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# REGISTRATION

## KAMLOOPS SPRING 2023 WEEKLONG SCHOOL



**MAY 28<sup>TH</sup> – JUNE 02<sup>ND</sup>, 2023**

**COAST KAMLOOPS HOTEL & CONFERENCE CENTRE**

# REGISTRATION AND INFORMATION

## Spring School Registrar

Tina Meadows, Education Representative  
Canadian Union of Public Employees  
BC Regional Office  
6222 Willingdon Avenue, Burnaby, BC, V5H 0G3  
Phone : 604-291-1940 / Fax : 604-291-1194  
E-mail : Tmeadows@cupe.ca

## Cost

This year all accommodation will be booked as **single occupancy only**.  
The cost per participant will include the following: weeklong workshop, single accommodation, and all meals (Sunday evening to Friday afternoon).

We will also be offering a minimum number of spots to **Local members who do not require a hotel stay but** would like to join a workshop. Sunday evening dinner and plenary along with daily lunches & snacks will be provided.

**Full Participant cost - \$1,900.00 (workshops, accommodation & meals)**

**Local Participant cost - \$500.00 (workshops, lunch & snacks only)**

**Mental Health Series – will be an additional \$275.00.**

Participants wishing to bring a spouse/partner and or child will have to pay an additional amount on top of the \$1,900.00 for them to partake in the meal option. This cost will be for the full week meal plan.

## Spouse/Partner and/or Children

**Spouse/Partner or child 14 years+ - additional \$700.00 for the week.**

**Child 3 to 13 years old – additional \$300.00 for the week.**

If you are bringing a spouse/partner or child when booking, please choose double occupancy and note in reason whom and full name of who you are bringing. If child; age is required & if childcare is required, please ensure to check the childcare box.

## Registration Link

**[Click here to register for the CUPE 2023 SPRING Weeklong School – May 28 – Jun 02.](#)**

**Registration Deadline  
April 14, 2023**

Registration fees must be paid within seven days of registration. **Please make the cheque payable to “Canadian Union of Public Employees” or “CUPE” (NOT CUPE BC).**

### **Register Early – Limited Space Available**

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

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**

Hotel check-in registration & registration table will commence on Sunday May 28th at 3:00 pm to 5:30 pm.

Dinner will be served at 6:00 pm. The opening session plenary will commence at 7:00 pm.

### **Location**

The Coast Kamloops Hotel and Conference Centre  
1250 Rogers Way  
Kamloops, BC, V1S 1N5  
250-828-6660

### **For Your Information**

- **Useful items to bring:** Your collective agreement, local bylaws, and a calculator. If you have a musical instrument, please bring it with you as we will have a non-alcohol social room available for gatherings.
- **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. We will be asking for \$20.00 cash from each participant for the organized social events.

## Participants Behaviour

All delegates to the Spring 2023 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 [HERE](#).

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 a refund.

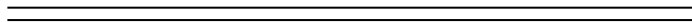
## Privacy Statement

To run our online services, such as web-based e-mail, web hosting, and online campaigns, we need to be able to check to see that our users are who they say they are. That means collecting personal information like names, postal codes and phone numbers.

We acknowledge that this is important, personal information and we acknowledge the responsibility that comes with it. We take your privacy seriously. We will never sell, trade, rent or donate any information you provide us. We honour all unsubscribe requests, whether automatically or by e-mail to [webmaster@cupe.ca](mailto:webmaster@cupe.ca). None of our interactive services display your e-mail address publicly. When you participate in our online actions, we will collect your e-mail address and store it securely. We will contact you by e-mail about CUPE initiatives, as well as social justice and political action campaigns.

## Refund Policy

There will be NO REFUNDS for registration cancellations as of **May 08, 2023**. Please notify us prior to **May 08, 2023**, if a participant cannot attend. After this date registration cost is 100% non-refundable. If a participant will be coming late on Sunday evening please contact Tina Meadows, Education Representative at 604-292-0278.



## INTRO SHOP STEWARD MODULES

This is for **NEW** Shop Stewards but **MUST have already taken Introduction to Stewarding**. Please bring your Collective Agreement and Stewards Passport.

### ***Notetaking***

Why do I have to take notes? What kind of notes should I take? Are my notes private? Learn answers to important questions like these, and practice notetaking.

### ***Representing members in front of management***

This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings and build confidence by practicing meeting situations.

### ***Grievance Handling***

Share tips and successful practices with other stewards and learn strategies for handling difficult grievances.

### ***What Stewards need to know about bargaining***

Learn about the different steps in the bargaining process, the responsibilities of different activists throughout bargaining, and the role during bargaining.

### ***What Stewards need to know about arbitration***

Although most grievances get settled, some go to arbitration. Learn about the arbitration process, terms, mediated settlements, and the role of the steward before and during arbitration.

### ***Handling discipline and discharge***

Learn about key legal concepts and terms, and the role of stewards during an employer's investigation, when discipline is given, and during grievance meetings.

### ***What Stewards need to know about pensions***

In this workshop, participants will learn about public pensions and about the different types of workplace pension plans. They will also explore the different roles they, as Stewards, can play to support and accompany members in understanding and protecting their pension.

