

# **Policies and Procedures on Union Training**

**Union of Canadian Correctional Officers — Syndicat des  
Agents Correctionnels du Canada – Confédération des  
syndicats nationaux (UCCO-SACC-CSN)**



**Adopted by the National Executive Committee and  
the Union Training Joint Committee**

*April 2019*



# Table of Content

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<b>I. GENERAL POLICY .....</b>	<b>5</b>
CSN MISSION STATEMENT ON UNION TRAINING .....	7
OBJECTIVES.....	7
UCCO-SACC-CSN's Vision FOR UNION EDUCATION .....	8
<b>2. UNION TRAINING JOINT COMMITTEE (UTJC) .....</b>	<b>9</b>
UTJC TERMS OF REFERENCE .....	11
UTJC ADOPTED GUIDELINES .....	12
ROLE OF THE UNION ADVISOR FROM THE TRAINING DEPARTMENT OF THE CSN.....	13
<b>3.UCCO-SACC-CSN TRAINERS .....</b>	<b>15</b>
RECRUITMENT, TRAINING AND FOLLOW-UP.....	17
SELECTION CRITERIA FOR TRAINERS .....	20
DEVELOPMENT OF TEACHING SKILLS .....	21
<b>4. TRAINING PROGRAM .....</b>	<b>23</b>
NEEDS ANALYSIS.....	25
STANDARDIZED TRAINING SESSIONS.....	26
MONITORING AND EVALUATION.....	27
REVIEWS.....	27
<b>5. ADMINISTRATION .....</b>	<b>29</b>
REIMBURSEMENT POLICY.....	31
MATERIALS PROVIDED.....	34
<b>APPENDICES.....</b>	<b>35</b>
TRAINERS' RECRUITMENT INFORMATION SHEET .....	37
TRAINER PROTOCOL .....	41
THE TRAINING SESSIONS.....	43
REIMBURSEMENT CLAIM FORM .....	46
PRAIRIES REGIONAL TRAVEL GUIDELINES FOR TRAINING.....	47



# **1. General Policy**



# CSN Mission Statement on Union Training

<b>CSN Union Training</b>
Union training aims to give union representatives the necessary abilities and autonomy to defend and promote the interests of working women and men, in the workplace and in society in general.
It allows the development of abilities to analyze and comprehend social, economic, political and cultural issues, in order to better understand the world in which workers live and better meet its challenges.

## Objectives

<b>Union training is created for union representatives to:</b>
<ul style="list-style-type: none"><li>• acquire the necessary knowledge and skills (both hard and soft or social skills) needed to perform their union functions</li></ul>
<ul style="list-style-type: none"><li>• progress in union life with greater confidence and self-sufficiency</li></ul>
<ul style="list-style-type: none"><li>• gradually increase their competencies, to face the growing challenges and complex union responsibilities</li></ul>
<ul style="list-style-type: none"><li>• improve their understanding of the issues at stake and their capacity to change or overcome them</li></ul>
<ul style="list-style-type: none"><li>• adopt CSN values and to ensure union autonomy, democracy and solidarity.</li></ul>

*Translated from "Pour l'action syndicale, la formation CSN" (2014)*

## UCCO-SACC-CSN’s Vision for Union Education

<b>Long-Term</b>	<b>Mid-Term</b>	<b>Short-Term</b>
Sustainable Union	<ul style="list-style-type: none"> <li>• stability of commitment</li> <li>• prevention of burnout</li> <li>• ability to delegate, to clarify and share the workload</li> </ul>	<ul style="list-style-type: none"> <li>• Provide standardized training</li> <li>• succession planning</li> <li>• educating others on the benefits of union involvement</li> <li>• fostering an adaptable union culture</li> </ul>
Respected Union	<ul style="list-style-type: none"> <li>• adaptability</li> <li>• bilingualism</li> <li>• recognition of victories</li> <li>• politically savvy (local, regional national)</li> </ul>	<ul style="list-style-type: none"> <li>• provide standardized training</li> <li>• continuous promotion of union values and achievements</li> <li>• opportunities for representatives to have in-depth discussions</li> </ul>
Participative vibrant Union	<ul style="list-style-type: none"> <li>• bridging age gaps</li> <li>• reflecting our diversity (gender, culture, etc.) in union structures</li> <li>• grass-roots participation</li> </ul>	<ul style="list-style-type: none"> <li>• provide standardized training</li> <li>• create a youth committee</li> <li>• ongoing organizational assessment (work plan)</li> <li>• create and support a mentoring program</li> </ul>



