

Introduction

The purpose of the Education Policy is to develop a fair and equitable process for dealing with the educational needs of the local and its members.

The policy adheres to the principle that the Local will offer education to its members in the most economical way possible

Criteria

Members will only be sent for training when they meet the criteria of the Education Policy.

In House

If ten or more people require education on a particular topic area, the course will be requested "in house" and offered to anyone requesting it, up to 25 people.

Attendance Criteria

Attendance at courses will be approved for those actively participating on appropriate committees and actively participating in related union positions i.e. Local 5167 Health and Safety, Union Stewards, WSIB, Human Rights, Grievance Committee Member, etc.

A maximum of five committee members will be sent on a course at any given time.

If courses have more than one level; members who meet the attendance criteria can attend the different levels as offered.

New Members

Members newly holding union local positions or those that have never had the opportunity to take any educational courses will be granted first priority.

Changes

Courses may be taken over again under the following conditions:

- act changes;
- legislation changes;
- the course material has major changes or learning theories.

General Interest/ Non Union Related

Courses that are purely for workplace promotion or general interest will be at the member's cost.

Note: The employer City of Hamilton has a tuition reimbursement policy. Members will be redirected to their own work department. Human Resources offers resume writing, etc.

Arbitration Course

Only the Chairs of the grievance committees will be approved to attend weeklong arbitration courses.

Labour Studies Program

The local will allow members to attend up to 2 courses per school term from the Mohawk/McMaster Labour Studies Program.

Members must apply through the Education Committee.

Priority for acceptance from the Education Committee will go to those meeting the attendance criteria.

Cancellations

If you request and are registered for a course, you are expected to attend. If a member fails to attend or participate in the Education, payment for the course, lost work time and any other associated cost must be reimbursed back to the local.

Exception: if there is a medical or family emergency, the union office must be contacted immediately. In order for the reimbursement to be waived, documentation may be requested.

If reimbursement of the course is not submitted back to the local, the member will not be approved to attend other educational opportunities allowed until costs are reimbursed. In addition, the local may pursue other avenues for full reimbursement.



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CUPE Local 5167 Education Policy

Revised: March 2013

Requests for Training

Should a member demonstrate a need for training in a specific area or issue, they must provide their request for education in writing to the Education Committee.

The Education Committee will review and approve or deny each request for education.

Registration for the course will not be submitted until the request has been reviewed.

Education Committee

As per Article 30.7 of the Local 5167 By Laws;

- a) The education committee shall consist of the Vice-Presidents of each bargaining unit or workgroup, or their designate. The Third Vice-President shall chair the committee.
- b) The committee shall be responsible for coordinating all aspects of membership education related to in-house and external union education opportunities.
- c) The committee shall keep track of all requests for training; review training opportunities; promote training opportunities; make recommendations to the executive and membership regarding training opportunities and requests; and maintain a current record of who has had training in what courses on what dates.

Policy Review

The Committee recommends that this policy be reviewed on a regular basis to ensure it is in keeping with the needs of the Local.