

## ACCOUNT #2015

# UNION/HEALTH AND SAFETY TRAINING PROGRAMS

**\$80,000**

This account provides funds to assist individual members to attend union training programs run by organizations such as the Canadian Labour Congress or the Ontario Federation of Labour. Training from the following is also eligible for funding: Workers Health and Safety Centre, Workplace Safety and Insurance Board, Occupational Disability Response Team, local Labour Council training, and relevant union oriented training offered by university sector organizations (such as the Coalition of Post-Secondary Workers of Ontario).

## GUIDELINES

Individual Member Applications Approved by the District or Bargaining Unit Executive.

Applications from individual members to attend union training programs such as a week-long CLC training program will be considered for amounts up to \$2,500, as outlined below:

Individual members who are not on regular time release for OSSTF/FEESO work will be eligible for up to \$2500, if time release is required to attend the training. Where time release is not required, such members are entitled to up to \$1,750. Bargaining Unit or District Time Release Officers with full time release may apply for and claim up to \$1,750.

Funding assistance will be limited to the cost of registration fees, time release, travel, meals, accommodations and materials. Official registration receipts must accompany the claim.

Prior to January 15th each year, the total amount available to any Bargaining Unit will not exceed \$10,000. At each February Provincial Council the Treasurer will remind all Bargaining Unit presidents of the funding available in Account #2015. After April 1st, Bargaining Units who have met the January 15th cap of \$10,000 may apply for additional funding. The remaining funding will be distributed on first come first served basis and will not exceed \$15,000 for the year for any Bargaining Unit.

## APPLICATION

1. Applications must be submitted by June 1, 2024.
2. Include:
  - a copy of the program/outline of events and
  - a copy of the page of the District or Bargaining Unit Executive minutes authorizing participation by the individual(s) in the union training for which the claim(s) is/are being made and
  - a complete list of applicable invoices/receipts.
3. Forward the application and accompanying list of expenses to Executive Assistant Norm Westbury.
4. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.

## PAYMENT

1. Forward a copy of the approval letter along with copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the District's bank account.

# APPLICATION FORM #2015

## UNION / HEALTH AND SAFETY TRAINING PROGRAMS

<b>District:</b>	<b>Bargaining Unit:</b>
<b>Name of Contact or Applicant:</b>	

<b>Work Location:</b>	<b>Work Phone:</b>
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<b>Work Location Address:</b>
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<b>Title of Program:</b>		
<b>Date of Program:</b>	<b>Amount Claimed:</b>	<b>Number of OSSTF/FEESO Participants:</b>

Please attach all required documents listed in the application guidelines.

Expenses		Sources of Income	
Registration Cost	\$	School Board/Employer	\$
Travel	\$	School/University	\$
Accommodation	\$	District/Bargaining Unit	\$
Meals	\$	Other	\$
Other	\$		\$
Total Expenses	\$	Total Income	\$

Signatures and Date	
BU President:	
District Treasurer (if applicable):	
Date:	

Forward FULLY COMPLETED Account #2015 Application Form to  
 Norm Westbury, Executive Assistant, Negotiations and Contract Maintenance by email  
 Norm.Westbury@osstf.ca