



HOSPITAL EMPLOYEES' UNION

PROVINCIAL OFFICE:

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June 28, 2012

Secretary Treasurers:

Re: HEU Supervisors' Conference and Workshops - September 19 & 20, 2012

HEU is holding a conference and workshops for 50 members working in the position of HEU Supervisors. The conference and workshops are scheduled for Wednesday, September 19 & Thursday, September 20 at the Provincial Office in Burnaby BC.

HEU Supervisors are valued and important members of the union and have a unique role to play in the workplace with specific responsibilities. Supervisors can often be in a challenging position and we want to ensure they have the tools and resources they need to effectively carry out their roles.

The goals of the conference and workshops are to:

- Bring together HEU Supervisors from around the Province to share experiences and identify common issues and challenges faced by them in the workplace
- Provide them with the necessary tools and resources they need and develop a solid understanding of their specific roles and responsibilities in regards to a variety of workplace issues such as: discipline, occupational health and safety, creating respectful workplaces etc.
- Discuss the differences between the roles of Supervisors and Managers
- Ensure they are familiar with relevant Collective Agreement provisions, OH&S legislation, workplace policies etc in order to exercise due diligence as Supervisors
- Provide an opportunity for them to gain effective interpersonal, communications and conflict resolution skills

Enclosed, you will find application forms which should be filled out by interested members who are **HEU supervisors only**.

Please return only ONE completed application form to the Provincial Office, Education Department, Attention: Jamie Cruz, either by fax: 604-739-1510, or by mail: 5000 North Fraser Way, Burnaby, B.C. V5J 5M3. The application deadline is **Wednesday, August 15.**

Depending on the total number of applicants, there may be a selection process. Consideration will be given to both active and non-active members of the Union as well as new members. We will be contacting successful applicants by mail to confirm with further details.

Once applicants have been notified, they will be required to apply for Unpaid Leave of Absence for Union Business. You will be paid by your employer for any day that you were scheduled to work and the Union will reimburse the employer. If you have any questions please see your local executive or your shop steward.

In solidarity,

Bonnie Pearson
Secretary-Business Manager

