

Policies & Procedures Manual

Education

EDUCATION

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ASBESTOS IN THE WORKPLACE

REFERENCE: Executive Board Meeting – Feb/March 2006

ASBESTOS IN THE WORKPLACE

UNA will undertake to provide education to help protect workers from the risks of asbestos in the workplace, whenever and wherever it is deemed appropriate.

ROLES AND RESPONSIBILITIES DOCUMENTS

REFERENCE: Executive Board Meeting - December 1993

There shall be Roles and Responsibilities documents (which shall be up-dated annually) on the following:

- UNA Charts
- UNA Members and Membership Reinstatement
- UNA Locals
- UNA Grievance Committee
- UNA Professional Responsibility Committee
- UNA Occupational Health and Safety Committee
- UNA Staffing Committee
- UNA Ward/Office Representatives
- UNA Dealing with Management
- UNA Orientation of New Employees
- UNA Districts
- UNA Executive Board
- UNA Trial Committee
- UNA Staff

WORKSHOPS - ATTENDANCE

REFERENCE: Executive Board Meeting - March 1985
Executive Board Meeting - November 1988
Executive Board Meeting - Aug/Sept. 1993

ATTENDANCE OF NON-MEMBERS

Individuals who are not UNA members may attend UNA workshops only by invitation or with the permission of the Local President, District Chair or UNA President.

WORKSHOPS - GUIDELINES

REFERENCE: Executive Board Meeting - December 1987
Executive Board Meeting - August 1989
Executive Board Meeting - November 1989
Executive Board Meeting - June 2001
Annual General Meeting - October 2001

WORKSHOPS

Provincial workshops shall be included in the UNA education program for the purpose of educating Local Executive, Committee Members and Ward Representatives to carry out the duties of their positions. Mini workshops shall be provided for the purpose of providing education to the general membership at a Local level.

GUIDELINES

1. Mini workshops may be held in one Local, following a request from the Local. Invitations to other Locals to join a mini-workshop can be made by the host Local. District Workshops will be held at District meetings as agenda and time permits. Provincial workshops will be arranged by the Education Officer, in consultation with the District Chairpersons.
2. The Education Officer or assigned staff, under the direction of the Director of Labour Relations, will conduct the workshops.
3. Each workshop will deal with a specific topic, or topics as determined by the Education Officer and educational needs of the Locals or Districts.
4. There shall be no provincial funding for mini workshops.
5. Provincial funding shall be provided for day long provincial workshops in the following categories:
 - a) **Executive/Local Function**

To be eligible for funding, the member must be on the Local Executive, applicable Committee or Ward Representative.

 - i) How to Run a Local
 - ii) Treasurer's Workshop
 - iii) PRC
 - iv) OH&S Basic
 - v) OH&S Advanced
 - vi) Grievance
 - vii) Ward/Office Rep

WORKSHOPS - GUIDELINES CON'T

- b) **Workplace Issues**
 - i) Nurse Abuse
 - ii) Know Your Rights

Eligible funding includes Local Executive and General membership.

Members are expected to register in workshops closest to their residence.

Funding includes salary replacement and meals. Mileage and accommodation will be provided as required for out of town participants. Direct billing for hotel rooms for UNA workshops is not available. The member will be responsible for paying for their room and then be reimbursed as per UNA policy.

(Executive Board Meeting - September 2010)

6. For all provincially funded workshops, there shall be a one-week registration deadline prior to the workshop.
7. There shall be a minimum enrollment of 5 and a maximum enrollment of 30 participants for provincially funded workshops and if numbers increase beyond that the Education Officer shall contact the District Chair and attempt to set up a second workshop on the same theme.
8. Computer workshops are available by the UNA Systems Department to Executive Board, Local Executive and UNA members in order to fulfill elected roles and enhance communication with the membership,
9. Additional UNA workshops or labour schools may be approved by the Executive Board. Funding will be determined by the Executive Board.
10. Emergency workshops for maintaining the function of a Local may be approved by the Executive Officers.

WORKSHOPS - RESOURCE MATERIAL

REFERENCE: Executive Board Meeting - November 1994
Executive Board Meeting - December 1990
Executive Board Meeting - December 1995

INFORMATION TO COMMITTEES RE: WORKSHOPS

Any information regarding Occupational Health & Safety, or EAP/EFAP workshops, seminars, or resource materials shall be sent to the Education, Communications and Occupational Health & Safety Committee Members.

All information on workshops or seminars pertinent to the business of UNA that is received in the Provincial Office shall be sent to District Reps. and Local Presidents.