



Fabco Press



Severance Payments



A number of people have been asking about the new forms that were sent out by the Ministry of Labour for requesting severance. If you are not requesting your severance there is nothing that you have to do with these forms. Your severance will simply remain in trust with the Ministry until January of 2012. However if you are requesting your severance, or if you want to change your banking/RRSP information for the payment in 2012, you can submit updated info to accommodate your changes, but you should wait until you want to withdraw the severance. Also, you will be required to submit your latest 'Notice of Assessment' that you receive from CRA each year. This just verifies that you still have eligible RRSP contribution room, it is not necessary if you are requesting to cash out.

To notify the ministry, you should contact ED Lau, 416-326-6374. His fax number is 416-326-7988

Trillium Drug Plan Application Forms

If you are interested in applying for the Trillium Drug Plan we have the applications here at the Centre.

Drop by and pick one up or give us a call at 519-256-4597



GREEN Companies in Windsor

Over the last year we have had a few new Green Companies move into Windsor and call it home; opening the door for more jobs. At the Adjustment Centre we have received the email addresses for these companies so you can forward your resume to them for consideration. If you do not have internet access or the use of a computer please feel free to stop by the office and use our computers or we can send it through the Adjustment Centre email.

Remember then submitting a resume, to take the time to research the company that you are applying for. When writing your cover letter, base it on what you have learned. By doing this, the company can see that you are an independent, confident and motivated team player.

The 5 companies that we have email addresses for are as follows:

Siliken Canada

➤ Email: diane.dicarlo@siliken.com Website: <http://www.siliken.com>

Pristine LED

➤ Email: admin@pristineled.com Website: <http://www.pristineled.com>

United solar

➤ Email: hr@uni-solar.com Website: <http://www.uni-solar.com>

CS Wind Canada (Samsung)

➤ Email: svangoethem@cswindcanada.com Website: <http://www.cswindcorp.com/eng/>

Windtronics

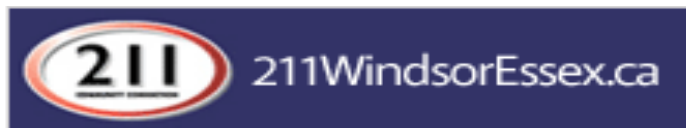
➤ Email: debbyq@windtronics.com Website: <http://www.windtronics.com/>



June 2011

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Be Sun Smart



With summer just around the corner, I thought that writing about being sun safe was a very important topic. Most people look forward to spending as much time outdoors in the nice weather as possible; going to the beach, golfing, gardening and lounging by the pool are just a few common summer activities. Although these activities are very enjoyable they also put people at risk for major health issues if they do not take the proper precautions. The UV rays from the sun can cause sunburns, premature aging (wrinkling, sagging and discolouration of the skin), eye damage and skin cancer. Many people

do not realize that the sun can be dangerous but in actuality it really is. The Canadian Cancer Society estimates that approximately 4,600 Canadians will be diagnosed with melanoma (most serious skin cancer) this year and 900 of those people will die from the disease. I am not saying that all sun is bad and I am not trying to scare anyone, I am just trying to make people realize the importance of protecting themselves from the sun's harmful rays and enjoying the sun safely.

Some important tips to being sun safe are:

- Pay attention the UV index and limit your time in the sun especially during high risk times (usually between 11am and 4pm)
- Look for shade, make sure that there are shaded areas to break from the sun in, if there are none available, make your own by bringing an umbrella
- Wear a wide brimmed hat, sun protective clothing, sunglasses that protect from UVA and UVB rays and lip balm with SPF15
- Apply sunscreen with SPF15 or higher that protects against both UVA and UVB rays (higher SPF's are recommended for prolonged sun exposure, as well as for fair skinned people)

Proper use of sunscreen is very important. Many people are not aware of how to correctly apply sunscreen so they are not receiving the maximum benefits from using it. All exposed areas should be covered evenly, making sure to apply to often missed areas such as ears, neck, face and bald spots. Sunscreen should be applied 15 to 30 minutes prior to being in the sun. It should also be reapplied 20 minutes after being exposed to the sun to ensure maximum protection. Sunscreen should also be reapplied at least every 2 hours while being in the sun and more frequently if swimming or excessively sweating.

Some other important information that is not always commonly known is:

- A sun tan is never healthy, it is a sign of skin damage
- Even if it is cloudy outside you are still getting the UV rays and need to protect yourself
- Tanning beds use UV radiation so they are still damaging your skin
- Babies under 6 months of age should not be exposed to direct sunlight at all and sunscreen is not to be used on a child until they are 6 months old unless specified by a doctor
- Spending time outdoors has many benefits and can be very enjoyable as long as you are taking the proper precautions.

So please enjoy your summer and take pleasure in the sun but remember to take care of yourself and always be sun smart!



What is Healthy Smiles Ontario?



Good oral health is important to kids' overall health. Yet, for some, regular dental care may not be affordable. Healthy Smiles Ontario is a program for kids 17 and under who do not have access to any form of dental coverage. If eligible, your kids will get regular dental services at no cost to you. The 36 local public health units across Ontario are leading the program in communities and are working with local partners such as Community Health Centres, primary care providers, dentists, dental hygienists, hospitals, schools and universities to deliver this program.

**Healthy
smiles
Ontario**

Who is Eligible?

Kids 17 and under may be eligible if:

- They are residents of Ontario;
- They are members of a household with an Adjusted Family Net Income of \$20,000 per year or below; and,
- They do not have access to any form of dental coverage (including other government-funded programs, like Ontario Works).

To find out more about Healthy Smiles Ontario and to see if you qualify, call the ServiceOntario INFOLine:

Toll-free: 1-866-532-3161

TTY toll-free: 1-800-387-5559

416-327-4282 (Toronto only)

Hours of operation: 8:30 a.m. to 5:00 p.m.

If you are not eligible for the Healthy Smiles Ontario program, find out more about other dental services that may be available to you or your family.

Children In Need of Treatment (CINOT)

Ontario Works (OW)

Ontario Disability Support Program (ODSP)

Each course runs 3 consecutive weeks. The registration fee for each course is \$20.00 for all three weeks. To register for any of these courses, please call the Windsor Public Library at 519-255-6770 or visit one of our branches. