



April 18, 2024

Secretary-Treasurers

Dear Secretary-Treasurers:

**Subject: Two-day Demystifying Classification Workshop 2024 (In-person)**

If you are interested in learning about classifications and how you can assist members at your workplace with classification related matters this workshop is for you!

This workshop is only offered to HEU members who are **covered by the Facilities, Community Health or Community Social Services Collective Agreements and dealing with a classification system in their Collective Agreements**. It is intended for current advocates of classification issues, who are interested in assisting local officers and servicing representatives with classification matters in the workplace.

WORKSHOP DATE	LOCATION	APPLICATION DEADLINE
September 23 & 24, 2024	HEU Provincial Office	July 22, 2024

The primary goals of this workshop will include:

- An introduction to job classifications
- Information and strategies for navigating through classification processes.
- Job Descriptions and Job Review Requests
- Understanding and demystifying the Maintenance Agreement in Facilities and the Classification Manual(s) in Community Health and Social Services.

Please fill out the attached application form by the indicated deadline and return it to the HEU Provincial Office to the attention of Jamie Caswell, Education and Human Rights Department. Please return only one copy of the application by mail, email to [education@heu.org](mailto:education@heu.org) or by fax at 604-739-1510. Alternatively, an online fillable form is available on our website at [www.heu.org](http://www.heu.org).

We will contact successful applicants by email to confirm further details. Please ensure the email address on your application is current and is your primary email contact to where we will send information regarding the workshop. Once applicants have been notified, they will need to apply for union leave, where applicable.

If you should have any questions regarding the workshop, please contact Jamie Caswell at 604-456-7061, toll-free at 1-800-663-5813 ext. 7061 or by email at [education@heu.org](mailto:education@heu.org).

In solidarity,



**Lynn Bueckert**

Interim Secretary-Business Manager

Attachment

cc: Chairpersons  
Reps and Directors  
Provincial Executive