## **2. Union Training Joint Committee (UTJC)**



## UTJC Terms of Reference

<b>General</b>
1- The Committee consists of the 1 <sup>st</sup> Regional Vice-Presidents, two union advisors from the UCCO-SACC-CSN team, the national office employee and a union advisor from the training department of the CSN.
2- The Committee is responsible for promoting the standardized training of UCCO-SACC-CSN members and union representatives.
3- The committee will report to the National Executive.
4- The committee will hold one or two meetings per year. Whenever possible, these meetings will be organized in conjunction with the monthly meetings of the National Mobilization Committee.
5- When required, additional meetings may be held by conference calls, to address specific subjects of an urgent nature.
6- The members of the UTJC attend the trainer’s training session as well as transfer of content sessions, to fulfill their responsibilities.
7- The costs for the Committee meetings will be reimbursed by the CSN.
<b>Responsibilities of the committee:</b>
1. Submits its work plan, triennial report on Union Training and any other documents for distribution to the members to the UCCO-SACC-CSN National Executive Committee.
2. Develops, monitors and periodically evaluates the UCCO-SACC-CSN union training program, in collaboration with trainers and the UCCO-SACC-CSN team.
3. Facilitates exchanges and coordination between 1 <sup>st</sup> RVPs and encourages implementing best practices in all regions, as well as develop national activities.
4. Promotes Union Training within UCCO-SACC-CSN and encourages members to participate.
5. Ensures that 1 <sup>st</sup> RVPs fulfill their role as leaders responsible for training in their region (coordination with trainers, calendar production, room reservation, promotion, registration, documentation and equipment,

administration and refunds, monitoring and evaluation, statistical reports, etc.).

6. Seeks support from the UCCO-SACC-CSN team coordinator for the implementation of its responsibilities when deemed necessary.

## **UTJC adopted guidelines**

1. Training sessions are to be standardized throughout the regions to ensure all members receive the same training (see the descriptions of training sessions in the Appendices).
2. Training is to always be provided by 2 trainers, in a tandem: 1 CSN union advisor and 1 CX trainer
3. To respond to the challenges of maintaining a stable and skilled group of UCCO-SACC-CSN trainers from the CX ranks, the following guidelines are adopted:
  - a. Trainers are to be recruited and selected as per the procedure outlined in section 3 below;
  - b. Trainers are to have participated in the session: Pedagogy (adult learning adapted to union co-training principles) prior to providing training;
  - c. Trainers are to sign the protocol and maintain a commitment of at least 3 years (see the protocol in the Appendices);
  - d. Trainers are expected to deliver all sessions in the standardized training program.

## **Role of the union advisor from the training department of the CSN**

The role of a union advisor from the training department of the CSN is to:

- Develop the trainer's training session (Pedagogy);
- Develop training sessions on various subjects, according to the priorities of the organizations (in the case of UCCO-SACC-CSN, according to the UTJC), for union trainers and trainees, including all material, tools, exercises, etc.;
- Review existing training session regularly (usually every 5 years);
- Help in the recruitment and selection of trainers, make recommendations to the organizations (in the case of UCCO-SACC-CSN, to the UTJC) after having interviewed candidates for the trainer position;
- Explain the trainer protocol to candidates (commitment and responsibilities linked to the position);
- Ensure chosen candidates get trainers' training and technical transfer sessions;
- Guide and oversee trainers as needed;
- Work closely with the people responsible for training in all the organizations, and in the case of UCCO-SACC-CSN, with the UTJC;
- May assist union advisors with the preparation of "*consolidation*" training sessions (team building & problem solving as per specific union needs);
- May assist union advisors with the preparation of various events (forums, workshops, etc.).



### **3. UCCO-SACC-CSN Trainers**





# Recruitment, training and follow-up

## 1. Recruitment Process

- a. The decision to launch a recruitment process, in the region(s), is taken by the UTJC;
- b. A call for applicants is posted for all union members at all sites (minimum period of 21 days). The poster is available through the Montreal office and must include the aforementioned deadline;
- c. The trainer's recruitment form (available through the UCCO-SACC-CSN website or the regional office) is completed by those interested in becoming a trainer. The trainer protocol also made available for candidates, for information purposes only;
- d. Consultation with the 1<sup>st</sup> RVPs regarding applicants;
- e. Trainer recruitment forms<sup>1</sup> are analyzed and candidates are required to participate in a telephone interview of approximately one hour, to be scheduled with the union advisor of the training department;
- f. After having evaluated the candidates, the union advisor of the training department provides their recommendations to the Union Training Joint Committee, and final selection will be done by the UTJC;
- g. A letter will be sent to all candidates by the UCCO-SACC-CSN Montreal office, informing them of the decision and thanking them for their involvement;
- h. The trainer protocol<sup>2</sup> will be included with the letter for all successful candidates, for signature, upon successful completion of the Pedagogy training session.

