



**52nd Annual
Manitoba Summer School**

May 27 – June 1, 2018

**The Russell Inn & Conference Centre
Russell, Manitoba**

*Presented by:
Union Development Department*

CUPE / Canadian Union
of Public Employees

MESSAGE FROM THE NATIONAL PRESIDENT

March 2018

Sisters and Brothers:

CUPE's Education Program is second to none in the labour movement and provides activists, and those wanting to become activists, in our union the skills necessary to fully participate. I would encourage all CUPE locals in Manitoba to send members to the 2018 Weeklong Summer School in Russell from May 27 to June 1.



CUPE weeklong schools give participants the opportunity to share their experiences and learn from each other. This year we are offering the following workshops: Public Speaking/Parliamentary Procedure/Social Media, Advanced Health & Safety Learning Series, Advanced Steward Learning Series/Current Legal Issues as well as Understanding Mental Health/Psychological Harassment.

You will find the course selection offered broad enough to appeal to all of your activists, whether they be new to our union or seasoned veterans.

Participants will no doubt work hard during the week. They will also renew old acquaintances and make new ones. You will learn from others' experiences and others will learn from you. Please take the time out of your busy schedules and register today for the 2018 Weeklong Summer School.

In solidarity,

A handwritten signature in black ink, appearing to read 'MH' followed by a stylized flourish.

MARK HANCOCK
National President

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MESSAGE FROM THE CUPE MANITOBA PRESIDENT

March 2018



Greetings Brothers and Sisters:

Wow, what a year it has been with the Provincial Government attacking the Unions like never before.

Education is at the utmost importance at this time and your participation shows your dedication to our common cause.

The courses have been refined to reflect CUPE's opinions and business, and your participation and the follow through after the courses are taken is very important.

We hope that you take all you will learn in the classroom and apply it to your regular day to day union activity.

In solidarity,

A handwritten signature in blue ink, appearing to be "T. Egan", with a long horizontal stroke extending to the right.

TERRY EGAN
President
CUPE Manitoba

Welcome to the 52nd Annual CUPE Summer School - Manitoba

Who Can Attend?

The School is open to all CUPE members sponsored by their Local.

The Weeklong Summer School provides a community atmosphere where learning, relaxation and fun are combined. The objective is to give CUPE members the opportunity to develop specialized skills in programs that are interesting and challenging.

Class size will be limited to approximately 20 participants. Participants will be registered on a first-come, first-served basis. It is very important to signify a **second** choice. **Registration fees MUST be received by the registration deadline: May 11, 2018.**

In order to provide the best learning environment, the CUPE Education Rep reserves the right to cancel any course if the registrations are low, or transfer participants to their second choice.

The Education Rep also reserves the right to limit the number of members any one Local may send to any workshop and to assign participants to a second choice workshop.

Code of Conduct

All participants are advised that a high standard of trade union behaviour is expected of them. All forms of harassment are unacceptable. The Education Rep will deal with incidents fairly and reserves the right to send participants home for inappropriate behaviour or non-attendance at classes. Locals will be advised, should this occur.

Bursaries

Two bursaries are available from CUPE Manitoba, as follows:

1. **Small Local Bursary:**

\$1,000 ➤ available to a small local or local in financial need. Where there is more than one local applying, priority will be given to locals most in need of financial assistance and/or to a local sending a participant who has not been to the Summer School before.

2. **Equality-Seeking Activist Bursary:**

\$750 ➤ available to an activist member from an equality-seeking group. Please see the bursary descriptions page and application form in this brochure for the applicable criteria. Where there is more than one local applying, priority will be given to a member who has never been to the Summer School, locals most in need of financial assistance, and activists who might otherwise not be able to attend.

A bursary application form is included in this package. **A copy of your local's last Trustees' Report must accompany all bursary applications.** The deadline for bursary applications is **April 30, 2018.**



2018 Summer School INFORMATION

Location

The Russell Inn & Conference Centre. Located on the Yellowhead Highway #16 at the junction of Highway #83 in the Town of Russell. The distance is about 340 km from Winnipeg, 180 km from Brandon, and 150 km from Dauphin.



