



MEMBERSHIP EDUCATION CALENDAR 2018 – 2019



Manitoba
Government
and General
Employees'
Union

NEW 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 recently produced some **new 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

2018–2019 MGEU MEMBERSHIP EDUCATION CALENDAR

Whether you are a local table officer, steward, member-at-large, or 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.

For those of you who've been active before, thank you for your continuing commitment to your union and to life-long learning. Participants tell us that they come away from MGEU courses with a renewed sense of purpose, not to mention a new network of friends and union contacts. Others say that the skills they pick up often have direct application in both their professional and personal lives.

In the 2018-2019 Membership Education Calendar, you will find descriptions of each course to help you weigh your options. You will also find a Frequently Asked Questions section which should help steer you through some of the logistics of attending.

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 REPRESENTATIVES COURSES

Core	2
Issues Seminars	4
Safety and Health	6
Course Schedule	8
Frequently Asked Questions	10

CORE COURSES

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

Workplace safety and health committee members and workplace safety and health representatives are invited to attend *You and Your Union*.

We Are the MGEU is the first course to take.

Refer to the *Course Schedule* to see when these courses will be offered.

WE ARE THE MGEU

2 DAYS

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
- + Overview of steward roles

REPRESENTING OUR MEMBERS

2 DAYS

PREREQUISITE: WE ARE THE MGEU

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

RETURN TO WORK

2 DAYS

PREREQUISITE: REPRESENTING OUR MEMBERS

- + 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



LOCAL TABLE OFFICER DISCUSSIONS
THIS COURSE DOES NOT COUNT TOWARDS
YOUR FOUR DAYS OF ANNUAL TRAINING

1 DAY

Annual discussions designed to provide Presidents, Chief Stewards and Vice-presidents with an opportunity to:

- + Network within their own MGEU Area
- + Set goals for outreach to RAND employees and orientating new members
- + Explore how to better engage members in Local/MGEU campaigns
- + Share strategies for increasing mentoring opportunities within the Local

BARGAINING COLLECTIVELY
THIS COURSE DOES NOT COUNT TOWARDS
YOUR FOUR DAYS OF ANNUAL TRAINING

1 DAY

An overview of the MGEU collective bargaining process designed and scheduled on an “as needs” basis for local table officers and stewards as their Local is starting to prepare for bargaining. 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/strike votes

MY PERSONAL TWO YEAR TRAINING PLAN
SAMPLE TRAINING SCHEDULE
FOR NEWLY-ELECTED WORKPLACE REPRESENTATIVES

YEAR I

- 1 *We Are the MGEU* ————— 2 Days
- 2 *Representing Our Members* ——— 2 Days
- Total** ————— 4 Days

YEAR II

- 1 *Return to Work* ————— 2 Days
- 2 *Public Speaking* ————— 2 Days
- Total** ————— 4 Days

Supplemental training: *Local table Officer Discussions* and *Bargaining Collectively* if applicable. These courses do not count as part of the four days of annual training.

ISSUES SEMINARS

These courses provide an opportunity to explore important workplace issues in depth. **Presidents, chief stewards, vice-presidents, stewards and members-at-large** who have completed *Representing Our Members* are invited to attend up to four days of training in the coming union school year.

Refer to the *Course Schedule* to see when these courses will be offered.

BUILDING A RESPECTFUL WORKPLACE

2 DAYS

- + Exploring elements of a respectful workplace
- + Increase understanding of the forms of disrespectful behaviors (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

2 DAYS

- + 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

2 DAYS

- + 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/delivering a short speech on a union topic

INTRO TO PENSION AND BENEFITS

2 DAYS

- + 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, Health Spending)
- + Current pension and benefits issues
- + Income tax review



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.