## 2. Number of trainer positions per region

Pacific:	3 trainer positions
Prairies:	4 trainer positions
Ontario:	3 trainer positions
Québec:	3 trainer positions
Atlantic:	2 trainer positions

<sup>1</sup> See the recruitment form in the appendices.

<sup>2</sup> See the trainer protocol in the appendices.

### **3. Trainer's training**

- a. All trainers (CX and union advisors) must attend the trainers' training (either the UCCO-SACC-CSN or the CSN training) as soon as possible following their commitment in the UCCO-SACC-CSN training network.
- b. The training covers: What is learning?, the characteristics of adult learners, learning tools and strategies, the role and tasks of the union trainer, the training tandem, the importance of union training and the UTJC. During the session, trainees do real-life simulation of training.
- c. If serious issues are raised about the capabilities or attitude of a candidate during the initial sessions (either in the Pedagogy session or a technical transfer session), the union advisor of the training department may meet with the UTJC, and said committee will take a decision regarding the continued involvement of the member as a UCCO-SACC-CSN trainer.

### **4. Technical Transfers**

- a. Most of the training sessions will require a two to three days technical transfer, depending on the complexity of the training to be delivered.
- b. During the technical transfers, trainers are put in real life situation of giving the training, as well as given technical information. Immediate feedback will be given to trainers.
- c. The transfers are organized and given by the union advisor of the training department, with a union advisor from the UCCO-SACC-CSN team.
- d. It is possible that a transfer is given in the trainer's region, by a union advisor of the region. In this case, the trainee observes a training session and eventually participates, as organized beforehand with the regional trainers.
- e. Trainers may contact the 1<sup>st</sup> RVP and a regional union advisor for any follow-up queries concerning the sessions.

## **5. Follow-up**

The committee may provide continuing education to the trainers if required.

The 1<sup>st</sup> RVP may organize yearly meetings of the trainers in their respective regions.

The regions ensure trainers are all scheduled to give training and organize their replacement when necessary.

If serious issues are raised about the capabilities or attitude of a trainer, regarding their commitment (see trainer protocol), the UTJC does the follow-up on the situation. Due process is given the trainer to explain the situation. If the situation is not resolved, the UTJC may inform the trainer they will not continue to train for UCCO-SACC-CSN.

## Selection criteria for trainers

Criteria	Rating Scale
1. Union experience (within UCCO-SACC-CSN or beyond) <ul style="list-style-type: none"> <li>• Proficient with basic union skills</li> </ul>	15
2. Adherence to the union values being taught <ul style="list-style-type: none"> <li>• Understanding them and being able to apply them to everyday life</li> </ul>	15
3. Proven personal skills <ul style="list-style-type: none"> <li>• Ability to communicate and to convince</li> <li>• Ability to facilitate and manage a group</li> </ul>	15
4. Learning ability and desire to learn more <ul style="list-style-type: none"> <li>• Looking forward to attend Training of Trainers</li> <li>• Adaptability, listening ability, openness, acceptance of criticism</li> </ul>	10
5. Other qualities: <ul style="list-style-type: none"> <li>• Respected member, with well-established credibility</li> <li>• Member showing interest, conviction and dedication</li> <li>• Organized</li> </ul>	10
6. A real availability (including travel) and a commitment for at least three years. <ul style="list-style-type: none"> <li>• Verify the level of union duties and the capacity to decide on agendas</li> </ul>	15
7. General impression <ul style="list-style-type: none"> <li>• Review of written form (experience, solid answers, thinking, quality of spelling and syntax, quality of communication)</li> <li>• During the interview: tone and rhythm (capacity to communicate), humour, empathy, depth of experience, comprehension of the role of trainee</li> </ul>	20
	100%

# Development of Teaching Skills

## **Union Education: collaborative training**

*“Training is a vital part of union life. We feel it is the best method to convey the CSN’s policies and demands, and leads to daily concrete union.”*

Translated from *La formation à la CSN* document adopted by the Confederal Council in June 1987

Training requires organizations to make major investments, which is why it is so important to ensure the best possible results. First and foremost, our trainers need to be skilled and versatile. The CSN advisor/CX duos working in tandem need to perform to full capacity.

