



USW1998

Stewards in Action Training

Agenda and Resources

November–December 2020

Virtually, via ZOOM



This draft was compiled from work by Amber Hocklin, Barb Thomas and D'Arcy Martin and building on manuals from the IW, USW, and CLC

SCHEDULE

Every day is scheduled from 9:00 am –12:30 pm, with a break from 10:30 am -- 10:45 am.

Day 1 — Thursday, November 19, 2020		
9:00 am – 9:30 am	Welcome: Intro, Expectations, Process	Colleen Burke Justen Bennett John Ankenman Kristy Bard Nik Redman Mark Austin Corinne Brandon
9:30 am – 10:00 am	Overview of United Steelworkers	Justen Bennett John Ankenman Kristy Bard
10:00 am – 10:30 am	Stewards' Overview	Justen Bennett John Ankenman Kristy Bard
10:30 am – 10:45 am BREAK		
10:45 am – 12:30 pm	Grievances and Grievance Process (What is a minimum grievance/complaint)	Justen Bennett John Ankenman, Kristy Bard

Day 2 — Friday, November 20, 2020		
9:00 am – 10:30 am	Grievances and the Grievance Process (Investigation basics and writing grievances)	John Ankenman Nik Redman
10:30 am – 10:45 am BREAK		

10:45 am – 12:30 pm	Grievances and the Grievance Process (Investigation basics and writing grievances)	John Ankenman Nik Redman
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Day 3 — Tuesday, November 24, 2020

9:00 am – 10:30 am	Specific Clauses in our Collective Bargaining Agreements <ul style="list-style-type: none"> • Organizational Change • General CBA Clauses and FAQs • Casual Collective Agreement 	Nik Redman Justen Bennett John Ankenman
10:30 am – 10:45 am BREAK		
10:45 am – 12:30 pm	Specific Clauses in our Collective Bargaining Agreements <ul style="list-style-type: none"> • Organizational Change • General CBA Clauses and FAQs • Casual Collective Agreement 	Justen Bennett Nik Redman John Ankenman

Day 4 — Wednesday, November 25, 2020

9:00 am – 10:30 am	Detoxify your Workplace. Standing up to Bullying and Harassment at the University of Toronto [PowerPoint presentation]	Nik Redman Mark Austin
10:30 am – 10:45 am BREAK		
10:45 am – 12:30 pm	Civility, Harassment, Human Rights, and Mediation	Nik Redman Mark Austin Justen Bennett

Day 5 — Wednesday, December 2, 2020		
9:00 am – 10:00 am	Job Evaluation	P.C. Choo Kim Walker
10:00 am – 10:30 am	Accommodation	Nik Redman Kristy Bard
10:30 am – 10:45 am BREAK		
10:45 am – 12:30 pm	Accommodation and Return to Work	Nik Redman Kristy Bard

Day 6 — Thursday, December 3, 2020		
9:00 am – 10:30 am	Health and Safety	Mark Austin Corinne Brandon
10:30 am – 10:45 am BREAK		
10:45 am – 12:30 pm	Health and Safety	Mark Austin Corinne Brandon

Day 7 — Thursday, December 10, 2020		
9:00 am – 10:30 am	Grievance Scenario Group Work	Kristy Bard Justen Bennett John Ankenman
10:30 am – 10:45 am BREAK		
10:45 am – 12:30 pm	Grievance Scenario Group Work Continued	John Ankenman Kristy Bard Justen Bennett

Day 8 — Friday, December 11, 2020

9:00 am – 10:00 am	Role Play: Preparing for a Grievance Meeting Using Scenarios	Nik Redman Kristy Bard
10:30 am – 10:45 am BREAK		
10:45 am – 12:00 pm	Grievance Scenario Group Work Continued	Nik Redman Kristy Bard Justen Bennett
12:00 pm – 12:30 pm	Next Steps	Colleen Burke



Stewards in Action

1

Welcome: Introductions, Expectations and Process

RESOURCES for Stewards Helpful Contacts Listing

President	Colleen Burke	colleen.burke@usw1998.ca	416.506.9090 x. 224
Vice-President and Job Evaluation Principal	P.C. Choo	pc.choo@usw1998.ca	416.506.9090 x. 225
Grievance Officer	Nik Redman	nik.redman@usw1998.ca	416.506.9090 x.231
Grievance Officer	John Ankenman	john.ankenman@usw1998.ca	416.506.9090 x.227
Grievance Officer	Kristy Bard	kbard@usw1998.ca	416.506.9090 x.223
Grievance Officer	Justen Bennett	justen.bennett@usw1998.ca	416.506.9090 x 232
Staff Representative	Mary Lou Scott	mscott@usw.ca	416.977.7274
Health & Safety Representative	Mark Austin	mark.austin@usw1998.ca	416.506.9090 x.238
Health & Safety Assistant	Corinne Brandon	corinne.brandon@usw1998.ca	
Benefits (UofT)	Keithann Newton	keithann.newton@utoronto.ca	416.978.4673

Pension (UofT)	Joe-Anne Vanhorn joeanne.vanhorn@utoronto.ca	416.978.5595
USW Injured Workers Program		416.593.4466
USW Toronto Area Council		416. 977.7274
Lifeline Foundation	Sharon Clarke life_line@bellnet.ca	416.977.6888
UofT Employee Family Assistance Program	http://benefits.hrandequity.utoronto.ca/efap	1.800.663.1142

WEBSITES THAT MATTER

www.usw1998.ca

www.notinmyworkplace.com

www.usw.ca

www.usw.org

Employment Standards Act

www.ontario.ca/laws/statute/00e41

www.labour.gov.on.ca/english/es/pubs/guide

Ontario Human Rights Commission

www.ohrc.on.ca

Canadian Centre for Occupational Health & Safety

www.ccohs.ca

Workers Compensation

www.wsib.on.ca

RESOURCES for Stewards Who's Who in the Local Office

President	Colleen Burke	colleen.burke@usw1998.ca	416.506.9090 x.224
Vice-President and Job Evaluation Principal	P.C. Choo	pc.choo@usw1998.ca	416.506.9090 x.225
Financial Secretary	Toni Eyre	t.eyre@usw1998.ca	416.506.9090 x.229
Recording Secretary and Health and Safety Officer	Mark Austin	mark.austin@usw1998.ca	416.506.9090 x.238
Health & Safety Assistant	Corinne Brandon	corrine.brandon@usw1998.ca	
Grievance Officer	Nik Redman	nik.redman@usw1998.ca	416.506.9090 x.231
Grievance Officer	John Ankenman	john.ankenman@usw1998.ca	416.506.9090 x.227
Grievance Officer	Kristy Bard	kbard@usw1998.ca	416-506-9090 x.223
Grievance Officer	Justen Bennett	justen.bennett@usw1998.ca	416.506.9090 x 232
Office Coordinator	Nina DiTrapani	nina.dt@usw1998.ca	416-506-9090

Outreach and Communication Coordinator	Margaret Bucknam	<u>margaret.bucknam@usw1998.ca</u>	415-506-9090 x.222
Job Evaluation Team	Mary-Marta Briones-Bird	<u>marymarta@usw1998.ca</u>	415-506-9090 x.235
Job Evaluation Team	Kim Walker	<u>kim.walker@usw1998.ca</u>	416-506-9090 x.236
Job Evaluation Team	Jan Eichmanis	<u>jan.eichmanis@usw1998.ca</u>	416-506-9090 x.230