PENSION PRIMER

This course is geared to employees 5-10 years away from retirement. Separate versions of this course will be delivered to members in the Civil Service, HEPP, Homecare and all other members 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
- + Overview of Civil Service, health employees and home care pension plans

2 DAYS

WORKERS COMPENSATION IN MANITOBA

1 DAY

- + 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

SUPPORTING CULTURAL DIVERSITY AND MGEU'S INDIGENOUS MEMBERS

- + An exploration of the elements of culture
- + The importance of enhanced communication when cultures interact and collide
- + Current demographics of Manitoba's economy/labour market and the

- growing importance of newcomers and Indigenous peoples
- + Presentations by support/employment centres including exploring available resources

2 DAYS

MENTORING

1 DAY

- + Define mentoring and how can 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, as a union member
- + Learn ways you can help make changes in your community, workplace and province

1 DAY

TECHNOLOGY AT WORK: OUR RIGHTS AND RESPONSIBILITIES

- + Computer, email, cell phone and Internet use
- + Social networking
- + Work-life balance
- + Workplace discipline issues

- + Off-duty conduct
- + Union strategies for responding and/or being proactive on these issues

1 DAY

WORKPLACE SAFETY AND HEALTH COMMITTEE MEMBERS
AND WORKPLACE SAFETY AND HEALTH REPRESENTATIVES

WORKPLACE SAFETY AND 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. In accordance with Section 40(13) and 41(8) of the Workplace Safety and Health Act, employers must ensure that committee members and 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) or other.

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

MGEU Workplace Safety and Health courses are available to:

- 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

[Basic Safety and Health](#) is the first course to take.

Refer to the *Course Schedule* to see when these courses will be offered.

BASIC SAFETY AND HEALTH TRAINING THIS COURSE IS THE PREREQUISITE FOR ALL OTHER SAFETY AND HEALTH COURSES

2 DAYS

- + Labour Movement's historical commitment to safer/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

1 DAY

- + 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 Manitoba Workplace Safety and Health Act
- + Conducting Inspections and Investigations
- + Responding to WSH Committee recommendations

SAFETY AND HEALTH PROGRAMS

1 DAY

- + Establishing policy statements to deal with safety and health hazards and corresponding control measures
- + Review of the 11 elements of a documented safety and health program required by the Manitoba Safety and Health Act

COMMITTEE CO-CHAIR TRAINING

1 DAY

- 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

1 DAY

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

ERGONOMICS

1 DAY

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

VIOLENCE IN THE WORKPLACE

1 DAY

- + 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

MY PERSONAL TWO YEAR TRAINING PLAN

SAMPLE TRAINING SCHEDULE FOR NEWLY-ELECTED SAFETY AND HEALTH REPRESENTATIVES

YEAR I

- 1 Basic Safety and Health Training (MGEU/Division) ————— 2 Days
- 2 Safety and Health Programs (MGEU) ————— 1 Day
- 3 Workplace Wellness/Stress (MGEU) ————— 1 Day
- Total** ————— 4 Days

YEAR II

- 1 Violence in the Workplace (MGEU) ————— 1 Day
- 2 Ergonomics (MGEU) ————— 1 Day
- 3 Workplace Safety and Health Division course* ————— 1 Day
- 4 Workplace Safety and Health Division course* ————— 1 Day
- Total** ————— 4 Days

Please visit safemanitoba.com for a list of courses.



COURSE SCHEDULE

Course schedule is subject to change.

CORE COURSES FOR WORKPLACE REPRESENTATIVES

We Are the MGEU

DAY	MONTH	DATE	LOCATION	AREA
Tues	Wed	November 27 28	Dauphin	Area 2
Tues	Wed	November 27 28	Winnipeg	Areas 6, 7 & Churchill
Wed	Thurs	November 28 29	Winnipeg	Areas 6, 7 & Churchill
Thurs	Fri	November 29 30	Selkirk	Area 5
Tues	Wed	December 4 5	The Pas	Area 1
Wed	Thurs	December 5 6	Winnipeg	Areas 6, 7 & Churchill
Wed	Thurs	December 5 6	Brandon	Area 3
Thurs	Fri	December 6 7	Portage	Area 4
Tues	Wed	December 11 12	Thompson	Area 8
Wed	Thurs	January 30 31	Brandon	Areas 2, 3 & 4
Fri	Sat	January 11 12	Winnipeg	Areas 1, 5, 6, 7 & Churchill

