

**MGEU** Manitoba  
Government  
and General  
Employees'  
Union

**2021 – 2022**  
**MEMBERSHIP**  
**EDUCATION**  
**COURSE GUIDE**



# TOOLS

to help you  
welcome new  
members to  
the MGEU!

As a workplace rep, one of your key roles is to make sure all newly-hired members get a sense of what their MGEU membership means, how it works, and why it's important.

To make this as easy as possible, we have union orientation materials to help you welcome new hires to the MGEU. Every workplace rep should have these in their toolbox!



To find out more, please contact the Resource Centre

WELCOME TO THE

# 2021–2022 MGEU MEMBERSHIP EDUCATION COURSE GUIDE

Whether you are a president, chief steward, vice-president, member-at-large, steward, workplace safety and health committee member, or workplace safety and health representative, thank you for stepping up and agreeing to accept your vitally important role. Through the Membership Education Program, you'll gain the knowledge, skills and confidence to assist your fellow members in the workplace and, ultimately, to help build a better union.

In the 2021-2022 Membership Education Course Guide, you will find descriptions of each course. You will also find a Frequently Asked Questions section which should help steer you through some of the logistics of attending. The MGEU Resource Centre can help if you have any questions.

This guide does not include a course schedule. Instead, courses you are eligible to attend will be posted in THE SOURCE for Workplace Reps. You will be emailed (or mailed) notice eight weeks in advance of a course letting you know you can register. Information on how to set up an account and register for courses in THE SOURCE for Workplace Reps can be obtained from the MGEU Resource Centre.

As an elected leader, you have already shown you're ready to stand up, have a say, and accept new challenges. You are now an integral part of making our union the best it can be and you are encouraged to take advantage of the wide range of educational opportunities available.

—THE MEMBERSHIP EDUCATION COMMITTEE

## CONTENTS

Workplace Representative Core Courses.....	2
Workplace Representative Issues Seminars .....	4
Workplace Safety & Health Courses.....	6
Frequently Asked Questions.....	8

# CORE COURSES

These courses provide a solid foundation for workplace representatives in their elected roles. **Presidents, chief stewards, vice-presidents, members-at-large** and **stewards** are invited to attend up to four days of training in the coming union school year.

Please note: **We Are the MGEU** is the first course to take. It is the prerequisite for other Core Courses, with the exception of *Local Table Officers Discussions* and *Bargaining Collectively* which have no prerequisite, and the Issues Seminars.

---

## WE ARE THE MGEU

A broad overview of the MGEU, including:

- + Who we are: diversity of MGEU membership
- + What we believe: core values
- + What we do: primary functions
- + Roles of active members, elected leadership and staff
- + Communication within the MGEU
- + Membership Education Program
- + Importance of Local meetings and how to strengthen them
- + Review of Bourinot's Rules of Order
- + Taking effective minutes
- + Troubleshooting and keeping your meeting on track
- + Introduction to steward roles

*Please bring your collective agreement to the course.*

---

## REPRESENTING OUR MEMBERS

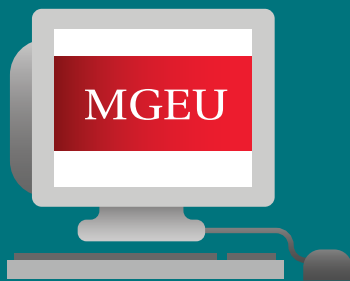
- + Overview of steward roles
- + The grievance procedure
- + Labour/workplace legislation
- + Effective grievance investigation interviews
- + Writing and presenting grievances
- + Representing members in disciplinary meetings

---

## RETURN TO WORK

- + Defining return to work and the duty to accommodate
- + Interests and roles of all return to work parties
- + Overview of Workers Compensation principles, legislation and policies
- + Role of stewards in return to work meetings and plans
- + Collective agreement and employer policy language
- + Typical forms used in return to work planning





## MEMBERSHIP TRAINING AND APPRENTICESHIP PROGRAM

As part of the Membership Education Program, the MGEU provides the opportunity for an experienced steward or table officer to learn more about the union and to expand their skills by working intensively with MGEU staff representatives for a six month period through the Membership Training and Apprenticeship Program (MTAP). Applicants are selected through an interview process. Members are encouraged to check the MGEU website periodically to find out if an MTAP training opportunity is currently available.

