

June 12, 2017

To: All applicants for Unifor Paid Education Leave (PEL) programs

Due to the high demand for courses in Port Elgin, we will be enforcing the Selection Process based on the National Union's Education Department guidelines. Our members' participation is encouraged, however starting with this session, applicants need to be aware they be selected based on several factors designed to encourage attendance by new and active members. We also have to take into account Diversity, Sectors and PEL Funding.

**Please answer the following questions:**

Have you ever attended Port Elgin and how many times?

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Do you hold an elected or appointed position and if so what position?

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Are you a member of a Standing Committee? Which Committee?

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Are you active with your Local by attending meetings, seminars, rallies, etc.?

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Are you in the process of retiring?

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Are you active in your community and in what capacity?

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Are you willing to give a report to the General Membership following your participation in a Port Elgin program?

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Please return this form with your PEL application.

Please ensure your application is filled out clearly and completely; incomplete forms will be returned.

COURSE NAME	DATE	DEADLINE
Collective Bargaining	Aug 20-25	July 7
Conflict Resolution Level 1	Aug 20-25	July 7
Grievance Handling & Workplace Leadership	Aug 20-25	July 7
Health & Safety <i>NEW PROGRAM</i>	Aug 20-25	July 7
Human Rights	Aug 20-25	July 7
Introduction to Ergonomics <i>NEW PROGRAM</i>	Aug 20-25	July 7
Stress: The Workplace Hazard <i>NEW PROGRAM</i>	Aug 20-25	July 7
Aboriginal & Workers of Colour Week 1: <i>Note this is a 2 week course</i>	Sept 17-22	Aug 4
Climate Change & Our Jobs <i>NEW PROGRAM</i>	Sept 17-22	Aug 4
Collective Bargaining	Sept 17-22	Aug 4
Grievance Handling & Workplace Leadership	Sept 17-22	Aug 4
Harassment Investigation <i>NEW PROGRAM *Must have Human Rights</i>	Sept 17-22	Aug 4
Human Rights	Sept 17-22	Aug 4
WSIB I & II	Sept 17-22	Aug 4
Accident & Incident Investigation <i>NEW PROGRAM</i>	Oct 1-6	Aug 18
Conflict Resolution Level 1	Oct 1-6	Aug 18
Health & Safety <i>NEW PROGRAM</i>	Oct 1-6	Aug 18
Toxic Substances In The Workplace	Oct 1-6	Aug 18
Unifor Foundations I (Labour & Social Justice Certificate Program)	Oct 1-6	Aug 18
Human Rights	Oct 15-20	Sept 1
WSIB Return To Work <i>*must have WSIB I &amp; II</i>	Oct 15-20	Sept 1
Health & Safety Women <i>**on-site childcare</i>	Oct 22-27	Sept 8
Women Activists <i>**on-site childcare</i>	Oct 22-27	Sept 8
Women In Collective Bargaining <i>**on-site childcare</i>	Oct 22-27	Sept 8
<b>**Oct 22-27: On-site childcare for children age 0-12 years only **</b>		Sept 8

