



LOCAL 491
CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION

SYNDICAT CANADIEN DES EMPLOYÉES ET EMPLOYÉS PROFESSIONNELS ET DE BUREAU
SECTION LOCALE 491

EDUCATION - CONVENTION - CONFERENCE - REQUEST

SUBMIT TO TRACEY GRAMCHUK, EDUCATION COORDINATOR

FAX NO. (306) 781-8177

* Send copy to your COPE Regional Vice President

NAME: _____ OFFICE: _____

EDUCATION/CONVENTION/CONFERENCE: _____

OFFERED BY: _____

LOCATION: _____

DATES: _____

PREVIOUS EDUCATIONS/CONVENTIONS/CONFERENCES COMPLETED: _____

EXPENSES:

- Accommodation: \$ _____
- Registration Fee: \$ _____
- Travel: Airfare: _____
- Mileage: (____ km @ .51 km) \$ _____
- Per Diem: _____ X \$17.00 (in town)
- _____ X \$74.00 (out of town) \$ _____
- Lost Wages: \$ _____
- Child Care: \$ _____
- Other: _____ \$ _____
- TOTAL:** \$ _____

For Education Coordinator

Contact Treasurer?

Approved by Executive? Yes No Attended Event? Yes No

EDUCATION/CONVENTION/CONFERENCE GUIDELINES

COPE 491

The purpose of the COPE 491 educational fund is to:

- ◆ **Enhance awareness of the labour movement amongst the membership**
- ◆ **Develop leadership skills**
- ◆ **Increase membership involvement with Local 491 and the labour movement.**

1. All Union education/convention/conference requests shall be submitted to the Education Co-ordinator on an "Education/Convention/Conference Request Form."
2. All Union education/convention/conference requests will be sent at least three weeks prior to the registration deadline.
3. When applying for Union education/convention/conference leave of absence that would result in loss of wages, the member should apply first to the Employer to have the loss of wages covered as per Article 16.13 of the collective agreement.
4. When a member has approval from the Employer for a leave of absence under Article 16.13, any expenses not covered by the Employer must be submitted to the Education Coordinator on an "Education/Convention/Conference Request Form" at least three weeks prior to the start date.
5. Wherever possible, it is preferred that members attend the Union education/convention/conference in their own area. Exceptions shall be considered on an individual basis.
6. The process for all requests under these guidelines is:
 - a) The member submits the education/convention/conference request to the Education Coordinator and provides a copy to the Regional Vice-President.
 - b) The Education Coordinator will contact the member with the decision of the Executive.
7. Week-long courses will be considered after the "permanent" member has completed two basic courses, up to a maximum of one per member per year.
8. To request an advanced course, the prerequisite courses should be completed. (ie. Stewarding I and II would be done before the weeklong arbitration course).

9. A report shall be submitted to the Education Coordinator within one month from the date of the completion of the education/convention/conference. Failure to submit this report may lessen the chances of approval for future requests.
10. If a member does not attend an approved education/convention/conference, the member is obligated to advise the Education Coordinator and the Secretary-Treasurer.
11. If an education/convention/conference request is denied, a member may appeal in writing to the Education Coordinator stating the reason(s) they feel warrants a review of the decision. The Education Coordinator received the appeal request and submits it to the Executive for reconsideration. Upon receiving the decision of the Executive, the Education Coordinator will contact the member making the appeal.
12. As COPE 491 does not cover the cost of university tuition, members may apply for tuition refund to the Employer under Article 16.12 of the collective agreement.

dw/mc/km/vb
COPE 491
January 2, 2013