



## HOSPITAL EMPLOYEES' UNION

### PROVINCIAL OFFICE:

5000 North Fraser Way, Burnaby, BC V5J 5M3 • TEL: 604-438-5000 • FAX: 604-739-1510 • WEB: [www.heu.org](http://www.heu.org)

May 4, 2017

Secretary-Treasurers

Dear Sisters and Brothers:

**Re: Know & Enforce Your Rights 2017  
Two-Day Intermediate Course for Shop Stewards**

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This letter is to advise you that two-day Know & Enforce Your Rights Workshops will be scheduled for the dates of November 7 and 8, November 21 and 22, and November 28 and 29, 2017.

The Know & Enforce Your Rights Workshop is an intermediate course for shop stewards and is offered to HEU members who are currently dealing with grievances and contract enforcement.

**If you have already received a minimum of three days of Shop Steward training, and have 12 months' experience of handling grievances, you are eligible to apply for this course.**

The primary goals of this workshop are to:

- Build upon knowledge of the collective agreement
- Foster confidence in enforcing the collective agreement and member rights
- Better understand the Duty to Accommodate
- Practice skills for dealing with member to member conflict

DATE	LOCATION	APPLICATION DEADLINE
November 7 & 8, 2017	Coast Capri Hotel 1171 Harvey Avenue Kelowna, BC	September 15, 2017
November 21 & 22, 2017	Coast Victoria Harbourside Hotel 146 Kingston Street Victoria, BC	September 29, 2017
November 28 & 29, 2017	HEU Provincial Office 5000 North Fraser Way Burnaby, BC	October 6, 2017

The application process has three parts:

1. Members apply to attend the course.
2. The local union prioritizes the order in which applicants from the local should be selected by making a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice.

3. After members have taken the training and return to their locals, we ask that that the local union executive and Chief Shop Steward continue to work with the member to ensure continued skill development.

Once the **applicant and local union officer** have completed the form, please return the application to the HEU Provincial Office either by

**FAX:**           **604-739-1510**

**MAIL:**           HEU Provincial Office  
**EDUCATION DEPARTMENT** Attention: **Vickie Phillips**  
5000 North Fraser Way  
Burnaby, BC V5J 5M3

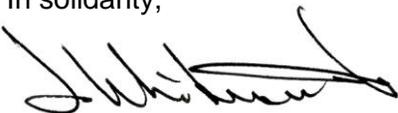
**Email:**           **vphillips@heu.org**

**Application deadline is noted above.** Please return only ONE copy of the application.

During the selection process, the union attempts to ensure that the diversity of our membership is reflected at all union educational opportunities and we consider issues such as regional, gender, equity and sectoral balance.

Applicants will be notified in writing if they are selected or not. If selected, the member will be required to apply for Leave for Union Business in accordance with the appropriate Collective Agreement.

In solidarity,



Jennifer Whiteside  
Secretary-Business Manager

Attachments

cc:     Chairpersons  
       Reps and Directors  
       Provincial Executive