

## **CUPE 5047 - Education Request Guidelines**

These guidelines are to help the CUPE 5047 Executive Board make decisions on sending members to CUPE weekend workshops. CUPE Local 5047 Executive board always encourages the development and education of its members and this policy was developed so all members have an equal chance at attending workshops. These guidelines will be very beneficial during any months General Membership Meetings will not be held, or in the case of a lack of quorum at a General Membership Meeting. These are non-binding guidelines, some situations will arise that do not conform to these guidelines and they will be discussed on a case by case basis. To apply for any workshops please email the Executive Board at [cupe5047@outlook.com](mailto:cupe5047@outlook.com).

This procedure is not to dissuade people from attending workshops, rather it is intended to help the member spread the knowledge they have gained, while at the same time encouraging other members to take workshops so they can experience them themselves. After the workshop is completed the member will be encouraged to either attend the next local meeting, and/or provide a short written report, to describe their thoughts on the workshop and how it has helped them grow as a union member.

There are 2 workshop seasons of the year: ☐ Fall Season ☐ Spring Season

Workshops may be held in any of these locations: ☐

Region A - Dartmouth 20 Km ☐

Region B - Truro 100 Km, Bridgewater 100 Km, Kentville 105 Km ☐

Region C - Liverpool 150 Km, New Glasgow 160 Km, Amherst 200 Km, Yarmouth 300 Km, Sydney 450 Km

(Approx. Kms from Halifax center)

### **Selection Process**

The preference of the Executive Board will be that members attend workshops in Dartmouth, as they cost the local the least for travel and no overnight accommodations are required. If a member wishes to attend a workshop and it is offered in the current season in "Region A", they will be approved for that provided the member email the Executive Board and providing there is vacancy in the Educational.

Members are also encouraged to speak to the Executive Board about workshops that they would like to take, even if they are not listed that season. CUPE will schedule local specific workshops in “Region A” if there is a high demand.

### **Region B & C Workshops**

If a member wishes to attend a workshop in Region B or C, the member is required to email the Executive Board, and be prepared to present a request in the manner of a motion at a General Membership Meeting. If there is no scheduled meeting, or quorum is not achieved at the earliest General Membership Meeting following the release of the Educational Schedule, the Executive board of Local 5047 will use its discretion when addressing requests.

### **Accommodations and Travel**

When attending a workshop, the Executive board will book the appropriate accommodations and pay upfront. The per diem will be paid to the member ahead of the workshop, and upon their return they will be paid travel.

☐ **Region A** - Travel Mileage Home to Workshop (return), No Accommodations and a day and half day per diem

☐ **Region B** - Travel Mileage Home to Workshop (return) Accommodations 2 Night and 2 days per diem

☐ **Region C** - Travel Mileage Home to Workshop (return) Accommodations 2 Nights 2 days per diem and a half day per diem

All Mileage is calculated using the most direct route based on Google Maps. Highways will be used over rural routes if applicable.

**\*Please Note**

This policy in no way supersedes the Locals Bylaws. It will always be encouraged all Education requests be brought forward to a General Membership Meeting. This policy will not be used to aid in determining a member's attendance to CUPE Atlantic's Week Long School.