



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

December 21, 2021

Secretary-Treasurers

Dear Sisters, Brothers and Friends:

Re: Two-Day Intro Shop Steward Level 1 Workshops - Winter, 2022 (online format)

We are pleased to let you know that we have scheduled Intro Shop Steward workshops using an online format for the winter of 2022.

As you may be aware, due to the COVID-19 pandemic, HEU moved a number of its key education sessions to an online format.

The workshops are two days in length and are designed to offer information, skills and tools for members who are active shop stewards, or interested in becoming active shop stewards, at the worksite.

Intro Shop Steward Level 1 is intended for members new to stewarding. Workshop participants will:

- learn about the role and responsibilities of a shop steward
- learn about HEU's structure and the importance of union solidarity
- review guidelines for interpreting and defending collective agreement provisions
- practice the basics of investigating and writing grievances

Intro Shop Steward Level 1 Workshop Schedule

<u>WORKSHOP</u>	<u>DATES</u>	<u>APPLICATION DEADLINE</u>
Level 1	February 15 and 16, 2022	January 18, 2022
Level 1	February 24 and 25, 2022	January 27, 2022

Please fill out the attached application form by the indicated deadline and return to the Provincial Office **Attention: Vickie Phillips**, Education and Human Rights Department. **Please return only ONE copy of the application – either by mail, email to vphillips@heu.org or fax to 604-739-1510.** Alternatively, an online form is available on our website at www.heu.org.

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Please note the Chairperson or Secretary-Treasurer of your Local must endorse the application.

We will contact successful applicants by email to confirm further details. Once applicants have been notified, they will be required to apply for leave of absence for union business.

If you should have any questions regarding this workshop please contact **Vickie Phillips** by phone: **604-456-7125** or email vphillips@heu.org.

In solidarity,



Meena Brisard
Secretary-Business Manager

Enclosure

cc: Chairpersons
Provincial Executive
Reps and Directors