

MEMORANDUI

April 20, 2016

Jacob Hunter TO: Local Executive and Stewards FROM:

IT Services/Admin Representative

FILE NO: cc:

SUBJECT: SPECIAL 1/2-DAY - MINIVAN/WORKSITE AUDIT APP TRAINING - May 20, 2016

REGISTRATION DEADLINE May 5, 2016

DATE: FRIDAY, May 20, 2016

TIME: SESSION ONE - 9:00 a.m. to 11:00 a.m. in MERRITT PLACE: Ramada Inn: 3571 Voght Street, Merritt, BC V1K 1C5; and

TIME: SESSION TWO - 2:00 p.m. to 4:00 p.m. in SALMON ARM Comfort Inn: 1090 22nd Street NE, Salmon Arm, BC V1E 2V5 PLACE:

We are holding a special 1/2-day MiniVan (Workplace Audit App) Training course for local executive and stewards.

In order to make it possible for more stewards to attend, we are splitting the training into two half-day segments, with some stewards attending in the morning in Merritt, BC and some attending in the afternoon in Salmon Arm, BC. Please register and attend a session closest to your residence and/or worksite.

Mileage and expenses will ONLY be paid to the nearest training.

Participants will require an iPhone, Android Smartphone, or Tablet. If you do not have one, please let us know so a training device can be provided.

You must register for this course using the enclosed registration form and return it to Kamloops Area Office at:

BCGEU, 158 Oriole Road, Kamloops BC V2C 4N7 - fax at 1-800-946-0250 or 250-372-1782 - email to area05@bcgeu.ca by May 5, 2016.

A letter confirming your registration and providing further details of the Training and your required LOA will be emailed or mailed to you shortly thereafter.

Expenses: Expenses which you would not otherwise have incurred (i.e., mileage in excess of normal to and from work) may be claimed in accordance with the allowances indicated on the Union's Expense Claim Form. Mileage and expenses will ONLY be paid to the nearest training.

Leave From Work to Attend: If time off work is necessary, the Union will provide you with a Union-paid Leave of Absence Application Form based on the information you provide on the attached registration form.

Be sure to obtain verbal approval to attend the course from your supervisor as soon as possible and provide the Employer with the paperwork when you receive it.

Enclosure TrainingActivist\MiniVan/Announcement - 2016-05-20

/alp MoveUP