### ***Ally skills for Stewards***

Effective stewards are champions for human rights and equality. Explore what it means to be an ally and ways that stewards can step up as allies in the workplace and the union.

# ADVANCED SHOP STEWARD MODULES

This series is for members who have **completed the Introduction to Stewarding** workshop and have some **practical experience as a Steward**. Please bring your Collective Agreement and your Stewards Passport

## ***Ally skills for Stewards***

Effective stewards are champions for human rights and equality. Explore what it means to be an ally and ways that stewards can step up as allies in the workplace and the union.

## ***Popular economics for stewards***

We keep hearing that the rich are getting richer and the poor are getting poorer. How do these trends impact our lives as workers and union members? What is needed from us as stewards in these times of growing economic inequality?

## ***Psychologically safe workplaces***

What is a psychologically healthy and safe workplace? Learn to identify the psychosocial hazards in a workplace, and the role of the steward in eliminating them.

## ***Solidarity with Indigenous workers***

Learn about Canada's history of colonialism, engage in some myth-busting, and explore ways you can build solidarity with Indigenous workers and support reconciliation in the workplace.

## ***Growing our mobilizing power***

Stewards can play a key role when the union needs to mobilize our members – whether it's to support the bargaining committee or stop the employer's attempt to contract out our work. Learn basic mobilization theory and explore how stewards can tackle workplace problems in ways that engage more members and build the union's power.

## ***Literacy awareness***

Literacy affects all of us at work. Learning new computer programs, understanding collective agreements, completing forms, or writing reports can all pose barriers for our members. Learn about how stewards can increase literacy awareness and help make the union inclusive and accessible to members.

## ***Stewards and health and safety***

Stewards need to work with health and safety activists to ensure the workplace is healthy and safe for members. Learn about health and safety rights, and how stewards can support this important area of union work.

## ***Taking on privatization***

Learn about different forms of privatization in CUPE workplaces, how it impacts our members, services, and the public, and what stewards can do about it.

## MENTAL HEALTH

**\*\* Additional charge of \$275.00 \*\***

In our current environment, mental health has become a predominant issue facing our members in and out of work. This workshop will provide

### ***Mental Health First Aid***

Mental Health First Aid is designed to give you skills to assist who is experiencing a Mental Health crisis.

### ***Duty to Accommodate***

Learn about the rights and responsibilities of both employers and unions under the Duty to Accommodate. In this workshop you will:

- explore case law, key concepts, and the prohibited grounds of discrimination under human rights law.
- learn to make the case for accommodating workers and how to help union representatives and employers come up with appropriate accommodations for members;
- Look at how we can break down stereotypes and stigma to support the accommodation process for those who need it.

Participants should bring a copy of their collective agreement.

### ***Mental Health in the Workplace: A Union Perspective***

More than half the population will experience a mental health problem over their lifetime. At least 20% of us are dealing with mental illness on any given day. Mental health issues touch every one of us directly or indirectly. What does this mean for us as workers? What about in our roles as union activists? What are our duties and responsibilities? How can we support members who may be dealing with mental illness? This workshop will help answer these questions and more.

## COLLECTIVE BARGAINING

Participants will leave with a solid understanding of the bargaining process and the factors that affect collective bargaining. This course also introduces some of the laws and rules that structure the bargaining process and provides opportunities for hands-on practice and skills development in preparing for and negotiating parts of a collective agreement. This course is aimed at new bargaining committee members and local union officers. You may want to bring a calculator for this course.

## ADVANCED GRIEVANCE HANDLING

### ***Advanced Grievance Handling: Building the best case from Grievance to Arbitration.***

Here is a little-known fact about grievance arbitrations: they are sometimes won or lost even before any hearing dates are set. How a grievance is investigated, processed, and organized can have a huge impact. This workshop will teach participants about how to best prepare grievances to increase their locals' chances of success at arbitration.

Topics include: grievance investigation and witness interviews, with a focus on issues that arise in allegations of member-on-member harassment; advanced note-taking; duty of fair representation; grievance file management and what a file should include; the grievance procedure, timelines and corresponding with the employer; basic evidence and select advanced evidence topics, including surveillance and medical information; and an overview of the arbitration procedure including preliminary objections and hearings.

This advanced workshop is geared to experienced stewards, Lead Shop Stewards and Local Executive members. (Note: Participants will not learn how to present arbitrations).

**\*\* PLEASE BRING YOUR COLLECTIVE AGREEMENT \*\***

## LOCAL EXECUTIVE LEADERSHIP

### ***Leadership Essentials***

Who am I as a leader? Who are we as a local union? How do we fit into the broader movement? Learn how to use the power of your elected position to build power and strengthen solidarity in the union, in the labour movement and in our communities.

### ***Conflict-Ready Executives***

In this workshop, participants will explore:

- The value of conflict for effective groups
- How our beliefs about conflict shape how we respond
- The kinds of conflict executives struggle with
- Productive ways to resolve conflict on an executive

**\*\* One day of panel and roundtable discussion \*\***

### ***Essentials for Inclusive Unions***

As activists in our unions, we often ask why members are not more involved. This workshop asks a different question: Who is involved and who isn't and what might be some reasons why? How might our unconscious biases contribute to this? How can we represent members in a way that invites those on the margins to get involved and to see the union as place where they want to make a difference?