Representing Our Members

Tues	Wed	January 8 9	Dauphin	Area 2
Tues	Wed	January 8 9	Winnipeg	Areas 6, 7 & Churchill
Wed	Thurs	January 9 10	Winnipeg	Areas 6, 7 & Churchill
Thurs	Fri	January 10 11	Brandon	Area 3
Thurs	Fri	January 10 11	Portage	Area 4
Tues	Wed	January 15 16	The Pas	Area 1
Wed	Thurs	January 16 17	Winnipeg	Areas 6, 7 & Churchill
Thurs	Fri	January 17 18	Selkirk	Area 5
Tues	Wed	January 22 23	Thompson	Area 8
TBA			Brandon	Areas 2, 3 & 4
Fri	Sat	February 8 9	Winnipeg	Areas 1, 5, 6, 7 & Churchill

Return to Work

Thurs	Fri	May 23 24	Winnipeg	Areas 1, 5, 6, 7 & 8
Tues	Wed	February 19 20	Brandon	Areas 1, 2, 3 & 4

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 will be offering general information sessions for all eligible members who do not hold an elected position. Invitations are sent by email. Encourage members to sign-up either by replying to the email invitation they receive or by contacting the Education Department through the Resource Centre.

May 14	— Dauphin	Area 2
May 16	— Brandon	Area 3
May 22	— Winnipeg	Area 6 & 7
May 24	— Portage	Area 4
May 28	— The Pas	Area 1
May 31	— Selkirk	Areas 5
June 4	— Winnipeg	Area 6 & 7
June 6	— Thompson	Area 8

ISSUE SEMINARS

FOR WORKPLACE REPRESENTATIVES

Building a Respectful Workplace

DAY	MONTH	DATE	LOCATION	AREA
Thurs TBA	Fri	May	30 31 Brandon Winnipeg	Areas 1, 2, 3 & 4 Areas 1, 5, 6, 7 & 8

Supporting Cultural Diversity

DAY	MONTH	DATE	LOCATION	AREA
Mon	Tues	April	29 30 Winnipeg	All Areas

Conflict Resolution Skills

DAY	MONTH	DATE	LOCATION	AREA
Thurs	Fri	May	23 24 Winnipeg	All Areas

Public Speaking

DAY	MONTH	DATE	LOCATION	AREA
Tues TBA	Wed	May	15 16 Brandon Winnipeg	Areas 1, 2, 3 & 4 Areas 1, 5, 6, 7 & 8

Introduction to Pension and Benefits

DAY	MONTH	DATE	LOCATION	AREA
Mon	Tues	November	26 27 Winnipeg	All Areas

Pension Primer

DAY	MONTH	DATE	LOCATION	AREA
Mon	Tues	February	4 5 Winnipeg	All Areas (Civil Service)
Mon	Tues	March	18 19 Winnipeg	All Areas (HEPP)
Mon	Tues	May	13 14 Winnipeg	All Areas (Homecare and All Others)

Environmental Stewardship

DAY	MONTH	DATE	LOCATION	AREA
Fri	May	3	Winnipeg	Areas 1, 5, 6, 7 & 8
Wed	May	29	Brandon	Areas 1, 2, 3 & 4

Workers Compensation

DAY	MONTH	DATE	LOCATION	AREA
Wed	November	21	Winnipeg	Areas 1, 5, 6, 7 & 8
Wed	April	10	Brandon	Areas 1, 2, 3 & 4

Changing Technology at Work

DAY	MONTH	DATE	LOCATION	AREA
Fri	April	26	Winnipeg	All Areas
Fri	May	3	Brandon	Areas 2, 3 & 4

Mentoring

DAY	MONTH	DATE	LOCATION	AREA
Thurs	May	2	Brandon	Areas 1, 2, 3 & 4
Tues	May	7	Winnipeg	Areas 1, 5, 6, 7 & 8

