



## 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)

June 14, 2018

Secretary-Treasurers

Dear Sisters, Brothers and Friends:

**Re: Know & Enforce Your Rights 2018  
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 are scheduled for October 2-3, 2018, October 16-17, 2018, and October 23-24, 2018.

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
<b>October 2 and 3, 2018</b>	<b>Kamloops, BC</b>	<i>August 29, 2018</i>
<b>October 16 and 17, 2018</b>	<b>Victoria, BC</b>	<i>September 12, 2018</i>
<b>October 23 and 24, 2018</b>	<b>Burnaby, BC</b>	<i>September 26, 2018</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 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 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**

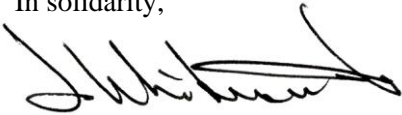
**Application deadlines are noted above.** Please return only ONE copy of the application.

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 **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

Attachments

cc:           Chairpersons  
              Reps and Directors  
              Provincial Executive