

### 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

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

### In House Criteria

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.

Non 5167 members will be charged a nominal registration fee for food and refreshments.

### External Course Criteria

Attendance at courses will be approved for those actively participating on appropriate committees and actively participating in related union business, such as Union Stewards, Grievance Committee Members, Executive Board Members, and Members of Local 5167 Committees (Equity, Political Action, Health & Safety Committee etc.)

If courses have more than one level; members who meet the criteria may be approved to attend the different levels as offered.

If training is required immediately for a member to fulfill their elected role the decision will be made on a case by case basis by the President and Third Vice President.

### New Members

Members newly holding union local positions (as per bylaws) or those that have never had the opportunity to take related educational courses will be granted first priority.

### Changes

Courses may be taken over again under the following conditions:

- Legislation changes
- The course material has major changes

### General Interest

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

### Arbitration Course

Only the President, Vice President and Unit Vice Presidents and Grievance Committee members will be approved to attend weeklong arbitration courses.

### Labour Studies Program

The local will reimburse members to attend up to 4 courses per school year from a Labour Studies Program not to exceed \$139.00 per course. Members must submit receipts to show payment and verification of course.

Members must apply through the Education Committee.

Acceptance from the Education Committee will go to those meeting the criteria, such as Union Stewards, Grievance Committee Members, Executive Board Members, and Members of Local 5167 Committees (Equity, Political Action, Health & Safety Committee etc.)

### 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.

If you are unable to attend the course due to illness and you were on a union leave, your leave will be cancelled and you are required to follow your sick policy according to your Collective Agreement.

**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.

### Requests for Training / Education

Should a member demonstrate a need for training in a specific area, they must completed the education request form and submit to the 3rd Vice President, via fax, email or in person to the office.

The Education Committee will review and approve or deny each request for education. The Third Vice President or designate will notify the member of the decision.

Members must provide details of any need Leave of Absence, date, time, shift, etc.

### Education Committee

Book offs will be approved on an individual basic that is reasonable and costs effective.

As per Article 34.9 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 and two members elected from the general membership. The Third Vice-President or their designate shall chair the committee.
- b) The committee shall be responsible for reviewing all aspects of membership education related to in-house and external union education opportunities.
- c) The committee shall keep review training opportunities; review all requests for training; and promote training opportunities and requests;
- d) The committee will make recommendations to the executive and membership regarding training opportunities and requests;
- e) The committee will maintain a current record of who has had training in what courses on what dates.
- f) The committee is responsible for approving or denying all requests.

### 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.

### Posting

Education budget opportunities will be posted no less than two weeks prior of when information has been received.

### Appeals

A member has the right to request an appeal of a decision within one week of the decision. Appeals must be submitted in writing to the 3<sup>rd</sup> Vice President who will consult with the President/Vice President.