LOCAL TABLE OFFICER DISCUSSIONS

FOR PRESIDENTS, CHIEF STEWARDS AND VICE-PRESIDENTS

DAY	MONTH	DATE	LOCATION	AREA
Mon	January	7	Winnipeg	Areas 6, 7 & Churchill
Wed	January	9	Portage	Area 4
Fri	January	11	Selkirk	Area 5
Mon	January	21	Winnipeg	Areas 6, 7 & Churchill
Wed	February	13	Brandon	Area 3
Tues	February	26	Thompson	Area 8
Fri	March	1	Dauphin	Area 2
Thurs	March	7	The Pas	Area 1

WORKPLACE SAFETY AND HEALTH COURSES

FOR WORKPLACE SAFETY AND HEALTH COMMITTEE MEMBERS AND WORKPLACE SAFETY AND HEALTH REPRESENTATIVES

Basic Safety and Health

DAY	MONTH	DATE	LOCATION	AREA
Thurs	Fri	September	20 21 Winnipeg	Areas 5, 6, 7 & Churchill
Thurs	Fri	October	4 5 Thompson	Areas 1 & 8
Thurs	Fri	October	11 12 Dauphin	Areas 2, 3 & 4
Thurs	Fri	January	17 18 Winnipeg	Areas 5, 6, 7 & Churchill
Thurs	Fri	January	24 25 The Pas	Areas 1 & 8
Thurs	Fri	Jan./Feb.	31 1 Brandon	Areas 2, 3 & 4

Management's Responsibility For Safe Work

DAY	MONTH	DATE	LOCATION	AREA
Thurs	November	8	Winnipeg	Areas 5, 6, 7 & Churchill
Mon	November	19	The Pas	Areas 1 & 8
Thurs	November	29	Brandon	Areas 2, 3 & 4

Safety and Health Programs

DAY	MONTH	DATE	LOCATION	AREA
Fri	November	9	Winnipeg	Areas 5, 6, 7 & Churchill
Tues	November	20	The Pas	Areas 1 & 8
Fri	November	30	Brandon	Areas 2, 3 & 4

Committee Co-Chair Training

DAY	MONTH	DATE	LOCATION	AREA
Thurs	February	7	Winnipeg	Areas 5, 6, 7 & Churchill
Thurs	February	14	Thompson	Areas 1 & 8
Thurs	February	21	Dauphin	Areas 2, 3 & 4

Workplace Wellness/Psychological Health

DAY	MONTH	DATE	LOCATION	AREA
Fri	February	8	Winnipeg	Areas 5, 6, 7 & Churchill
Fri	February	15	Thompson	Areas 1 & 8
Fri	February	22	Dauphin	Areas 2, 3 & 4

Ergonomics

DAY	MONTH	DATE	LOCATION	AREA
Thurs	February	28	Winnipeg	Areas 5, 6, 7 & Churchill
Thurs	March	7	Thompson	Areas 1 & 8
Thurs	March	14	Dauphin	Areas 2, 3 & 4

Violence In The Workplace

DAY	MONTH	DATE	LOCATION	AREA
Fri	March	1	Winnipeg	Areas 5, 6, 7 & Churchill
Fri	March	8	Thompson	Areas 1 & 8
Fri	March	15	Dauphin	Areas 2, 3 & 4

Churchill activists are invited to Winnipeg courses due to the lack of direct flights to Thompson.

FREQUENTLY ASKED QUESTIONS

How do I get started on my training?

If you are elected as a **workplace representative or to an executive position** 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. *Basic Safety and Health* is the first course.

NOTE: If you have been elected as a workplace representative, to an executive position or to a workplace safety and health position and have not been receiving invitations to courses, please contact the 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 is an online tool designed specifically for elected MGEU workplace representatives like you. You can update your contact information, submit union expenses, read minutes and apply for education courses and other events.

