

Information Package for the Skilled Trades /Union Education Program (STUEP)

Unifor Family Education Centre - 115 Shipley Ave, Port Elgin, Ontario



Welcoming Plenary

Participants will meet at 1:00 pm Monday afternoon. Check-in should be completed before 1:00 if not after class. Lunch will be available from 12:00—1:00 pm. Have your license plate number available for both check-in and STUEP Monday afternoon class.

Classroom Attendance

The Unifor leadership and membership have negotiated the funds and invested time and effort to provide this program. Your participation will bring many rewards to you and the union as a whole. Participants are expected to attend all plenaries and classes on time. *No cell phones etc. are to be turned on while in the classrooms.*

Evening Class

During the week there will be one scheduled evening class. You are expected to attend this class, as you would attend classes scheduled during the day.

Harassment Policy

Unifor takes its responsibility seriously to ensure all union functions are free of harassment. Incidents of harassment should be reported immediately to your discussion leader or the PEL Administrator. They will be investigated immediately & handled in a confidential manner. A copy of the Harassment Policy is included in your course kit.

Travel Allowance

Only one mileage claim can be made per vehicle (PEL By-Law.) Mileage is paid only when Centre staff can verify that a participant's vehicle is on site. If participants share a ride to Port Elgin, reimbursement is paid only to the driver of the vehicle on site. To inquire about mileage reimbursement for other circumstances, please contact the PEL Administrator at (519) 389-3215.

Parking Regulations

Satellite parking areas are to be used for unloading or loading luggage – **30 min. maximum** & for those with disabilities showing a validated disability-parking permit ONLY. Vehicles must be parked in the main parking lot (top of the hill) throughout your stay at the Centre. For your protection, all parking lots have video surveillance.

Smoking Regulations

All public areas in Bruce County are smoke free effective September 2002. To comply with this by-law, all public areas at the Centre are smoke free including all residential areas & any 3-sided shelter.

Fragrance Free/Nut Free Facility

Please note that the Unifor Family Education Centre is a fragrance free and nut free facility.

Alcohol

All PEL participants have a right to a respectful learning environment. Excessive alcohol use by some can infringe upon the rights of others & interfere with the program. We ask participants to control alcohol use. It is prohibited to use alcohol during class hours. All alcohol consumed in the bar must be purchased in the bar (liquor license requirement).

Illegal Substances

It is prohibited to use any illegal substance at the UNIFOR Family Education Centre.

Quiet Hours

In order to respect the rights of all participants, quiet hours must be maintained after 11:00pm in the gazebo, patios & bedroom areas.

Centre Staff

The staff of the Centre are members of UNIFOR Local 2458 or COPE 343.

Program Administrators

Roland Kiehne

John Breslin

Ken Anderson **1-800-465-0974 ext 5374**

Secretary

Madison Yourth **1-800-265-3735 ext 3215**

Front Desk & Tuck Shop

You may contact the Front Desk at X 3221 during the hours listed below for information or assistance regarding the facilities. Souvenirs of the Family Education Centre are available at the Tuck Shop located next to the Front Desk.

Front Desk Hours

Monday-Friday	8:00am-8:00pm
Saturday	9:00am-5:00pm <i>(Subject to change)</i>
Sunday	1:00pm-7:00pm <i>(Subject to change)</i>

Cafeteria (ext. 3235)

Meals are served in the Cafeteria during the hours listed below.

Cafeteria Hours

Breakfast	7:00am-8:30am
Lunch	12:00-1:00pm
Dinner	5:30-7:00pm

Housekeeping (X 3247)

Your room will be made up each day, including soap & clean towels. You have the option to help the environment by re-using your towels. Simply hang the towels that you will use again. Any towels you wish replaced leave in the bathtub. Housekeeping hours are from 8:30am-4:30pm Monday to Friday. If you need assistance after these hours, please call 519-708-0674 or 519-708-0857.

For Maintenance Concerns

Fill out the form in your room and leave for the Housekeeping Staff or leave a message at the Front Desk ext. 3221.

Beach Area

Goble Grove is a public beach & is accessible using the private path across from the Administration Office. The beach is sandy & gradual, however, be cautious in rough water because of the undertow. We ask that you respect the right of neighbours to peace & quiet after 11:00pm & conduct yourself accordingly. Please note that consumption of alcoholic beverages & fires are prohibited by law on the beach.

Walkways, Decks & Stairs

The Centre has many outdoor walkways, decks & stairs. Snow, ice & rain can make these surfaces dangerous so, in poor weather conditions please use extreme caution when walking on these surfaces. Please observe the "Walkway Closed" sign & use alternate routes.

Whirlpool & Sauna

~~These co-ed facilities are open from 4:00-10:00pm & are accessible by using your room key. Appropriate bathing suits are required to be worn. Towels are available in the sauna area. No bottles or glass are permitted. This area is used at your own risk. No one under the age of 16 is allowed in this area.~~ - Currently closed -

Fitness & Exercise Room

Located next to the whirlpool & sauna room and is accessible using your room key; hours are 5:00am-10:00pm. This area is used at your own risk. Children under 16 years of age are not allowed in this area.

Sports Equipment

All sports equipment usage must be arranged with the Conference Services staff - X3257.

Library

Our Labour Library (located in the Administration Bldg.) and is open 8:00am-11:00pm. The library has 21 computers with internet access. A USB stick must be used to save files.

Telephone Usage

At check-in you can be provided with a telephone instruction sheet. If you have further questions please contact the Front Desk X3221.

Disposal of "Sharps"

For your safety & that of our staff, should you have any "Sharps" such as needles used for insulin, please call our housekeeping department X3247 or the Front Desk at X3221 for a disposal container. Container will be removed upon checkout discreetly.

Fire Safety

Please ensure that your smoking materials are properly extinguished & not thrown on the grounds. No outdoor fires at the gazebo or anywhere else are to be started by anyone except a maintenance staff.

Security

There will be regular "walk-throughs" of all areas by Centre Staff to ensure that everyone's right to quiet hours is respected. Records will be kept of any incidents & these will be reported to the PEL Administrator.

Call ***9-519-708-0447**

***9-519-708-0414**

***Non-emergency – to leave a voice message**

Please dial ext. 3254 or ext. 3211

IN AN EMERGENCY

(Ambulance, Fire or Police)

DIAL 9-911 Our Civic # is 115 Shipley Avenue

Fire

When the fire alarm is sounded in upper buildings (Dining Room, Union Station-bar, Assembly Hall, Gyn, Guest Rooms) proceed immediately to the upper parking lot by way of the patio doors or closest emergency exit. Do not use the hallway if at all possible. If in Classroom Buildings proceed to the Cove Parking area.

First Aid

If required, staff trained in St. John's Ambulance Standard First Aid, CPR & AED can be accessed during normal hours by contacting the Front Desk X3221. After hours, please call one of the following numbers:

***9-519-708-0414**

*** 9-519-708-0447**

***Non-emergency – to leave a voice message**

Please dial ext. 3254 or ext. 3211

If you are unable to reach help at this number, you can ring the buzzer outside the Administration office; wait for staff to arrive. First Aid stations are located in the Administration Office, Kitchen & Maintenance Shop.

Medical Services

Participants requiring the services of a doctor can go to the Emergency Department of the Grey Bruce Health Services, 340 High Street, Southampton: Telephone (from guest room) - **9-519-797-3230**. If you have to go to the hospital, please ensure that you contact the Front Desk X3221, your Discussion Leader and/or the Education Director/Administrative Assistant.