

# 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 the following day long provincial workshops:
  - i) How to Run a Local
  - ii) PRC
  - iii) OH&S
  - iv) Grievance
  - v) Ward/Office Rep

To be eligible for funding, the member must be on the Local Executive, applicable Committee or Ward Representative. Funding includes salary replacement and meals. Mileage and accommodation will be provided as required for out of town participants.

**WORKSHOPS - GUIDELINES CON'T**

That there be no further direct billing for hotel rooms for UNA workshops. The member will be responsible for paying for their room and then be reimbursed as per UNA policy.

*(Executive Board Meeting, February 2007)*

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.