Accommodation

Please **do not** book rooms directly with the Russell Inn. We will assign rooms to the delegates, based on the requirements indicated on their registration forms. The Russell Inn is a **non-smoking facility**, however, members who smoke will be permitted to do so outside on their hotel room patios and are requested to utilize an ashtray for this purpose.

Cost

Includes rooms, meals, registration, and bus ride to Russell from Winnipeg, Portage la Prairie and Brandon should participants choose to ride on the bus. Costs are as follows:

\$980 per person based on **single occupancy**

\$750 per person based on **double occupancy**

Spouses:

If delegates would like to bring their spouse, the Russell Inn can arrange a meal plan. There is no charge for a spouse who does not participate in the meal plan, however, the delegate must pay the single occupancy rate.

Children:

- No cost for children under 3 years old participating in meals.
- For children over 3 years old, the Russell Inn will arrange individual meal plans.

Special Diets

Participants requiring special meals as a result of food allergies/restrictions or who follow religious/life choice diets are requested to **contact the Russell Inn directly** with their special dietary requirements **at least 10 working days in advance of the school** to arrange an alternate menu plan. Please contact:
Shirley Campbell
Ph. 204-773-7511 (direct)
Toll-free at 1-800-665-0678, Ext. 7511
E-mail: shirley@russellinn.com

Child Care

Non-licensed child care may be available through the Russell Inn. Participants should contact the Russell Inn directly to make child care arrangements, if needed. Parents will be responsible for paying the applicable costs upon checkout. Please contact:

Rheanne Gray
Ph. 204-773-7501 (direct)
Toll free: 1-800-665-0678 Ext. 7501
E-mail: rgray@russellinn.com

Scent-Free Policy

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 cooperation.

Refund Policy

- ◆ Up to **Friday, May 11**: full refund
- ◆ After **Friday, May 11**: no refund

This brochure is also available on

CUPE Manitoba Division's website:
www.cupe.mb.ca

CUPE National's website:
www.cupe.ca

2018 Summer School WORKSHOPS

Choose one course from the following four courses and remember to make a second choice, too.

COURSE #1

Public Speaking/Parliamentary Procedure/Social Media

This course will help you gain the confidence you need to speak up at a meeting or public event. Learn ways to deal with nervousness and how to prepare and present.

We will also learn about following the rule of order when chairing a meeting, including the role of the chair and the different elements of holding a meeting.



COURSE #2

Advanced Health & Safety Learning Series

The Health and Safety Learning Series will give participants who have completed the Introduction to Health and Safety workshop a wide range of knowledge and skills to be successful while working on a health and safety committee, or as a health and safety representative. Participants will also be challenged to think about the different ways that health and safety intersects with human rights issues in our union and our community. Members will learn how they can contribute to social justice causes, while improving health and safety in the workplace.

This Summer School presents the following modules from the Health and Safety Learning Series:

- Basics of Incident Investigation
- Identifying and Documenting Hazards
- Law and Orders
- Making Committees Work
- Understanding Mental Injuries at Work
- Women and Work Hazards
- Ergonomics
- Workload and Overwork
- Bargaining Health and Safety

In order to register, you must have completed the 9-hour Introduction to Health and Safety workshop.

Please bring your Health and Safety Learning Series Passport, if you have one.

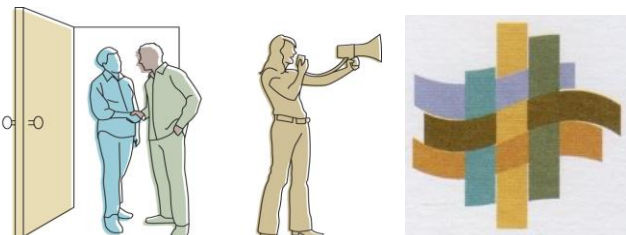


Advanced Steward Learning Series/Current Legal Issues

- Handling Discipline and Discharge
- Handling Grievances
- Representing Members in Front of Management
- What's Our Duty
- Building Your Case
- Notetaking
- Resolving Grievances without Going to Arbitration
- What Stewards Need to Know about Arbitration
- Conflict Resolution Skills

In order to register, you must have completed the 9-hour Introduction to Stewarding workshop.

