

**ALL INFORMATION NEEDS TO BE COMPLETED**

|  |                       |                           |               |
|--|-----------------------|---------------------------|---------------|
| Port Elgin Education<br><b>STUDENT FORM</b><br>115 Shipley Ave.<br>Port Elgin ON N0H 2C5 | 50/50 Funding?<br>YES | H&S Training Fund?<br>YES | Course: _____ |
|  | Phone 1-800-265-3735  | FAX 519-389-3845          | Date: _____   |

**SIN: (For Payroll & Expenses)** \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code : \_\_\_\_\_

Local \_\_\_\_\_ Unit# \_\_\_\_\_

Employer \_\_\_\_\_

Employee Clock # \_\_\_\_\_ Dept. \_\_\_\_\_

Phone (Home) (\_\_\_\_) \_\_\_\_\_

Phone (Cell) (\_\_\_\_) \_\_\_\_\_

Email (Print clearly) \_\_\_\_\_

Smoker: Yes \_\_\_\_\_ No \_\_\_\_\_  
 (Unifor Education Centre is a completely smoke free facility.  
 This question is only to assist in assigning a roommate.)

Date of Birth (mm/dd/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender \_\_\_\_\_

Special requirements: i.e. handicapped room, diet,  
 medical, etc. Yes \_\_\_\_\_ No \_\_\_\_\_  
 If so, what? \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Emergency Phone (\_\_\_\_) \_\_\_\_\_

Roomate Request: \_\_\_\_\_

|  |                    |
|--|--------------------|
| <b>ARE YOU ABORIGINAL OR PERSON OF COLOUR ?</b><br>As part of our Union's commitment to ensure that we better reflect the diversity of our membership at all levels within the Union, we ask that you answer the above question so we can track participation. | YES _____ NO _____ |
|--|--------------------|

**IF ON SALARY CONTINUATION, MARK AN X IN PAYROLL SECTION  
 (If you are being paid by the employer this week)**

ARE YOU A: FULL TIME WORKER? \_\_\_\_\_ OR PART TIME WORKER? \_\_\_\_\_

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Current Wage Rate COLA Total Hourly Rate As of Date

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Aft. Shift Rate Night Shift Rate Other Hours per pay period

\*If vacation pay is included in your regular pay  
 (as per your collective agreement), enter  
 percentage here \_\_\_\_\_ %

Skilled Trades? Yes \_\_\_\_\_

Expected Rate Change (when) \_\_\_\_\_ How much? \_\_\_\_\_

|                            |                       |
|----------------------------|-----------------------|
| Applicant signature: _____ | Date Completed: _____ |
|----------------------------|-----------------------|

Local Union Verification:  
 Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**APPLICANTS CANNOT APPROVE THEIR OWN PAYROLL/EXPENSE FORM, MUST BE SIGNED BY THE PRESIDENT, FINANCIAL SECRETARY OR CHAIRPERSON OTHER THAN ONESELF.**

# **UNIFOR EDUCATION CENTRE COURSES**

## **Paid Education Leave (PEL) and 50/50 Programs**

### **Frequently Asked Questions by LOCALS**

#### **What is the Paid Education Leave program?**

The Paid Education Leave program (PEL) is a fund negotiated by the union in collective bargaining with employers. It was first negotiated by the CAW in 1977 at Rockwell International, an auto parts plant. From there it spread across the union into every sector and region. A lump sum or cents-per-hour is negotiated with the employer. This fund supports union-developed and union-delivered courses at the Unifor Education Centre in Port Elgin, Ontario.

#### **What courses are offered in Port Elgin?**

Over 40 courses are offered in Port Elgin. Most courses are one week in length. We also hold a four-week core program. A schedule is published twice a year. Course descriptions can be found on our website at [www.unifor.org/education-en](http://www.unifor.org/education-en).

#### **Who is part of PEL?**

In the former CAW, 80% of the members had PEL coverage in their collective agreements. This included bargaining units right across the country, in all sectors and across bargaining units of all sizes. A resolution was passed at the Unifor founding convention making PEL a priority at the bargaining table across the Union.

#### **What are the typical amounts bargained?**

PEL is bargained typically two ways: either as a cents-per-hour amount (per employee), or a fixed dollar amount (per year or per contract). The preferred way is the cents-per-hour. Among those with a cents-per-hour payment in the former CAW, the average is about 3 cents per member per hour worked.

#### **How are the funds handled and what are they used for?**

The funds are paid to the National Office on a negotiated schedule (monthly to once per contract). The funds are split between an operating fund (40%) and the unit fund (60%). The operating fund covers items such as course development, classroom, materials, program staff and support staff, Discussion Leader training, and delivery costs including Discussion Leader accommodation, lost wages, mileage and per diem.

The unit fund is credited to the specific bargaining unit and is used for the students from that bargaining unit. It covers lost time (up to 40 hours), mileage, per diem, accommodation and meals at Port Elgin in accordance with PEL bylaws and guidelines. The fund is only used for courses at Port Elgin.

If a participant comes from out of the province or over 400 kilometres away from Port Elgin, their travel is covered through a subsidy fund. Flights are booked by our Port Elgin staff.