



GUIDELINES

PORT ELGIN EDUCATION PROGRAMS



THE FOLLOWING GUIDELINES APPLY TO ALL EDUCATIONAL PROGRAMS HELD AT THE FAMILY EDUCATION CENTRE IN PORT ELGIN, UNLESS OTHERWISE STATED IN SPECIFIC CALL LETTERS.

Leave-of-Absences & Lost Time

Leave-of-absences for all programs must be arranged through the Local Union. ***Wages will be paid according to your regular work week, no additional scheduled or overtime hours will be covered by the program.*** If you should attend during a week containing a paid holiday, you should arrange a leave of absence for 4 days. The Company should pay you for the holiday, and the program will pay you for 5 days. You should arrange for a union leave for the extra day off in lieu of the holiday.

Accommodation

In order to maximize the number of participants in our courses and keep as many on site as possible, participants will be housed at the Unifor Family Education Centre on a **double-occupancy basis**. Double occupancy units are also equipped with a separate study room which includes a single fold-out “Murphy Bed” for those wishing additional privacy. ***WE ARE NO LONGER MAKING EXCEPTIONS BASED ON MEDICAL GROUNDS. IF THE LOCAL IS WILLING TO PAY FOR A SINGLE ROOM FOR ONE OF THEIR MEMBERS DUE TO MEDICAL CONDITION, THE REQUEST WILL BE GRANTED PROVIDED WE HAVE SPACE AT THE CENTRE.*** Room-mate requests will be considered if the request is in writing, two weeks in advance, with confirmation from both parties involved.

Program Attendance

Attendance is mandatory in all scheduled program sessions. This includes Sunday evening opening which begins at 7:00 p.m., scheduled evening classes and the Friday morning closing session.

24 Hour Cancellation Policy

Failure to notify the Front Desk reservations (1-800-265-3735 press 0) of cancellations prior to 24 hours in advance will result in one night's accommodation being charged to the Unit Fund of the participant. Emergency situations, of course, will be exempt from this policy.

Students Affected by a Lay-Off

A participant is eligible to attend while on layoff provided that the period of the current lay-off did not commence more than six months prior to the beginning of the program. Earnings will be maintained by the unit fund and must be reported to EI as normal. (By-Law)

Students Affected by WSIB or Sickness & Accident Benefits

If a participant is on WSIB or Sickness & Accident benefits at the time of the, course, that person is not eligible to attend. (By-Law)

Smoking Policy

All public areas in Bruce County are smoke free effective September 2002. To comply, all public areas at the Centre are smoke free, including all residential areas.

Harassment Policy

Unifor takes its responsibility seriously to ensure all union education programs are conducted in a harassment free environment. Discrimination and harassment are against the law, a violation of Unifor constitution, and contrary to the principle of solidarity. A zero tolerance policy with respect to harassment will be followed at all times during your stay at the Centre.

Substance Abuse & General Attendance

Unfortunately, experience has shown for some participants, being at Port Elgin has been an opportunity to party and drink in excess. This behaviour results in their inability to participate respectfully or fully in the program. **The following behaviours have been especially problematic:**

- Not showing up for class, showing up late and/or leaving the class often during sessions
- Being hung-over and sleeping during class or participating noticeably less than others
- Harassing others and justifying the behaviour on the basis of "too much to drink"
- Loud, late nights that disturb other participants

The National Executive Board (NEB) has made a decision to fully support the plan of the Education Department to quickly identify and act on the above noted behaviours. They have also authorized, when deemed necessary by the staff person in charge of the program, the removal of a participant(s) from the program. In order to be fair, everyone has to fully understand the rules. We cannot and will not allow the irresponsible behaviour of a few to undermine the hard work and genuine effort of the vast majority who attend Port Elgin Education Programs.

Illegal Substances

Any and all illegal substances are strictly forbidden. Use or possession of illegal drugs on site, either in bedrooms or elsewhere, will be cause for immediate removal of a participant from the program.

Firearms

No firearms are permitted on site.

Travel Allowance & Per Diem

Travel by car will be paid at the rate of 48¢/km from the students' Local Union Office address. If you are part of a province wide or national amalgamated local union, mileage will be paid from your home to Port Elgin/return. Only one claim can be made per vehicle (PROGRAM By-Law.) **Mileage is paid only when Centre staff can verify that a participant's vehicle is on site. If participants share a ride to Port Elgin reimbursement is paid only to the driver of the vehicle on site. To inquire about mileage reimbursement for other circumstances, please contact Tim Carrie, Director - Education Department at (519) 389-3209 in advance of your program.** Students attending shall be entitled to a per diem expense of \$20 for each overnight stay through their PEL Funds. If you are attending under our "Alternate Funding Program" your \$20.00 per diem will be paid in advance by your local.

Flyers

Out-of-province participants will fly to Toronto and, in most cases, travel to Port Elgin via the Grey-Bruce Airbus service. All arrangements regarding flights and overnight hotel accommodations in Toronto **must be made by the Education Support Staff (Jo-Anne Cameron, Carmen Stefanich, Line Boucher or Heather Porter); please contact your Education Support Staff if you require any changes to existing schedules to discuss the procedure.**

Child Care Expenses/Attendance

Additional child care costs (over and above regular costs) arising from participation in a program will be covered upon receipt of our CHILD CARE SUBSIDY form, pre-approved by the local union not to exceed our limit outlined in the PEL-By-Laws.

Special Requirements

If you have any special requirements **such as handicapped room, dietary needs, allergies, etc.**, and have not indicated these on Student Application Form please contact your **Education Support Staff**.