



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

September 7, 2017

Secretary–Treasurers

Dear Members:

Re: Two–day Demystifying Classification Workshop 2017

This workshop is offered to HEU members who have taken Level 1 and 2 of 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 on classification issues, or stewards who are interested in assisting local officers and servicing representatives with classification matters in the workplace.

The primary goals of this workshop will include:

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

DATE	LOCATION	APPLICATION DEADLINE
December 12 and 13, 2017	HEU Provincial Office 5000 North Fraser Way Burnaby, BC	November 6, 2017

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 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: **Vickie Phillips**
5000 North Fraser Way
Burnaby, BC V5J 5M3

Email: **vphillips@heu.org**

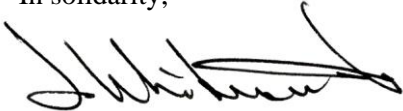
Application deadline is November 6, 2017. Please return only ONE copy of the application.

During the selection process, the union attempts to ensure that the diversity of our membership is reflected at all union educational opportunities and we also 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

Enclosure