



CUPE Local 1431 Halifax Water Office & Technical Employees

PMB #425 287 Lacewood Dr., Unit 103 Halifax, NS B3M 3Y7

1431.cupe.ca cupe1431@outlook.com

CUPE 1431 - Education Guidelines

These guidelines are to help the CUPE 1431 Executive Board, with consultation of the Education Committee, make decisions on sending members to CUPE weekend workshops. 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 fill out the "CUPE 1431 – Workshop Application".

There are 2 workshop seasons of the year:

- Fall Season
- Spring Season

Workshops may be held in any of these locations:

- Region A
 - Dartmouth 0 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 410 Km

Selection Process

The preference of the Executive Board and Education Committee 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" that is the one, they will be approved to apply for.

If a workshop is not offered in "Region A" in the current season, or the previous season, the member will qualify to apply for the workshop in "Region B".



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If a workshop is not offered in “Region A” in the current season, the previous 2 seasons, and is currently not available in “Region B” the member will qualify to apply for the workshop in “Region C”.

Members are also encouraged to speak to the Education Committee 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 fill out page 2 of the “CUPE 1431 - Workshop Application”. This will ask why the member wishes to take the workshop, what workshops they have taken in the past, and your history and goals within the union (become a shop steward or Executive member).

After the workshop is completed the member will be encouraged to either attend the next local meeting, or provide a short written report, to describe their thoughts on the workshop and how it has helped them grow as a union member.

This procedure is not to dissuade people from attending workshops, it is actually 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.

The CUPE Local 1431 Executive board and the Education Committee always encourages the development of its members and this policy was developed so all members have an equal chance at attending workshops.

Accommodations and Travel

When attending a workshop, the member is to book the appropriate accommodations and pay upfront, knowing they will be reimbursed upon presenting the treasurer with the receipt*. The per diem will be paid to the member ahead of the workshop, and upon their return they will be paid travel and accommodations. The accommodations and travel that will be paid out are based on the Region of which the workshop is held.



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Members can extend their durations with regards to their accommodations or travel, knowing that they will only be reimbursed for the approved amount of time listed under the appropriate Region the workshop is held in.

- Region A
 - Travel Mileage Home to Workshop
 - Accommodations None
 - Meals 2 Days at \$25 Per Day

- Region B
 - Travel Mileage Home to Workshop
 - Accommodations 1 Night
 - Meals 2 Days at \$80 Per Day

- Region C
 - Travel Mileage Home to Workshop
 - Accommodations 2 Nights
 - Meals ½ Day at \$40 & 2 Days at \$80 Per Day

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

*If due to financial reasons a member can not pay for the accommodations upfront, please contact the Recording Secretary and every effort will be made to accommodate you in a discrete manor.