



WEEKLONG SCHOOL SPRING 2025

May 25 - 30, 2025

at the Coast Hotel & Conference Centre – Kamloops, BC

REGISTRATION AND INFORMATION

SPRING SCHOOL REGISTRAR

Natasha Morley, Education Representative

Canadian Union of Public Employees

BC Regional Office

6222 Willingdon Avenue, Burnaby, BC V5H 0G3

Phone: 604-291-1940 / Fax: 604-291-1194

Email: nmorley@cupe.ca

COST

All accommodation will be booked as single occupancy only.

The cost per participant will include the following: weeklong workshop, single accommodation, and all meals (Sunday evening to Friday afternoon).

We will also be offering a minimum number of spots to Local members who do not require a hotel stay but would like to join a workshop. Sunday evening dinner and plenary along with daily lunches and snacks will be provided.

- **Full Participant cost - \$2000.00 (workshops, accommodation & meals)**
- **Local Participant cost - \$500.00 (workshops, lunch & snacks only)**

Participants wishing to bring a spouse/partner and or child will have to pay an additional amount on top of the \$2000.00 for them to partake in the meal option. The cost will be for the full week meal plan.

SPOUSE/PARTNER AND/OR CHILDREN

- Spouse/Partner or child 14 years+ - additional \$700.00 for the week.
- Child 3 to 13 years old – additional \$300.00 for the week.

If you are bringing a spouse/partner or child when booking, please choose double occupancy and note in reason whom and full name of who you are bringing. If you are bringing a child, please indicate age.



REGISTER EARLY - LIMITED SPACE AVAILABLE

Registrations will be processed on a first come, first serve basis. Some classes fill up weeks before the Registration deadline. Class size is limited.

We reserve the right to limit the number of participants from the same local in any workshop.

Should there be an inadequate number of registrations for a workshop, it may be subject to cancellation at the registrar's discretion.

ARRIVAL TIME

Hotel check-in & registration table will commence on Sunday, May 25th at 3:00 pm to 5:00 pm. Dinner will be served at 6:00 pm. The opening session will commence at 7:00 pm.

LOCATION

The Coast Kamloops Hotel and Conference Centre
1250 Rogers Way
Kamloops, BC, V1S 1N5
250-828-6660

PARTICIPANTS BEHAVIOUR

All delegates to the Spring 2025 Weeklong School are advised that a high standard of behaviour is expected of them. Please respect all participants, staff, and others at the school and at the hotel. At CUPE's Weeklong Schools, all forms of harassment are unacceptable and will not be tolerated.

See CUPE's Code of Conduct [here](#).

All participants are expected to attend the opening and closing sessions as well as the daily workshops.

Participants who are overly intoxicated at social events may be removed from the social event to ensure a safe and respectful environment for all.

The CUPE Weeklong School Registrar will deal with incidents in a fair and quick fashion and reserves the right to send participants home for inappropriate behaviour without a refund.

PRIVACY STATEMENT

To run our services, we need to collect person information.

We acknowledge that this is important, personal information and we acknowledge the responsibility that comes with it. We take your privacy seriously. We will never sell, trade, rent or donate any information you provide us. We honour all unsubscribe requests, whether automatically or by e-mail to webmaster@cupe.ca. We will not display your e-mail address publicly. We may contact you by e-mail about CUPE initiatives, as well as social justice and political action campaigns.

REFUND POLICY

There will be NO REFUNDS for registration cancellations as of May 10, 2025.

Please notify us prior to May 10, 2025, if a participant cannot attend.

After this date registration cost is 100% non-refundable. If a participant will be coming late on Sunday evening please contact Natasha Morley, Education Representative.

HEALTH REMINDERS

- Please stay home if you experience any cold or flu-like symptoms.
- Wash your hands for at least 20 seconds.
- Be respectful of others and their choices to wear a mask based on their own comfort level.
- Stay healthy! Engage in responsible health practices such as avoiding touching eyes/nose/mouth with unwashed hands.

WORKSHOP CATALOGUE

SPRING 2025 WEEKLONG SCHOOL

ADVANCED GRIEVANCE HANDLING:

BUILDING THE BEST CASE FROM GRIEVANCE TO ARBITRATION

Here is a little-known fact about grievance arbitrations: they are sometimes won or lost even before any hearing dates are set. How a grievance is investigated, processed, and organized can have a huge impact. This workshop will teach participants about how to best prepare grievances to increase their locals' chances of success at arbitration.

Topics include: grievance investigation and witness interviews, with a focus on issues that arise in allegations of member-on-member harassment; advanced note-taking; duty of fair representation; grievance file management and what a file should include; the grievance procedure, timelines and corresponding with the employer; basic evidence and select advanced evidence topics, including surveillance and medical information; and an overview of the arbitration procedure including preliminary objections and hearings.