## ADDITIONAL EDUCATIONAL OPPORTUNITIES

These courses do not count towards your four days of annual training and do not have a prerequisite. You will receive an invitation, by email or mail, if you are eligible to attend.

### LOCAL TABLE OFFICER DISCUSSIONS

Annual discussions designed to provide presidents, chief stewards and vice-presidents with an opportunity to:

- + Network within their own MGEU Area
- + Share strategies and resources for engaging and orientating new members
- + Explore practical ways to strengthen Local leadership teams

### BARGAINING COLLECTIVELY

An overview of the MGEU collective bargaining process designed and scheduled when required for, primarily, presidents and chief stewards preparing to bargain. Learn more about:

- + Legislative foundation of the right to collective bargaining
- + Constraints on collective bargaining (within and beyond the union)
- + Who does what: staff, local, leadership and members
- + Developing bargaining proposals
- + Communication with members during bargaining
- + Ratification and strike votes

## ENCOURAGE YOUR MEMBERS TO REGISTER!

### You and Your Union Membership Information Sessions

Do you have members who want to know “what” or “who” the union is? Do they want to understand how decisions are made in our union and where they fit in?

Our Membership Education Department offers one day general information sessions for members who do not hold an elected position and for safety and health representatives who do not hold any other elected position. Invitations are sent by email.

Topics covered include:

- + Who we are
  - general information
  - members, elected leadership and staff
  - organizational structure
- + What we do
  - key functions
  - bargaining, servicing and campaigning
- + Financing what we do
- + Sources of information about your union



# ISSUES SEMINARS

---

## BUILDING A RESPECTFUL WORKPLACE

- + Explore elements of a respectful workplace
- + Increase understanding of the forms of disrespectful behaviours (including harassment, bullying, violence) that occur in the workplace
- + Review laws, collective agreement language, workplace policies and cases
- + Clarify member, employer and steward/union responsibilities

---

## CONFLICT RESOLUTION SKILLS

- + Introduction to conflict resolution theory
- + Sources of conflict in the workplace and union
- + Understanding your conflict style
- + Communication skills
- + Useful steps for conflict resolution

---

## PUBLIC SPEAKING

- + The importance of knowing your audience
- + How to organize information and arguments
- + Verbal and non-verbal tips to get your message across
- + Hands-on, confidence-building exercises
- + Practice developing and delivering a short speech on a union topic

These courses provide an opportunity for **presidents, chief stewards, vice-presidents, members-at-large** and **stewards** to explore important workplace issues in depth.

Please note: **Representing Our Members** is the prerequisite for all Issues Seminars.

---

## INTRODUCTION TO PENSIONS AND BENEFITS

This course is geared to all members at any stage of employment and will cover the following:

- + Review of Federal pensions and benefits (Canada Pension Plan and Employment Insurance)
- + Short-term and long-term disability
- + Review of pension basics (structure, contributions, legislation, transfers)
- + Benefits coverage (Extended Health, Dental, Vision and Health Spending)
- + Current pension and benefits issues
- + Income tax review

---

## PENSION PRIMER

This course is geared to members 5-10 years away from retirement. Separate versions of this course will be delivered to members in the Civil Service Superannuation Fund (CSSB), Winnipeg Civic Employee's Benefits Plan (WCEBP), Healthcare Employees' Pension Plan (HEPP), and Manitoba Home Care Employees' Pension Plan, and will cover the following:

- + History of pensions and the role of unions
- + Overview of legislation
- + Current issues
- + Overview of Old Age Security, Canada Pension Plan and Guaranteed Income Supplement
- + Overview of Civil Service, health employees and home care pension plans



---

## STRENGTH IN DIVERSITY

- + An exploration of the elements of culture
- + The importance of enhanced communication when cultures interact
- + Presentations by organizations that support newcomers, people living with disabilities, and the LGBT2SQ+ community including ways to create an inclusive and supportive workplace
- + Practical tools and resources will be provided

---

## TRUTH AND RECONCILIATION AND THE MGEU

- + Learn to become a culturally competent ally and how to support members in the workplace
- + Participate in the KAIROS Blanket exercise to gain:
  - insight into Canada's shared history with Indigenous Peoples
  - insight into the impacts of the Indian Act, Indian Residential Schools and the Sixties Scoop