Please bring your Collective Agreement, Steward Handbook and Steward Learning Series Passport.



Understanding Mental Health/Psychological Harassment

This course focuses on the workplace as the cause of mental health issues, and not the individual.



2018 Summer School AGENDA

Sunday, May 27th

Registration	3:00 – 6:00 p.m.
Dinner, followed by Opening Session	6:30 p.m.

Monday, May 28th to Thursday, May 31st

Breakfast	7:00 – 8:30 a.m.
Workshops	9:00 a.m. – 12:00 noon
Lunch	12:00 noon – 1:00 p.m.
Workshops	1:00 – 4:30 p.m.
Dinner	6:00 – 7:00 p.m.

**Various recreational activities will be arranged.
There will be a dinner and dance on Thursday evening.**

Friday, June 1st

Breakfast	7:00 – 8:30 a.m.
Workshops	9:00 – 11:00 a.m.
Closing Session	11:00 – 12:00 noon



What to Bring:

- ✓ Your collective agreement (if you're registering for the Steward Learning Series, also bring your Steward Handbook and Steward Learning Series Passport; and if you are registering for the Health and Safety Learning Series, bring your Health and Safety Learning Series Passport, if you have one.)
- ✓ Personal toiletry articles (unscented); casual and comfortable clothing, as well as a jacket for cool weather/rain; good walking shoes.
- ✓ A bathing suit, baseball glove & other sporting equipment; a musical instrument if you play one.

2018 Summer School REGISTRATION FORM

SCHOOL DATES: MAY 27–JUNE 1, 2018
REGISTRATION DEADLINE: MAY 11, 2018
Please PRINT:

Local Union Number: _____

Name: _____

Home Address: _____

Town/City: _____ Postal Code: _____

Phone #s: Work: _____ Home: _____ Cell: _____

E-mail Address: _____


Accommodations - Please **do not** book rooms directly with the Russell Inn. We will assign rooms to members.

☐ Single occupancy **OR** ☐ Double occupancy -- Sharing room with: _____

Bringing spouse: _____ name and/or child(ren): _____ name(s) & age(s)

(Please see the Information page of this brochure for details pertaining to meals and child care arrangements.)

Special Needs

Do you have any allergies, food restrictions or special dietary needs?

☐ Yes ☐ No If yes, please specify: _____

Do you have any special access, mobility, or other health needs?

☐ Yes ☐ No If yes, please specify: _____

Participants requiring special meals as a result of food allergies/restrictions or who follow religious/life choice diets are requested to contact the Russell Inn directly with their special dietary requirements at least 10 working days in advance of the school to arrange an alternate menu plan. Please contact Shirley Campbell at 204-773-7511 (direct), 1-800-665-0678, Ext. 7511, or e-mail: shirley@russellinn.com

WORKSHOP SELECTION	1 ST CHOICE Please [✓] One	2 ND CHOICE Please [✓] One
#1. Public Speaking/Parliamentary Procedure/Social Media		
#2. Advanced Health and Safety Learning Series <i>Completion of Introduction to Health and Safety Workshop is a Pre-requisite for the HSLS.</i>		
#3. Advanced Steward Learning Series/Current Legal Issues <i>Completion of Introduction to Stewarding Workshop is a Pre-requisite for this workshop.</i>		
#4. Understanding Mental Health/Psychological Harassment		

 Registration fee includes all meals and accommodation. Registration fees **must** be received by the registration deadline. Costs are → **SINGLE Occupancy: \$980.00 per person** ♦ **DOUBLE Occupancy: \$750.00 per person**