Training is an activity geared towards practical objectives, it requires a learning strategy. Appropriate methods and techniques are needed if we are to ensure knowledge transfer, and these must be adapted to the context of adult education.

We favour active collaborative education, in which the member’s training, experience and knowledge are employed in the learning process of the group.

## **General objectives of educational training**

1. Become aware of the importance of union training at UCCO-SACC-CSN.
2. Understand the role and responsibilities of the union trainer.
3. Acquire basic teaching concepts and skills, required to develop the ability to become a union trainer.

## **Specific objectives**

1. Become aware of the different training methods, the values underlying training at UCCO-SACC-CSN, and our network of trainers.
2. Acquire key concepts related to learning and teaching.
3. Acquire the necessary knowledge and skills (both hard skills and soft or social skills) needed to fulfill functions as a trainer.
4. Practice methods by giving parts of a real training session, in pairs.



## **4. Training Program**





# Needs analysis

A needs analysis is essential to ensure that all standardized training sessions respond to the Union and its members' needs. The courses need to provide practical, relevant and necessary information and exercises to support elected representatives in fulfilling their roles and responsibilities.

These are the principles of needs analysis as applied by the UTJC:

- The UTJC is responsible for the needs analysis;
- A needs analysis is done in accordance with the UTJC's Vision for Union Education;
- Needs analysis is done when developing a new session, as well as when revising sessions;
- It is crucial to do a proper and thorough needs analysis, so the session responds to actual and real needs in the field. Also, things learned need to be used and applied. Guiding principle: What do union representatives need to know to perform their duties? To develop the right attitudes?
- Needs analysis cannot be a response to a crisis, it takes time and care to be done properly;
- Training sessions are not developed to pass messages down, and they need to respond collective needs, not personal ones;
- In the work plan of the UTJC, the needs of the many are prioritized (basic training sessions) vs more specialized sessions;
- One training session is developed at a time;
- The needs analysis is done by the union advisor of the training department, with the input of the UCCO-SACC-CSN team.

# Standardized Training Sessions

- ❖ **Trainer’s Training (Pedagogy) (3-day session)**
  
- ❖ **Executive and Shop Steward (3-day session)**
  
- ❖ **Introduction to Health and Safety Canada Labour Code (3-day session)**
  
- ❖ **Union Representation during the employer’s investigation and disciplinary processes (2-day session)**

Table of content of these sessions to be found in the Appendices.

## **Monitoring and Evaluation**

As noted, training is given by 2 trainers. We value co-training, so that participants in the training session enrich the content of the training session with their experience and examples.

Therefore, feedback is continuous throughout the 2 or 3 days sessions.

Each session ends with a formal period of discussion and comments, and a formal written evaluation of the session (anonymous). The goals of the evaluation are to assess if the participants felt they have learned the necessary information, acquired the necessary skills, and to know what parts of the session were most useful and what modifications, if any, they would eventually suggest.

The evaluation sheets are reviewed by the trainers immediately after each session and a debrief is to be done.

The evaluation sheets are then forwarded to the Montreal office, and will be sent (electronic versions) to all members of the UTJC. The evaluations are not to be made public. They are kept for monitoring and evaluation, improvements and any required corrections.

It is recommended that each region do an annual review of the evaluations with the regional training team (see what worked, what did not, how to improve practices).

Evaluations are used to compile statistics on the training program, to report to the mid-mandate and the NGA.

## **Reviews**

A review of each training session will occur once every 5 years.

In addition, if there are legislative changes, additions or corrections may be made, as deemed necessary.



## **5. Administration**



# Reimbursement Policy

## The Union Training Joint Committee (UTJC):

UTJC Meeting	Cost covered by CSN, at the CSN rates
Trainers' Training	Cost covered by CSN, at the CSN rates
Transfer of Content	Cost covered by CSN, at the CSN rates
Conference Calls as needed	Cost covered by CSN

The CSN, according to the agreement with UCCO-SACC-CSN<sup>3</sup>, will cover the following expenses associated with the UTJC:

- Leave/Salary required for members of the UTJC, including adjusted days of rest for RVP's:
  1. For the UTJC meetings
  2. For a trainer's training session
  3. For the transfer of content sessions
- Transportation expenses i.e. Flights, km, etc.;
- Meals;
- Hotel Rooms as required;
- Meeting Rooms and equipment necessary to hold the meeting as required. Reference the checklist for each session (ex: computer, cables, projector, flip chart, etc.).