---

## MENTORING

- + Define mentoring and how it can build a stronger union
- + Key qualities and skills required by mentors and mentees
- + How to initiate and engage in an effective mentoring relationship

---

## ENVIRONMENTAL STEWARDSHIP

- + Become aware of environmental issues close to home
- + Discover practical steps you can take as an individual and as a union member
- + Learn ways you can help make changes in your community, workplace and province

---

## TECHNOLOGY AT WORK: OUR RIGHTS AND RESPONSIBILITIES

- + Computer, email, cell phone and internet use
- + Social networking
- + Workplace discipline issues
- + Off-duty conduct
- + Union strategies for being proactive on these issues

---

## WORKERS COMPENSATION BOARD (WCB) IN MANITOBA

- + Overview of the workers compensation system in Manitoba
- + Understand how the WCB adjudicates and manages claims
- + Common issues with WCB claims
- + The appeal process
- + The union's role in WCB claims

---

## CAMPAIGN SKILLS

MGEU is expanding our capacity to run campaigns in our workplaces and in our communities to support collective bargaining and defend the rights and interests of our members. Learn more about:

- + What is a campaign and why are they important?
- + MGEU campaigns past and present
- + How can you get involved?
- + How can we mobilize our members to get involved?
- + How can we engage the general public?
- + How can we engage and lobby government?

# WORKPLACE SAFETY & HEALTH COURSES

MGEU members elected or appointed as **workplace safety and health committee members** or **workplace safety and health representatives** are entitled to employer-paid training as per provincial legislation.

Please note: **Basic Safety and Health Training** is the first course to take. It is the prerequisite for all other safety and health courses.

In accordance with Section 40(13) and 41(8) of the Workplace Safety and Health Act, employers must ensure that workplace safety and health committee members and workplace safety and health representatives are trained to competently fulfill their duties. Your workplace safety and health committee or representative should discuss and approve which particular courses to attend: MGEU, Safe Manitoba ([safemanitoba.com](http://safemanitoba.com)) or other.

Courses delivered by another provider may be considered as an equivalent to MGEU's *Basic Safety and Health Training*. If you have attended basic safety and health training through another organization (such as Safe Manitoba), please contact the Member Education Department and let us know.

- A. Members who sit on joint workplace safety and health committees (workplaces with 20+ employees for a 90 day period or longer)
- B. Members who are designated safety and health representatives in workplaces where joint committees are not required (workplaces with 5 – 19 employees)
- C. Chief stewards who are responsible for communicating with (a) and (b)
- D. With special approval, other members who are interested in playing a safety and health role in their workplace
- E. In Areas 1 and 8 only, local table officers, stewards and members-at-large

Please note: **Basic Safety and Health Training** is the first course to take.

---

## BASIC SAFETY AND HEALTH TRAINING

- + Labour Movement's historical commitment to safer and healthier workplaces
- + Overview of provincial safety and health legislation
- + Identifying and controlling hazards in the workplace
- + Structure and function of workplace safety and health committees

---

## MANAGEMENT'S RESPONSIBILITY FOR SAFE WORK

- + The rights and responsibilities of the employer, supervisor and workers that are key to an effective safety and health system
- + Ensuring that the workplace is managed consistent with the Workplace Safety and Health Act
- + Conducting inspections and investigations
- + Responding to Workplace Safety and Health Committee recommendations

---

## SAFETY AND HEALTH PROGRAMS

- + Establishing policy statements to deal with safety and health hazards and corresponding control measures
- + Review of the eleven elements of a documented safety and health program required by the Workplace Safety and Health Act



---

## COMMITTEE CO-CHAIR TRAINING

Specific co-chairperson's duties may include:

- + Preparing an agenda, scheduling meetings, notifying members
- + Inviting specialists or resource persons as required
- + Making recommendations to the employer
- + Ensuring that the committee carries out its functions including inspections and investigations

---

## WORKPLACE WELLNESS/PSYCHOLOGICAL HEALTH

- + Identifying and discussing workplace stressors
- + Exploring symptoms of stress and stress-related dysfunction
- + Applying the Canadian Standards Association (CSA) Standard for a Psychologically Safe Workplace

---

## ERGONOMICS

- + Definition and general principles of ergonomics (fitting work to the worker)
- + Identifying specific risk factors
- + Strategies for prevention and response

---

## VIOLENCE IN THE WORKPLACE

- + Identifying various types of workplace violence (physical and mental)
- + Identifying factors that increase the risk of workplace violence
- + Developing harassment, respectful workplace and violence policies

---

## YOU AND YOUR UNION MEMBERSHIP INFORMATION SESSION

Workplace Safety and Health Representatives who do not hold a steward position are encouraged to attend a **You and Your Union Membership Information Session** in your Area. This one-day session provides an overview of the MGEU which may help you to answer general questions about your union. Invitations are sent by email. Sign-up either by replying to the email invitation or by contacting the Member Education Department through the MGEU Resource Centre.

