



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 12, 2019

Secretary-Treasurers

Dear Sisters, Brothers and Friends:

**Re: Know & Enforce Your Rights 2020
Two-Day Intermediate Course for Shop Stewards**

This letter is to advise you that the intermediate level two-day Know & Enforce Your Rights course for shop stewards is scheduled in 2020 for March 5 and 6, March 12 and 13, and April 2 and 3, 2020.

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

<u>Workshop Dates</u>	<u>Locations</u>	<u>Application Deadline</u>
March 5-6, 2020	Victoria	<i>January 16, 2020</i>
March 12-13, 2020	New Westminster	<i>January 23, 2020</i>
April 2-3, 2020	Kelowna	<i>February 12, 2020</i>

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 1st, 2nd and 3rd choice.

3. After members have taken the training and return to their locals, we ask 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: **Lindsay Pepper**
5000 North Fraser Way
Burnaby, BC V5J 5M3

Email: lpepper@heu.org


Application deadlines are noted above. Please submit only ONE copy of the application.

As part of 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 **should not** contact the Provincial Office. They will be contacted in writing or by phone once the selection process is completed.

Once a member has been selected and notified, they will be required to apply for Leave for Union Business in accordance with the appropriate collective agreement.

In solidarity,



Jennifer Whiteside
Secretary-Business Manager