.ca.

In solidarity,

A handwritten signature in black ink that reads "Paul Faoro".

Paul Faoro
Secretary-Treasurer

PF/LW
COPE-378

P:/2014/letters/paul/weeklong school spring



COAST KAMLOOPS HOTEL AND CONFERENCE CENTRE

KAMLOOPS

SPRING 2015

WEEKLONG SCHOOL



SCHOLARSHIP FORMS

CUPE *education*
where the action is!



CUPE BC Scholarships

CUPE BC offers numerous Scholarships for CUPE BC sponsored Weeklong Schools. Local Unions that belong to CUPE BC may apply for any of these Scholarships:

Spring 2015 Weeklong School

- ◆ Five **\$1,000.00 General Scholarships** for which any participant in any workshop is eligible.
- ◆ One **\$1,000.00 Young Worker Scholarship** for which any young worker participant in any workshop is eligible.
- ◆ One **\$1,000.00 Diversity Scholarship** for which any diversity participant in any workshop is eligible.
- ◆ Fifteen **\$500.00 Diversity Workshop Scholarships** for which any participant in a diversity workshop is eligible.

The deadline for applying for a Spring 2015 Weeklong School CUPE BC Scholarship is May 1, 2015.

Only those Locals whose applications have been received by the deadline will be considered for Scholarships.

This early deadline is necessary in order that Locals can be advised in advance that they have been awarded a Scholarship. Reimbursement from CUPE BC will be sent once it has been verified that a Local's delegate(s) attended the Weeklong School.

Only one application for each Scholarship is necessary, regardless of how many delegates a Local will be sending.

To apply for any of the Scholarships, please provide the information required on the enclosed application form.

Please return your completed application form to:

**Greg Burkitt
Education Representative
CUPE BC Regional Office
500 – 4940 Canada Way
Burnaby, BC V5G 4T3
Fax: 604-291-6248**

Scholarship Application

Please Complete the Following Information:

Local Union # _____ Local Union Name _____

Local Union Contact Person _____

Phone (H) _____ (W) _____

E-mail _____

Local Union Mailing Address _____

Type of Scholarship Being Applied For:

- ◆ \$1,000.00 General
- ◆ \$1,000.00 Young Worker
- ◆ \$1,000.00 Diversity
- ◆ \$500.00 Diversity Workshop

Delegate's Name

Workshop

Local Union General Information:

1. Number of Members _____
2. Has your Local ever received a CUPE BC Scholarship before?
(Yes / No) _____ If yes, when? _____
3. Has your Local previously sent delegates to a Weeklong School?
(Yes / No) _____

Local Union Financial Information:

1. Please provide copies of your latest Annual Budget and Trustees Report.
2. Please estimate the total cost of sending a delegate to the Weeklong School including transportation, lost wages, registration, child care, etc.

President

Date

**COAST KAMLOOPS HOTEL
AND CONFERENCE CENTRE**

KAMLOOPS

SPRING 2015

WEEKLONG SCHOOL



**SUBSIDY
FORMS**

CUPE *education*
where the action is!

COPE-491



CUPE BC Subsidies for Weeklong Schools

CUPE BC sponsors two subsidies for Locals sending delegates to the Spring and Parksville Weeklong Schools. One is for small Locals of 100 members or less, called the **SMALL LOCAL SUBSIDY**. The other is for Locals of 101 and more members that are required to travel greater than average distances, called the **DISTANT LOCAL TRAVEL SUBSIDY**.

Small Local Subsidy for Weeklong Schools

This subsidy is modelled on the existing CUPE BC Convention Subsidy (Constitution 4.7) and will provide small Locals of 100 or less members reimbursement of 100% of the costs related to sending one delegate to Spring 2015 or Parksville. A Local may also choose to send two delegates and claim 50% of the cost of each delegate. The following conditions will apply:

- ◆ Locals are responsible for paying the cost of the normal registration fees as set out in the School Brochure.
- ◆ Reimbursable costs include lost wages, transportation including overnight hotel if required and travel days per diem. (Rates such as mileage, per diems, etc. will be paid as per the CUPE BC Expense Policy.)
- ◆ Locals applying for such reimbursement shall have a dues structure of no less than 1.25%.
- ◆ Locals will submit their initial request for reimbursement with their Weeklong School Registration Forms. The finalized subsidy request must be received by **May 1, 2015**.
- ◆ The CUPE BC Secretary-Treasurer will review all requests for subsidies and recommend approval to the CUPE BC Executive Board.

Distant Local Travel Subsidy for Weeklong Schools

This travel subsidy is available to Locals of 101 members or more located in Northern BC, Haida Gwaii, the Kootenays, and Northern Vancouver Island. It is recognized that CUPE BC Locals from these areas are regularly faced with higher than average travel costs to send delegates to Spring and Parksville Weeklong Schools. This subsidy shall be in the form of a lump sum payment and shall be made on the following basis:

- ◆ Locals are responsible for paying the cost of the normal registration fees as set out in the School Brochure.
- ◆ Reimbursable costs include lost wages, transportation including overnight hotel if required and travel days per diem. (Rates such as mileage, per diems, etc. will be paid as per the CUPE BC Expense Policy.)
- ◆ Reimbursement shall be for travel costs in excess of \$400.00. The maximum subsidy shall be \$500.00. For example:
 1. A Local with travel costs of \$600.00 will receive a subsidy of \$200.00.
 2. A Local with travel costs of \$900.00 will receive a subsidy of \$500.00.
 3. A Local with travel costs of \$1,100.00 will receive a subsidy of \$500.00.
- ◆ Locals applying for such reimbursement shall have a dues structure of no less than 1.25%.
- ◆ Locals will submit their initial request for reimbursement with their Weeklong School Registration Forms. The finalized subsidy request must be received by CUPE BC no later than 60 days following the Weeklong School.
- ◆ The CUPE BC Secretary-Treasurer will review all requests for subsidies and recommend approval to the CUPE BC Executive Board.

Subsidy Application

Please Complete the Following Information:

Local Union # _____ Local Union Name _____

Local Union Contact Person _____

Phone (H) _____ (W) _____

E-mail _____

Local Union Mailing Address _____

Type of Subsidy Being Applied For:

- ◆ Small Local (100 Members or Less)
- ◆ Distant Local (101 Members or More)

Delegate's Name

Workshop

Local Union General Information:

1. Number of Members _____
2. Please provide copies of your latest Annual Budget and Trustees Report.
3. Please provide verification of Union Dues Rate.
4. Estimate of costs for sending delegate:
 - (a) Transportation _____
 - (b) Lost Wages _____
 - (c) Per Diems _____

President

Date