Topics covered include:

- + Who we are
  - general information
  - members, elected leadership and staff
  - organizational structure
- + What we do
  - key functions
  - bargaining, servicing and campaigning
- + Financing what we do
- + Sources of information about your union



# FREQUENTLY ASKED QUESTIONS

If you have any questions, please contact the MGEU Resource Centre at 204-982-6438, 1-866-982-6438 or [resourcecentre@mgeu.ca](mailto:resourcecentre@mgeu.ca)

---

## How does COVID-19 affect the MGEU Member Education Program?

The MGEU continues to follow public health guidelines and take all necessary precautions to reduce risks for members and staff posed by COVID-19. Appropriate safeguards that follow public health guidelines will be in place for all in-person educational functions. Where possible, the MGEU provides some courses online.

---

## How do I get started on my training?

If you are elected as a **president, chief steward, vice-president, member-at-large** or **steward** at a Local meeting, you will be given a Local Election Form. Fill it out and return it to your staff representative. When this information has been entered into our database, it will create a record of your position and entitle you to start taking courses. **We Are the MGEU** is the first course.

If you are elected as a **safety and health committee member** or **representative** at a Local meeting, you will be given a Local Election Form. Fill it out and return it to your staff representative. When this information has been entered into our database, it will create a record of your position and

entitle you to start taking courses. If you are elected by a workplace process, but not at a Local meeting, please call or email and let us know so we can have you complete a Local Election Form. **Basic Safety and Health Training** is the first course.

If you have been elected as a workplace representative or to a workplace safety and health position and have not been receiving invitations to courses, please contact the MGEU Resource Centre to ensure that the union has received your Local Election Form and that your membership and contact information is up-to-date. You can also update your contact information on THE SOURCE for Workplace Reps.

---

## What is THE SOURCE for Workplace Reps?

THE SOURCE for Workplace Reps (THE SOURCE) is an online tool designed specifically for elected MGEU workplace representatives like you. You can update your contact information, submit union expenses, read minutes, find materials from courses you have attended, and apply for MGEU education courses and other events.

To get started on THE SOURCE, click on the homepage link on [MGEU.ca](http://MGEU.ca) or visit <https://thesource.mgeu.ca>. Make sure you have your MGEU Membership

Card ready; you'll need your membership number to get started. If you do not know your membership number, or need a replacement



membership card, please call the MGEU Resource Centre. The MGEU Resource Centre has handouts that walk you through getting started on THE SOURCE and how to register for a course.

---

## How do I apply for a course?

Once your Local Election Form has been received and you are entered into our database, you have two options:

1. **THE SOURCE.** When registration has opened, you will be notified by email. You can then apply online by going to [mgeu.ca](http://mgeu.ca) and clicking THE SOURCE icon in the left sidebar. Click the "Courses/Events" tab. Courses that you are eligible to attend will be posted

under “Available Events” and will indicate when registration opens, if they’re not yet available. Follow the steps. After completing the application process, you will receive an email indicating your application has been received or that the course is full and you are on a wait list. If the course is full, you will receive an email indicating you are on a waitlist. MGEU may contact you if an additional course is offered in your Area, giving you priority. If you have any questions, please call the MGEU Resource Centre.

Four weeks prior to the course, you will be notified by mail if you have been accepted. You will receive a *Request for Union Leave* letter and an acceptance package which contains information regarding the course. If you do not receive your acceptance package four weeks prior to the course date, call the MGEU Resource Centre immediately.

If the course is full, you will receive an email indicating you are on a wait list. You may be contacted if a spot becomes available or if MGEU determines an additional course will be scheduled. You will receive notification of the next available course.

Since notifications are sent by email, **please ensure we have your current email address in our database.** Contact information can be updated by clicking on the “Make Changes” tab on THE SOURCE or by contacting the MGEU Resource Centre.

