



## 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)

September 19, 2011

Secretary–Treasurers

Dear Sisters and Brothers:

**Re: Two–day Demystifying Classification Workshop 2011**

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This workshop is offered to HEU members who have taken the HEU Intro Shop Steward course, and are covered by the Facilities, Community Health or Community Social Services Collective Agreements. It is intended for current advocates of classification issues, or stewards who are interested in assisting local officers and servicing representatives with classification matters in the workplace.

The course includes:

- An introduction to job classification
- Information and strategies for navigating through classification processes and Job Review Requests.
- Understanding and demystifying the Maintenance Agreement in Facilities and the Classification Manual(s) in Community Health and Social Services.

There are two workshops planned – one for members on Vancouver Island and a second one in Provincial Office for all the other regions.

The enclosed application form should be filled out by you (Secretary-Treasurer) on behalf of interested shop stewards. **Please return the applications to the Provincial Office, Education Department Attention: Sandra Naylor.** Application deadlines are noted below. **Please return only ONE copy of the application – either by fax or mail.**

<u>Date &amp; Location</u>	<u>Application Deadline</u>
<b>Vancouver Island</b> <b>November 8 &amp; 9, 2011</b> <b>The Coast Harbourside Hotel</b> <b>146 Kingston Street</b> <b>Victoria, BC</b>	<b>October 11, 2011</b> <b>5:00pm</b>
<b>All Other Regions</b> <b>November 15 &amp; 16, 2011</b> <b>Provincial Office</b> <b>5000 North Fraser Way</b> <b>Burnaby, BC</b>	<b>October 17, 2011</b> <b>5:00pm</b>



Depending on the total number of applications, there may be a selection process. Please indicate on the form whether the applicant is a 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice from your Local.

We will be contacting successful applicants by mail to confirm their acceptance as well as to provide further details. Once applicants have been notified, they will be required to apply for Leave for Union Business as per the Collective Agreement (Facilities – Article 34.04; Community – Article 2.10; and Social Services – Article 3.10).

In solidarity,

A handwritten signature in black ink, appearing to read "Ronni", followed by a long horizontal flourish.

Enclosure

cc: Provincial Executive  
Representatives  
Directors