

EDUCATION/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/conference requests shall be submitted to the Education-Communication Officer on an "Education/Conference Request Form".
2. All Union education/conference requests will be sent at least three (3) weeks prior to the registration deadline.
3. When applying for Union education/conference, any 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 16.14 of the collective agreement.
4. When a member has approval from the Employer for a leave of absence under Article 16.14, any expenses not covered by the Employer must be submitted to the Education-Communication Officer on an "Education/Conference Request Form" at least three (3) weeks prior to the start date.
5. Members may attend an Union education/conference in their own area. Exceptions shall be considered by the Table Officers on an individual basis.
6. The process for all requests under these guidelines is:
 - a) The member submits the completed Education/Conference Request form to the Education-Communication Officer and provides a copy to their Regional Vice-President.
 - b) The Education-Communication Officer will contact the member if they meet the guidelines and will provide instruction on the procedures.
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, (i.e., Stewarding I and II would be done before the week-long arbitration course).

9. A report shall be submitted to the Education-Communication Officer within one (1) month from the date of the completion of the education/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/conference, the member is obligated to advise the Education-Communication Officer and the Treasurer immediately
11. If an education/conference request is denied, a member may appeal in writing to the Education-Communication Officer stating the reason(s) they feel warrants a review of the decision. The Education-Communication Officer upon receiving the appeal request shall submit it to the Executive for reconsideration. Upon receiving the decision of the Executive, the Education-Communication Officer will contact the member making the appeal to advise of the outcome of 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 16.13 of the collective agreement.
13. Advances **will only** be considered if the Request Form is received by the Treasurer one (1) month prior to the education-conference date.



EDUCATION-CONFERENCE REQUEST

Submit to Rachel Roberts,
Education-Communication Officer
Email: communications.cope491@gmail.com

NAME: _____ OFFICE: _____

EDUCATION/CONFERENCE: _____

OFFERED BY: _____

LOCATION: _____ DATES: _____

PREVIOUS EDUCATION/CONFERENCES ATTENDED: _____

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EXPENSES:

- Accommodation _____
- Registration/Fees _____
- Travel – Airfare _____
- Travel – Mileage (km @ .53/km) _____
- Per Diems (\$17.00, in town) _____
- Per Diems (\$86.00, out of town) _____
- Lost Wages (number of days or partial days required) _____
- Child Care _____
- Other (list) _____

TOTAL COST _____