2. **PAPER APPLICATION.** If you are not registered for THE SOURCE, or do not have easy access to the Internet or email, you will receive an application by mail when registration has opened.

Four weeks prior to the course, you will be notified by mail if you have been accepted. You will



receive a *Request for Union Leave* letter and an acceptance package which contains information regarding the course. If you do not receive your acceptance package four weeks prior to the course date, call the MGEU Resource Centre immediately.

If the course is full, you will receive a letter indicating you are on a wait list. You may be contacted if a spot becomes available or if MGEU determines an additional course will be scheduled. You will receive notification of the next available course.

---

## What expectations does the union have of me when I attend a course?

### + For in-person courses:

- Attend the entire course from 9:00 AM to 4:30 PM
- Arrive at 8:45 AM to fill out any required paperwork
- Refrain from the use of scented products due to sensitivities and allergies

### + For online courses:

- Ensure that you have a stable high speed internet connection
- You will need a laptop or desktop computer with a speaker
  - A camera and microphone are also nice to have but are not necessary
- Load and test the link you are sent ahead of the course and contact the MGEU Resource Centre ahead of time if you have any difficulties
- Read any materials posted in the online classroom when you test the link
- Log-on at 8:30 AM the day of the course and be ready for a sound check at 8:50 AM

### + For all courses:

- Actively and respectfully participate in all course activities
- Respect and protect the privacy of other course participants and facilitators, as well as other MGEU workplace representatives and staff not in attendance
- Turn off your phone during a course
- Notify the MGEU if for any legitimate reason you are unable to attend
  - After normal business hours, contact the MGEU Resource



Centre by email or leave a voice message on their answering service

---

### **How can I attend an online class if my internet connection is unstable?**

If you would like to attend an online course but are uncertain about whether your equipment or internet connection are sufficient to participate, please contact the MGEU Resource Centre for assistance.

---

### **Are all courses listed in the course guide offered?**

No. These are descriptions of courses in our program. However, which courses we offer, dates, location, method of training, facilitators, and number of participants, are subject to change. Detailed information about in-person and online courses you are eligible to attend will be posted in THE SOURCE eight weeks in advance of the course date. An email notice will be sent.

---

### **Can I find online what courses I am eligible to take?**

Yes. The courses you are eligible to take will appear on THE SOURCE under "Available Events" in the "Courses/Events" tab.

---

### **How many education courses am I allowed to take?**

The MGEU school year is August 1 to July 31 with courses generally scheduled from September to June. In any one union school year, a president, chief steward, vice-president, member-at-large or steward can attend up to four days of MGEU workplace representative training. *Local Table Officer Discussions* and *Bargaining*

*Collectively* do not count as one of these days.

Chief Stewards in Areas 2-7 can attend up to four days of MGEU safety and health training in addition to four days of workplace representative training. In Areas 1 and 8, presidents, chief stewards, vice-presidents, members-at-large and stewards can attend up to four days of safety and health training in addition to workplace representative training.

Workplace safety and health committee members or representatives can attend up to four days of MGEU safety and health training.

You may occasionally receive invitations to courses which would put you over your training maximum (for example, when two courses are running around the same time and you have room to take one of them). Please take your previous days attended into consideration when registering for courses. In the event your selection(s) exceed the maximum, you will be notified.

---

### **Are there course materials required?**

All materials are provided in our in-person courses and are yours to keep. Materials required for our online courses can be downloaded onto your personal device.

We ask that you bring a copy of your collective agreement to *We Are the MGEU* and *Representing Our Members*. You will receive a copy of the *Manitoba Workplace Safety and Health Act and Regulation in Basic Safety and Health*. We ask that you bring this to subsequent safety and health courses.

You can also go paperless! Materials from courses you have attended, or are registered for, can be found in THE SOURCE. Go to "Courses for Workplace Reps" and then "Course Materials" under the Education tab. If you cannot access the materials there, you can also request them from the Education Department through the MGEU Resource Centre.

---

### **How do I get time off to attend courses for presidents, chief stewards, vice-presidents, members-at-large or stewards and do I receive pay?**

Your collective agreement contains an article that permits the MGEU to request that you be allowed to take time off work for union business. A letter confirming your registration in a course will have a letter attached for you to give to your employer requesting this time off. Employers will generally agree to such requests unless workplace "operational requirements" prevent it.