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<sup>3</sup> See: CSN offer of service and reimbursement policies for UCCO-SACC-CSN.

Regional Trainers:

Trainers' Training	Cost covered by CSN, at the CSN rates
Transfer of Content	Cost covered by CSN, at the CSN rates
Preparation Time*	Cost covered by CSN, at the CSN rates
Instructing Sessions	Cost covered by CSN, at the CSN rates
Regional Meetings	Cost Covered by the respective regions for the union member participants

\*Preparation time: max 1 day of 8.5 hours for a trainer for their 1<sup>st</sup> training session per subject is covered by the CSN at the CSN rates; in addition, when a union advisor is preparing with a new trainer, 1 to 4 hours additional preparation time can be taken if necessary. Volunteering some personal time is expected.

The CSN, according to the agreement with UCCO-SACC-CSN, will cover the following expenses associated with the Regional Trainers:

- Leave/Salary required for trainers including adjusted days of rest for Regional Trainers for the following:
  1. During their own training as trainers
  2. During transfer of content sessions
  3. Delivering Regional Sessions
- Transportation expenses i.e. Flights, km, etc.;
- Meals according to the agreement with UCCO-SACC-CSN;
- Hotel Rooms as required.



Regional Training Expenses

Training room and equipment required for the training	Cost Covered by CSN
Participant Leave	Cost Covered by Regional Training Budget
Participant Travel (Flight, km, etc.)	Cost Covered by Regional Training Budget
Participant Meals/Incidentals	Cost Covered by Regional Training Budget
Participant Hotels as required	Cost Covered by Regional Training Budget
Other related training materials (pens, paper and other misc. supplies)	Cost Covered by Regional Training Budget

\*Please see the appendices regarding travel, in the Prairie Region only.

The reimbursement claim forms are found in the appendices

## **Materials provided**

All pedagogical material for the trainers (trainer's guide, appendices, toolboxes, any loose sheets, participant's workbook) are provided by the CSN.

All pedagogical material for the participants (participant's workbook, appendices, toolboxes, any loose sheets) are provided by CSN (UCCO-SACC-CSN team budget).

Pens, paper and all other administrative supplies needed for training supplied by the individual regions.

# Appendices

1. Trainer recruitment information sheet
2. Trainer protocol
3. The training sessions (table of content and short description)
4. Reimbursement claim form
5. Prairies Regional Travel Guidelines for Training





# TRAINER'S RECRUITMENT INFORMATION SHEET



## Note to Candidates

We ask all candidates to answer every question. Incomplete or late forms will be automatically rejected. The union training advisor of the CSN Training module and the Regional Vice Presidents will carry out an analysis of applications.

Last name:

First name:

Home address:

City:

Postal Code:

Please indicate the telephone number where it will be the easiest to reach you.

Home phone:

Work phone:

Cell phone:

Fax:

Personal email:

## **UNION EXPERIENCE**

**1. How many years have you been active with UCCO-SACC-CSN?**

**2. Indicate what type of union responsibilities you have assumed in your union, taking inspiration from the following list:**

President

Treasurer

Communication delegate

Vice-President

Grievances

Responsible for mobilization

Shop Steward

Health and Safety

Mobilization Committee

Secretariat

Status of Women

Other positions or responsibilities (specific cases)

Specify the number of months or years you devoted to each duty. Add all relevant information relating to files dealt with during your mandate (for example, a *mobilization committee member during two rounds of negotiations*, or *active in a major health and safety investigation following a serious accident* or *active in a prevention campaign to eliminate the risks*, etc.).

**3. Have you already held an elected position at the regional or national level?**    Yes    No

Describe the position(s) you have held, the files you have worked on, the number of mandates and the lengths of the mandate(s). Also mentioned all specific contributions made to an organization (for example, on a two-week union leave for a campaign).

**4. Do you currently hold an elected position at the regional or national level?**    No    Yes

If yes, what position and at what level? What files are you responsible for?