To get started on THE SOURCE, click on “THE SOURCE FOR WORKPLACE REPS” login button on our website, www.mgeu.ca, or visit 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 Resource Centre.

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:

THE SOURCE

When registration has opened, you will be notified by email. You can then apply online by going to www.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 you have any questions, please call the 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 Resource Centre immediately.

If the course is full, you will receive an email indicating you are on a wait list.

NOTE: 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 Resource Centre at 204-982-6438, 1-866-982-6438 or resourcecentre@mgeu.ca.

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 Resource Centre immediately.

If the course is full, you will receive a letter indicating you are on a wait list.

Can I find out 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 union school year is August 1 to July 31 with courses generally scheduled from September to June. In any one union school year, a local table officer, steward, or member-at-large can attend up to four days of MGEU steward 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 steward training. In Areas 1 and 8, all local table officers, stewards and members-at-large can attend up to four days of safety and health training in addition to steward 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.

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.

How do I get time off to attend courses for local table officers, stewards, member-at-large 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.

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

Does the union ever hold additional course sessions beyond what is listed in the calendar? If so, how do I find out about them?

Yes. First, *Bargaining Collectively* is scheduled as required based on consultation with staff representatives who are bargaining particular collective agreements. Second, the Education Department regularly checks the union database to identify additional core courses that may be required in particular Areas. Lastly, we periodically get special requests from the elected leadership or MGEU staff. If we proceed with an additional course, any workplace representative who is eligible to attend a particular course will be

invited. This is why it is important to ensure that your contact information is up-to-date. If you are interested in taking a course that you don't see scheduled, you can always call us to see if anything is being planned.

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 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 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 then 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. You can submit receipts for out of town buses or bus fare within a city.

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 kms (roundtrip) from the course location are entitled to a hotel room (contact the 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.

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 Resource Centre that you will not be attending. After normal business hours, you can contact the 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.

What about childcare or eldercare expenses?

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

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

First, your direct deposit information is required. You can download the Direct Deposit form from THE SOURCE (under “Downloadable Forms” in the “Forms” tab) or forms are available at courses. 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 Education Department through the Resource Centre.

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

- + To attend the entire course from 9:00 am to 4:30 pm (we suggest you arrive at 8:45 am)
- + To actively and respectfully participate in all course activities
- + To respect and protect the privacy of other course participants and facilitators, as well as other MGEU workplace representatives and staff not in attendance
- + To turn off your cell phone during a course
- + To refrain from the use of scented products due to sensitivities and allergies
- + To notify the MGEU if for any legitimate reason you are unable to attend. After normal business hours, contact the Resource Centre by email or leave a voice message on their answering service.

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 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 Resource Centre so your course facilitators can be notified. After normal business hours, you can contact the 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 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 Director of 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, March 2009)

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

Contact the Resource Centre so your course facilitators can be notified. After normal business hours, contact the 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 elected workplace representatives.

What do I do if I would like to become a Membership Education Program facilitator?

A Member Co-facilitator Fact Sheet is located in THE SOURCE for Workplace Reps in the "Education" tab under "Membership Education Facilitators."

Who makes decisions about the Membership Education Program?

The MGEU Membership Education Committee works closely with the Member Education Manager, the Education Centre Facilitator and 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 Resource Centre.

If you have any other questions about your Education Program, contact: the Resource Centre:

204-982-6438
1-866-982-6438
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
204-982-6438 or Toll Free: 1-866-982-6438

OVER
\$24,000
AVAILABLE EACH YEAR

MGEU Manitoba
Government
and General
Employees'
Union



Katrina
Area 4

HAVE A QUESTION?

CONTACT THE MGEU RESOURCE CENTRE

601-275 Broadway
Winnipeg, Manitoba
Canada R3C 4M6
204-982-MGEU (6438)
Toll Free: 1-866-982-MGEU (6438)
Fax: 204-942-2146
Email: resourcecentre@mgeu.ca
www.mgeu.ca



Manitoba
Government
and General
Employees'
Union