If you would normally be working on the day(s) the course is running, your employer will continue to pay you and then bill the MGEU. If you would not normally be working, you attend the course on your own time.

---

### **How do I get time off to attend safety and health courses and do I receive pay?**

A letter confirming your registration in an MGEU safety and health course will have a letter attached for you to give to your employer requesting approval of employer-paid leave as per the Workplace Safety and Health Act.

As per Section 40 (11)(c) and 40 (12) of the Workplace Safety and Health



Act, training as approved by the Safety and Health Committee and employer is deemed to be work and you shall receive regular or premium pay as applicable.

---

### What if I find out that I was not invited to a course being offered in my Area that I should have been invited to?

Call the MGEU Resource Centre. If the course has not yet been held, we may still be able to register you. In addition, please call the MGEU Resource Centre or check on THE SOURCE as your contact information or your education record may be incorrect.

---

### How do I know what courses I've already taken?

After every course you attend, the MGEU uses attendance sheets to update your education record in its database. This information is then used to determine who is invited to courses. To find out what courses you've already taken check under "Event History" in the "Courses/Events" tab on THE SOURCE. You can also contact the MGEU Resource Centre and they will provide you with this information over the phone or by email.

---

### How does the union decide who gets accepted into courses?

Applications are initially screened to ensure the member is eligible to attend the particular course and then processed on a first-come, first-served basis. Space is limited in all courses.

---

### What happens if I try to register for a course but it's full?

You will be placed on a waitlist. Let us know if you would be able to take advantage of a seat that comes open at the last minute as we may still be able to register you. If you don't end up getting into a course, you will be offered advance registration the next time that course is offered in your Area.

---

### What if I have special requirements as a course participant?

Please indicate on your application form if you have dietary, allergy, mobility, visual, hearing or other



requirements. You can also update your requirements on THE SOURCE on the "Make Changes" tab. We will do our best to accommodate your needs.

---

### What travel expenses are covered by the MGEU when I attend a course?

Your *Request for Union Leave* letter for your employer will include "appropriate

travel time," a reasonable amount of time to get to and from the course location.



If you use your own vehicle, you can claim your mileage and be reimbursed at a rate that is adjusted periodically by the union. Parking can be expensed with receipts.

You can submit receipts for bus fare.

If you require a flight, you are responsible for booking it by calling the Great Canadian Travel Company (204-949-0199 or 1-800-661-3830). Let them know that you are with the MGEU and provide the name of the course. The MGEU will be billed directly. If you have to cancel, it is your responsibility to call the Great Canadian Travel Company and ask to cancel your flight. You can submit receipts for taxis from the airport to the course location.

---

### Will the MGEU provide a hotel room to course participants who live away from the training location?

Yes. Course participants who live at least 120 km (roundtrip) from the course location are entitled to a hotel room (contact the MGEU Resource Centre if you are uncertain if you qualify). You will receive hotel information in your acceptance letter. Hotel parking is usually included in any hotel booking. Street parking can be expensed with receipts.

If you are accepted into a course and authorized for a hotel room, you



must contact the hotel as per your acceptance letter and make your own booking from a block of rooms reserved by the MGEU. Keep in mind that there is a release date for these rooms and if you miss the deadline you are then responsible to book your own room and claim the cost of the room on your expense sheet with your other expenses for reimbursement.

If you have booked a hotel room but are unable to attend the course, you must contact the hotel to cancel your room. If you do not do this, you will be responsible for these hotel expenses. You must also notify the MGEU Resource Centre that you will not be attending the course. After normal business hours, you can contact the MGEU Resource Centre by email or leave a voice message on their answering service.

---

### **What meal expenses are reimbursed by the MGEU when I attend a course?**

Lunch is either brought in for course participants or everyone goes out and you can claim up to a set amount. If you



are required to stay away from home overnight to attend a course, additional meals as well as an overnight per diem can be claimed. See the MGEU Policy and Procedures Manual for more specific information on these and all

other expenses or contact the MGEU Resource Centre.

---

### **What about childcare or eldercare expenses?**

Childcare and eldercare expenses are also reimbursed within certain guidelines. See the MGEU Policy and Procedures Manual for more specific information on these and all other expenses or contact the MGEU Resource Centre.