**5. Write all positions you held in CSC, specify their length of time and in which institution (approximate dates please)**

**6. Have you attended some of these meetings? If yes, please indicate the number of times for each.**

**CSN**

CSN Convention

Confederal Council

**UCCO-SACC-CSN**

National General Assembly

Mid-Mandate Meeting

**7. Among the values held by UCCO-SACC-CSN, which one has the most meaning to you and why?**

**8. According to you, what skills and abilities do you possess to be a trainer?**

**9. What is your availability for training in the next three years?**

**10. Why do you want to provide training in your union?**

**11. Why should UCCO-SACC-CSN select your application as a trainer?**

**SESSIONS**

**12. What training sessions have you participated in so far? Please check.**

*Union Executive—Shop Steward*

*Introductory Training Course Occupational Health and Safety and Canada Labour Code*

*Union Representation during the employer's investigation and disciplinary processes*

*Other CSN or UCCO-SACC-CSN training (please specify)*

Indicate if you have participated in other training sessions, outside the labour movement, that you judge relevant on a personal level. For example, training in community groups or in an institution (adult education, colleges, etc.) on matters such as communications, organization, health and safety, status of women, law, teamwork, etc.

**13. Have you already trained others? In any capacity? On what subjects and when?**

\_\_\_\_\_  
**Signature**

**Date**

**ALL QUESTIONNAIRES MUST BE RETURNED TO THE:**

Union Training Joint Committee (UCCO-SACC-CSN)  
c/o Union Advisor—CSN Militant Training  
1601 De Lorimier Avenue, Montreal, Quebec H2K 4M5  
or  
SECRETARIAT-UCCO-SACC@CSN.QC.CA



# Trainer protocol

## 1. Commitment

As a representative of your organization, you commit to uphold and support values of both UCCO-SACC-CSN and the CSN, and not use training activities to promote any personal interests or opinions.

During training sessions, including any social events held during or around the training session, trainers refrain from voicing their opinion on any ongoing debate in UCCO-SACC-CSN or the CSN, or from indicating whether they support any candidates running for elections within the organizations.

## 2. Discipline

Your responsibility is to adequately prepare yourself before giving a training session and to be physically and mentally fit, in order to ensure the best possible learning experience for trainees.

## 3. Knowledge

Trainers are responsible for maintaining and updating their knowledge of subjects taught in sessions, as well as keeping themselves informed of current events and generally knowing the views of UCCO-SACC-CSN and the CSN on major issues.

## 4. Trainer Attitude

Your exchanges and relations with trainees will be characterized by respect, restraint, will be polite and civil, as well as reflect CSN values and policies.

Empathy, open-mindedness and understanding are to be exercised with trainees, in order to encourage and support them in their union duties and activities. Your role is to emphasize and bring forth the trainee's experience and boost their know-how. Trainers help trainees develop confidence in their capacities, so they feel more committed to their learning processes.

You have to be able to accept criticism or comments about your work as a trainer and commit to bettering your practices if need be.

## 5. Accountability

As representatives of both UCCO-SACC-CSN and the CSN, you should make sure your actions do not harm the reputation or image of these organizations and your responsibility is to intervene with discretion and sensitivity in the public arena, especially on social mediums.

You have to be present during the entirety of the training session, for all training sessions in the program, in order for the sessions to be considered completed. Reimbursement of salary and expenses will be adjusted according to time spent in the session unless there

is major cause, that is: “exceptional circumstances, which do not depend upon the person who is unable to perform their duties”.

6. Teamwork

It is your responsibility to work closely with the other person in the training tandem and to support them. You also work with your regional training team and members of the UCCO-SACC-CSN *Union Training Joint Committee*.

7. Availability

You should be on time, fulfill your commitments and ask to be replaced as little as possible.

Your available time must be offered in priority to training sessions given in the region. In case of an emergency, you could get asked if you are available to give a training session in another region, while always respecting the language in which you wish to give the training (either French or English).

Since trainer recruitment and training is a lengthy process, which takes time and energy, you are asked to make a minimum three-year commitment.

If you plan not to be available for an extended period of time (i.e. absence from work for a long period of time, illness, leave) or you find yourself incapacitated and unable to give training sessions, because your workload or your union responsibilities have changed, you should contact and inform the regional VP to see if any adjustments need to be made in this case. The priority is to be able to hold training sessions as planned in all regions.