 Make cheque payable to: **CUPE** and mail with completed registration form by **MAY 11, 2018** to:

Annalyn Jimeno, Registrar
CUPE Manitoba Regional Office
703-275 Broadway, Winnipeg, MB R3C 4M6
Phone: 204-942-0343 / Fax: 204-956-7071
E-mail: ajimeno@cupe.ca

NOTE: There will be NO REFUNDS after MAY 11, 2018

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OFFICE USE ONLY:

Date paid: _____

Cheque #: _____



2018 Summer School BURSARY DESCRIPTIONS

- ❖ Two bursaries are available from CUPE Manitoba, as follows:

#1. Small Local / Local in Financial Need:

The first bursary in the amount of **\$1,000** is available to a small local or a local in financial need.

Where there is more than one local applying, priority will be given to locals most in need of financial assistance and/or to a local sending a member who has not been to the Summer School before.

#2. Activist Member of an Equality-Seeking Group:

CUPE is committed to ensuring that our functions are accessible to members of diverse backgrounds. Therefore, the second bursary in the amount of **\$750** shall be awarded to an activist member of an equality-seeking group (women, racialized and Indigenous members, persons with disabilities, and LGBTTI members).

Where there is more than one local applying, priority will be given to a member who has never been to the Summer School, locals most in need of financial assistance, and activists who might otherwise not be able to attend.

- ❖ A bursary application form is included in this package.
- ❖ A copy of your local's last Trustees' Report **must** accompany all bursary applications.
- ❖ The deadline for all bursary applications is **April 30, 2018**.
- ❖ Recipients will be notified in early May.

Send Application and Trustees' Report by mail, fax or E-mail to:

Wally Skomoroh
Education Representative
CUPE Manitoba Regional Office
703-275 Broadway
Winnipeg, MB R3C 4M6
Phone: 204-942-0343
Fax: 204-956-7071
E-mail: wskomoroh@cupe.ca



2018 Summer School BURSARY APPLICATION

Local #: _____ Local Name: _____

Contact Person: _____

Mailing Address: _____

Phone #s: Work: _____ Home: _____ Cell: _____

E-mail Address: _____

Delegate's Name: _____

Course Applying For: _____

Bursary Applying For: ☐ #1. Small Local/Local in Financial Need

☐ #2. Equality-Seeking Activist Member

General Information

1. Number of Members: _____
2. Has your local received a CUPE Manitoba Bursary in the past?
☐ Yes ☐ No If so, when? _____
3. Has the delegate attended the Weeklong Summer School or the Winter School before?
☐ Yes ☐ No If so, when? _____
4. How old is the delegate? _____
5. Please describe the delegate's union involvement.

Please complete the following as it applies to you:

- ☒ I am a racialized worker/person of colour.
- ☐ I am an Indigenous person – First Nations (North American Indian), Métis or Inuk (Inuit).
- ☐ I am a person with a disability.
- ☐ I describe my sexual orientation as: _____
- ☐ I describe my gender as: _____

Financial Circumstances

Please comment on your Local's financial circumstances (i.e. total cost of sending a delegate, transportation, lost wages, registration, etc.). **Please include a copy of your latest Trustees' Report for the CUPE Manitoba Executive's information.**

Educational Needs of the Local (Please explain how the workshop will benefit your local.)

Signature of Local President: _____

Send applications by mail, fax or E-mail to:

Wally Skomoroh
Education Representative
CUPE Manitoba Regional Office
703-275 Broadway
Winnipeg, MB R3C 4M6

Phone: 204-942-0343 Fax: 204-956-7071 E-mail: wskomoroh@cupe.ca

Deadline for Application is April 30, 2018

DEADLINES:

REGISTRATION & FEES: **May 11, 2018**

BURSARY APPLICATION: **April 30, 2018**

REFUND POLICY:

- ♦ up to **Friday, May 11, 2018**: full refund
- ♦ after **Friday, May 11, 2018**: no refund