---

### **How will I be reimbursed for allowable out-of-pocket expenses?**

Your direct deposit information is required. You can download the Direct Deposit Enrollment form from THE SOURCE (under “Downloadable Forms” in the “Forms” tab) or forms are available at courses or through the MGEU Resource Centre. Fill out the form and send it to our Finance Department at the Winnipeg office.

Once your direct deposit information has been processed, you can either submit your expenses on THE SOURCE (go to the “Forms” tab and click on “Expense Claim Form”) or forms will be provided at courses.

---

### **Can I attend a course more than once?**

In certain circumstances, with special permission, a request to attend a course more than once will be considered for refresher purposes. Please contact the Member Education Department through the MGEU Resource Centre.

---

### **Are courses ever cancelled?**

Yes. Courses may be cancelled due to low enrollment or situations out of our control (e.g. bad weather, illness). You will receive an email or phone call if we need to cancel or reschedule your course.

---

### **What if I am unable to attend all or much of a course that I am scheduled to attend?**

If you are accepted into a course but then decide to withdraw, notify the MGEU Resource Centre right away in case there are others wanting to get into the course. If you have booked a hotel room, you must contact the hotel to cancel your room. If you have booked a flight, you must cancel it.

If, on the actual day of the course, you find that you are unable to attend as scheduled, contact the MGEU Resource Centre so your course facilitators can be notified. After normal business hours, you can contact the MGEU Resource Centre by email or leave a voice message on their answering service.

If, while attending a course, you unexpectedly have to miss part of it, speak to one of your facilitators who are required to note any absences on the attendance sheet.

Education courses are considered an MGEU sanctioned event. The following MGEU policy is in effect:

#### **MGEU Policy and Procedures Manual**

*Financial Guidelines:  
Expenses – Union Meetings,  
Schools and Events*

When a member registers for an MGEU sanctioned event and fails to attend the entire business

proceedings of the event without a legitimate reason and notice to the MGEU, no reimbursement will be made for wage recovery, kilometers, meals or hotel. The MGEU Director, Internal Operations will send a letter to the member advising that the member may be ineligible to attend any school or event during the following 12 months. (Board of Directors, January 2019)

### What if I am sick on a day that I am scheduled to attend training?

Contact the MGEU Resource Centre so your course facilitators can be notified. After normal business hours, contact the MGEU Resource Centre by email or leave a voice message on their answering service. You should also contact your employer to notify them that you require a sick day. The union

will not reimburse your employer if you cannot attend a course due to illness.

### Who facilitates MGEU education courses?

The Membership Education Program strives to ensure that courses are co-facilitated by knowledgeable and experienced staff and workplace representatives.

### Who makes decisions about the Membership Education Program?

The MGEU Membership Education Committee works closely with the Education Centre Facilitator/Program Specialist and the Safety and Health Specialist to ensure a high quality program that meets the needs of our members. Chaired by the MGEU's Third Vice-President, the Committee includes elected representatives from each Area who meet regularly to review

the program and discuss ideas for strengthening it, particularly based on feedback from course participants.

### What if my contact information has changed?

Stay in touch with the MGEU by either updating your contact information on THE SOURCE under the "Make Changes" tab or by calling or emailing the MGEU Resource Centre.

If you have any questions, please contact the MGEU Resource Centre at 204-982-6438, 1-866-982-6438 or [resourcecentre@mgeu.ca](mailto:resourcecentre@mgeu.ca)

## Continuing Your Education?

# We Can Help

If you are an MGEU member, or an eligible family member, starting or continuing post-secondary education, on a full-time or a part-time basis, **we can help.**

Applications are available in February and are due May 15th each year.

For more information:  
[mgeu.ca/for-members/scholarships-and-bursaries](http://mgeu.ca/for-members/scholarships-and-bursaries)  
204-982-6438 or Toll Free: 1-866-982-6438

OVER  
**\$29,500**  
AVAILABLE EACH YEAR

**MGEU** Manitoba  
Government  
and General  
Employees'  
Union



**MGEU**

Manitoba  
Government  
and General  
Employees'  
Union

# HAVE A QUESTION?

**CONTACT THE MGEU RESOURCE CENTRE**

204-982-MGEU (6438)

1-866-982-MGEU (6438)

[resourcecentre@mgeu.ca](mailto:resourcecentre@mgeu.ca)

[mgeu.ca](http://mgeu.ca)