8. Problem-solving

The *Union Training Joint Committee* is responsible for the organization of training sessions. In case of difficulties, be it during training session preparation, the session itself or if there are issues or problems with the group or a participant, you should inform the committee through one of its members (the five regional UCCO-SACC-CSN vice-presidents are members, as well as CSN salaried personnel).

I understand and agree with the above.

---

Trainer's signature

---

Date

---

Name and surname (in capital letters)

# The training sessions

## Executive and Shop steward (a 3-day session)

Table of content:

- Opening
- Chapter 1 What are Qualities Needed to Be a Good Union Representative?
- Chapter 2 CSN and UCCO-SACC-CSN: History, Structure and Services
- Chapter 3 Role and Responsibilities of the Local Executive and Shop Stewards
- Chapter 4 Union Leadership and Teamwork
- Chapter 5 Union Priorities and Budgetary Choices
- Chapter 6 Communication and Mobilization
- Chapter 7 Local Union Organization: Our Committees, Labour-Management Committee
- Chapter 8 Collective Agreement, Global Agreement and a Glance at Other Applicable Laws
- Chapter 9 Grievances: Basic Overview (Types, Writing, Investigations). Members' right to be represented.
- Chapter 10 General Assemblies: Importance, Rules of Order, Main Procedures and Minutes
- Chapter 11 Evaluation, Discussion and Comments

The goal of this session is to provide general training for most union duties (except OSH), so new union representatives will be able to perform their duties. The union representatives will also understand what a union executive is, how the work is done as a collective, with emphasis on teamwork and leadership.

Numerous exercises, including a simulation of an LMC, enable union representatives to practise what is presented. A short history of the union is presented so the union representatives know where we come from and the gains we made throughout the years, as well as the importance of mobilizing our members to further common goals.

## **Introduction to Health and Safety Canada Labour Code (a 3-day session)**

Table of content:

- ▶ Introduction
- ▶ Chapter 1 A brief history of OSH in Canada
- ▶ Chapter 2 Legal framework of OSH
  - Canada Labour Code, Part II, overview
  - Other sources of law
- ▶ Chapter 3 Union leaders and occupational health and safety
- ▶ Chapter 4 Joint OSH committees—the fundamental right to participate!
- ▶ Chapter 5 The right to make a complaint regarding a contravention of the Canada Labour Code and dangerous situations (s. 127.1, Canada Labour Code)
- ▶ Chapter 6 The right to a safe, healthy and violence-free workplace
- ▶ Chapter 7 The right to refuse to do unsafe work—a fundamental right (s. 128, Canada Labour Code)
- ▶ Chapter 8 Prohibited and accepted disciplinary measures (s. 147 Canada Labour Code)
- ▶ Chapter 9 Work plan and support from the CSN on health and safety

This training session aims to provide UCCO-SACC-CSN union reps with basic legal information about occupational health and safety in Canada, specifically on the Canada Labour Code (Part II). The goal of the session is to enhance a CX's ability to take charge of health and safety issues in their workplace. Participants will better understand their roles and responsibilities, while training will help them better structure their actions regarding health and safety in their institution and their region. A simulation of a joint OSH committee session and several exercises help participants practise and integrate what they have learned. Special tools were developed for the comprehension and application of s. 127.1 (the right to complain about a dangerous situation), and s. 128 (right to refuse to work).

## **Union Representation**

### **During the employer's investigation process (a 2-day session)**

Table of content:

- ▶ Introduction
- ▶ Chapter 1 The event—fact-finding by CSC
- ▶ Chapter 2 The event—union investigation
- ▶ Chapter 3 The interview(s)
- ▶ Chapter 4 Knowing the processes
- ▶ Chapter 5 Additional information or options
- ▶ Chapter 6 Questions, comments, evaluation of the session

The goals of this session are to (1) ensure union representatives know the different investigation processes, their timelines and possible outcomes; (2) develop the necessary skills regarding their contact with a member, when an event that may lead to an investigation occurs; and (3) acquire skills and knowledge about the interview (a member is being interviewed by CSC in an investigation or disciplinary procedure).

Commissioner's Directive 041 (Incident Investigations) and CD 060 (Code of Discipline) are reviewed during the training.

The training includes some basic legal notions, detailed information on the right of representation during an investigation, and tips on how to act during an investigation interview (ex: Board of Investigation). Simulations of a meeting with a member and a BOI are included.