Aboriginal & Workers of Colour Week 2: <i>Must have Week 1</i>	Oct 29-Nov 3	Sept 15
Collective Bargaining	Oct 29-Nov 3	Sept 15
Conflict Resolution Level 1	Oct 29-Nov 3	Sept 15
Grievance Handling & Workplace Leadership	Oct 29-Nov 3	Sept 15
Introduction to Ergonomics <i>NEW PROGRAM</i>	Oct 29-Nov 3	Sept 15
Stress: The Workplace Hazard <i>NEW PROGRAM</i>	Oct 29-Nov 3	Sept 15
Aboriginal & Workers of Colour Week 1	Nov 5-10	Sept 22
Accident & Incident Investigation <i>NEW PROGRAM</i>	Nov 5-10	Sept 22
Harassment Investigation <i>NEW PROGRAM *Must have Human Rights</i>	Nov 5-10	Sept 22
Health & Safety <i>NEW PROGRAM</i>	Nov 5-10	Sept 22
Human Rights	Nov 5-10	Sept 22
Toxic Substances in the Workplace	Nov 5-10	Sept 22
Union Communications	Nov 5-10	Sept 22
Climate Change & Our Jobs <i>NEW PROGRAM</i>	Nov 19-24	Oct 5
Collective Bargaining	Nov 19-24	Oct 5
Conflict Resolution Level 1	Nov 19-24	Oct 5
Grievance Handling & Workplace Leadership	Nov 19-24	Oct 5
Time Study: Easing The Pace Of Work	Nov 19-24	Oct 5
Arbitration for Leadership	Nov 26-Dec 1	Oct 13
Conflict Resolution Level 2 <i>*Must have Level 1</i>	Nov 26-Dec 1	Oct 13
Environment - Community	Nov 26-Dec 1	Oct 13
Health & Safety <i>NEW PROGRAM</i>	Nov 26-Dec 1	Oct 13
Stress: The Workplace Hazard <i>NEW PROGRAM</i>	Nov 26-Dec 1	Oct 13
Unifor Foundations I (Labour & Social Justice Certificate Program)	Nov 26-Dec 1	Oct 13
WSIB Appeals - Level III <i>*Must have WSIB I &amp; II</i>	Nov 26-Dec 1	Oct 13
Aboriginal & Workers of Colour Week 2: <i>Must have Week 1</i>	Dec 3-8	Oct 20
Accident & Incident Investigation <i>NEW PROGRAM</i>	Dec 3-8	Oct 20

Human Rights	Dec 3-8	Oct 20
Union Communications	Dec 3-8	Oct 20
Collective Bargaining	Dec 10-15	Oct 27
Conflict Resolution Level 1	Dec 10-15	Oct 27
Grievance Handling & Workplace Leadership	Dec 10-15	Oct 27
Harassment Investigation <i>NEW PROGRAM *Must have Human Rights</i>	Dec 10-15	Oct 27
Health & Safety <i>NEW PROGRAM</i>	Dec 10-15	Oct 27
Introduction to Ergonomics <i>NEW PROGRAM</i>	Dec 10-15	Oct 27
WSIB Medical Orientation <i>*Must have WSIB I &amp; II</i>	Dec 10-15	Oct 27

**\*\*On-site childcare must be submitted by Sept. 15, 2017 and requires separate forms for each child for the week of October 22-27, 2017**



Revised June 1, 2017

ec/unifor1136

**ALL INFORMATION NEEDS TO BE COMPLETED**

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

**SIN: (For Payroll & Expenses)** \_\_\_\_\_ Local **222** Unit # \_\_\_\_\_

First Name \_\_\_\_\_ Employer \_\_\_\_\_

Last Name \_\_\_\_\_ Employee Clock # \_\_\_\_\_ Dept. \_\_\_\_\_

Address \_\_\_\_\_ Phone (Home) (\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ Phone (Cell) (\_\_\_\_\_) \_\_\_\_\_

Province \_\_\_\_\_ Email (Print clearly) \_\_\_\_\_

Postal Code \_\_\_\_\_ Date of Birth (mm/dd/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_

Smoker Yes \_\_\_\_\_ No \_\_\_\_\_ Gender \_\_\_\_\_

(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? \_\_\_\_\_ Emergency Contact \_\_\_\_\_

Emergency Phone (\_\_\_\_\_) \_\_\_\_\_

Roommate Request: \_\_\_\_\_

<p><b>ARE YOU ABORIGINAL OR PERSON OF COLOUR? YES _____ NO _____</b></p> <p>As part of our Union's commitment to ensure 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.</p>
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**IF ON SALARY CONTINUATION MARK AN "X" IN 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 percentage here \_\_\_\_\_% Skilled Trades? Yes \_\_\_\_\_

Expected Rate Change (when) \_\_\_\_\_ How much? \_\_\_\_\_

<b>Applicant signature</b>	<b>Date Completed</b>
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Local Union Verification  
 Signature: .....  
 Print Name: ..... Title: .....

<p><b>APPLICANTS CANNOT APPROVE THEIR OWN PAYROLL/EXPENSE FORM, MUST BE SIGNED BY THE PRESIDENT, FINANCIAL SECRETARY OR CHAIRPERSON OTHER THAN ONESELF.</b></p>
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