This advanced workshop is geared to experienced stewards, Lead Shop Stewards, and Local Executive members. (Note: Participants will not learn how to present arbitrations).

****PLEASE BRING YOUR COLLECTIVE AGREEMENT & LOCAL BYLAWS****

COLLECTIVE BARGAINING

This 3-day workshop will provide participants with a solid understanding of the bargaining process and the factors that affect collective bargaining. This course also introduces some of the laws and rules that structure the bargaining process, as well as discussing CUPE's Bargaining Policy and other recommended practices and policies, including template language on a variety of human rights and equity issues. Finally, it will provide opportunity for hands on practice and skill development in preparing for and negotiating parts of a collective agreement, through role-plays and mock bargaining. Participants are strongly encourage to bring a lap-top computer for this workshop.

****PLEASE BRING YOUR COLLECTIVE AGREEMENT & LOCAL BYLAWS****

NAVIGATING CONFLICT

Conflict is a part of our lives - at work, in the union, and at home. In this workshop we'll build our conflict skills by looking at:

- How our beliefs about conflict and our conflict style affect what happens in a conflict.
- Sources of conflict in the union and at work.
- Conflict dynamics, cultural differences and power.
- Choosing the best responses in a conflict.
- Conflict communication skills and difficult conversations.

STEWARD LEARNING SERIES

This is for NEW Shop Stewards but MUST have already taken Introduction to Stewarding.

****PLEASE BRING YOUR COLLECTIVE AGREEMENT, LOCAL BYLAWS AND STEWARDS PASSPORT****

SLS - Notetaking

Why do I have to take notes? What kind of notes should I take? Are my notes private? Learn answers to important questions like these, and practice notetaking.

SLS - Grievance Handling

Share tips and successful practices with other stewards, and learn strategies for handling difficult grievances.

SLS - Ally skills for stewards

Effective stewards are champions for human rights and equality. Explore what it means to be an ally, and ways that stewards can step up as allies in the workplace and the union.

SLS - Duty of Fair Representation

Learn about where stewards get their authority in the workplace, the duty of fair representation, and other labour laws that cover the workplace.

SLS - Handling Discipline and Discharge

Learn about key legal concepts and terms, and the role of stewards during an employer's investigation, when discipline is given, and during grievance meetings.

SLS - Creating harassment-free workplaces

Learn how to recognize harassment, educate members about harassment, and represent members who are involved in harassment complaints.

SLS - Solidarity with Indigenous workers

Learn about Canada's history of colonialism, engage in some myth-busting, and explore ways you can build solidarity with Indigenous workers and support reconciliation in the workspace.

SLS - What stewards need to know about arbitration

Although most grievances get settled, some go to arbitration. Learn about the arbitration process, terms, mediated settlements, and the role of the steward before and during arbitration.

HEALTH & SAFETY SERIES

The Union Education Department is excited to announce that the BC Fed Health and Safety Centre will offer the following health and safety workshops at this year's Spring School. More information about the BC Fed Health and Safety Centre and these workshops can be found [here](#):

Occupational Health and Safety Committee Part 1

This introductory or 'fundamentals' Occupational Health and Safety course will introduce new committee members to the basic principles of workplace health and safety. This course also serves as a great 'back to basics' course for those OH&S Committee members who desire refresher training. *Note: This course meets the (provincial) mandatory minimum training requirements for new joint committee members.*

Occupational Health and Safety Committee Part 2

The OH&S Part 2 course has been designed to allow participants to pick up where our OH&S Part 1 leaves off to further develop the concepts, tools and resources needed to tackle advanced OH&S issues.

Incident Investigations

When an incident or "near hit" happens at the workplace, an investigation by the employer and the OH&S Committee must take place. In provincially-regulated workplaces, parties are required to perform a preliminary investigation within 48 hours of an incident occurring and then a comprehensive investigation within 30 days. Incident investigation is a serious matter. It is the investigators responsibility to gather the facts, objectively assess those facts, and arrive at corrective recommendations to prevent future incidents. Incident investigations are a fundamental function and responsibility of supervisors and Joint Health and Safety Committees, but they often don't have the proper insight on how to conduct an effective investigation. This course will provide participants with the opportunity to improve their investigative skills, determine "root causes" and develop effective recommendations.

Prevention of Violence in the Workplace (Provincial)

This course is designed for provincially-regulated workplaces in British Columbia. Workplace violence can take the form of physical aggression such as hitting, biting or kicking. It also includes verbal threats, swearing, name calling and bullying. Violence is not part of anyone's job and the repercussions of workers being exposed to violence can be devastating, affecting their physical and mental health as well as their job satisfaction. For employers, it can result in reduced productivity and financial losses. This course is intended to assist Joint OH&S Committees to identify potential hazards in the workplace, conduct a risk assessment and recommend corrective actions as they pertain to workplace violence. Participants will have the opportunity to develop a plan for violence prevention.