# Reimbursement claim form

RESERVED FOR OFFICE USE ONLY

## UCCO-SACC-CSN EXPENSE CLAIM FORM

Cheque	
Date	

Family Name:  Given Name:

Rank. Enter CX1 or CX2

Member's Address:

City / Province:  Postal Code:

Phone Number:  E-mail Address:

Name of Union:  Union Number:

From (yyyy/mm/dd) To (yyyy/mm/dd)

Date of Activity:   Location:

Description of Activity:

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
DATE(S) OF EXPENSES							
Number of Hours of LWOP (998 leave)							

EXPENSE CLAIMS (without receipts)	TOTALS	
	UCCO-SACC- CSN Rates	CSN Rates
Breakfast	\$ -	\$ -
Lunch	\$ -	\$ -
Dinner	\$ -	\$ -
Transportation km	\$ -	\$ -
Incidentals (overnight stay required)	\$ -	\$ -
Private Lodging - \$50.00/Night	\$ -	\$ -

EXPENSE CLAIMS (receipts or vouchers needed)	TOTALS	
	UCCO-SACC- CSN Rates	CSN Rates
Taxi	\$ -	\$ -
Child Care	\$ -	\$ -
Public Transportation	\$ -	\$ -
Lodging - Hotel/Motel	\$ -	\$ -
Miscellaneous	\$ -	\$ -
Parking	\$ -	\$ -
DAILY TOTALS, UCCO-SACC-CSN Rates	\$0.00	\$0.00
DAILY TOTALS, CSN Rates	\$0.00	\$0.00

TOTAL EXPENSES, UCCO-SACC-CSN Rates	\$ -
TOTAL EXPENSES, CSN Rates	\$ -

RESERVED FOR OFFICE USE ONLY	
LWOP estimate:	\$ -

\_\_\_\_\_  
 Claimant's Signature       Date       Union Representative Signature

# Prairies regional travel guidelines for training



## UCCO-SACC-CSN Prairie regional travel Guidelines For Training



### **PREAMBLE**

This document was drafted after consulting the UCCO-SACC-CSN Reimbursement Policy, the Prairies Regional Labour Management Committee Meetings MOU, travel practises for RLMC for locals not covered by the MOU, and various different travel arrangements that have been implemented on a case-by-case basis.

### **GUIDELINES**

The union reimburses authorized justified expenses incurred by a member in the course of union activities, in accordance with the Reimbursement Policy.

When a person is on leave for union work and is required to travel outside the workplace in the course of union activities, she/he is entitled to a daily allowance based on rates set by the union as long as the conditions are met.

Travel and living expenses specified in this document include taxes and tips, where applicable.

Expense claims are not automatically reimbursed. A claim may or may not be justified depending, for example, on the activity that the member is undertaking.

Expenses are only reimbursed when they are actually incurred and claimed, i.e., when the activities have actually given rise to expenses.

The rates used in these rules are those approved by the UCCO-SACC-CSN National General Assembly and/or the UCCO-SACC-CSN National Executive.

### **REIMBURSEMENT OF TRAVEL EXPENSES**

The basic guideline is reimbursement of the cost of public transportation. The inefficiency or lack of public transportation may justify an expense claim on the basis of the number of kilometres travelled.

However, the use of an automobile should not result in member being able to claim reimbursement of more expenses and pay than what she/he would be entitled to if she/he had used public transportation.

When possible, it is financially and environmentally responsible for members to carpool. When members travel together, only the member using her/his private vehicle shall be reimbursed mileage.

**CONSIDERING**

That the Prairies Regional Executive is responsible for all TrainingAccounts; That the Union has entered into a Joint Training Program with the CSN; That the Prairie Region necessitates considerable travel expenses;

That the Union's goal is to train the maximum number of representatives within their allocated budget;

That the Union strives to be prudent with their reimbursement of travel expenses and ensuring that public transportation purchases can be transferred between representatives;

That frequently there is more than one elected rep coming from the same area.

**THE PRAIRIES REGIONAL EXECUTIVE AGREES TO THE FOLLOWING:**

That whenever possible training participants should coordinate their travel and expenses, example: Taxis to and from the airport

That the least expensive mode of transportation is the maximum amount of reimbursement for individual(s) for travel;

That all airline tickets will be purchased by Regional Secretary/Treasurer (RST) to ensure the tickets are transferrable if unused;

That group hotel reservations will be made by the Regional Secretary/Treasurer (RST).

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James Bloomfield  
Prairies President

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Richard Bentley  
Prairies Secretary/Treasurer

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Date

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Date