



HOSPITAL EMPLOYEES' UNION

PROVINCIAL OFFICE:

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May 25, 2017

Secretary-Treasurers

Dear Sisters and Brothers:

**Re: Two-Day Supervisors' Conference and Workshop
September 26 and 27, 2017 – Lower Mainland**

HEU supervisors are valued and important members of the union and have a unique role to play in the workplace with specific responsibilities. Supervisors can often be in a challenging position and we want to ensure they have the tools and resources they need to effectively carry out their roles.

This letter is to advise you that a two-day Supervisors' Conference and Workshop is scheduled for September 26 and 27, 2017 at HEU's Provincial Office in Burnaby.

The goals of the conference and workshops are to:

- Bring together HEU supervisors from around the province to share experiences and identify common issues and challenges they face in the workplace.
- Provide them with tools and resources, and develop a solid understanding of their specific roles and responsibilities related to a variety of workplace issues such as: discipline, occupational health and safety, and creating respectful workplaces.
- Discuss the differences between the roles of supervisors and managers.
- Ensure they are familiar with relevant collective agreement provisions, OH&S legislation, workplace policies and so on, in order to exercise due diligence as supervisors.
- Provide an opportunity to gain effective interpersonal, communications and conflict resolution skills.

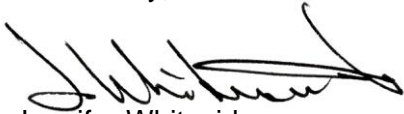
Enclosed, you will find an application form which should be filled out by interested members who are HEU supervisors. Please return one completed application form either by fax, mail, or email no later than **5 p.m. Friday, August 11, 2017**, to the attention of Sonia Paone in the HEU Education Department.

During the selection process, the union attempts to ensure that the diversity of our membership is reflected at all union educational opportunities and we consider issues such as regional, gender, equity and sectoral balance.

Applicants will be contacted in writing or by phone once the selection process is completed.

Once a member has been selected and notified, they will be required to apply for Leave for Union Business in accordance with the appropriate Collective Agreement.

In solidarity,

A handwritten signature in black ink, appearing to read 'J. Whiteside', with a large, sweeping flourish at the end.

Jennifer Whiteside
Secretary-Business Manager

Attachments

cc: Chairpersons
Reps and Directors
Provincial Executive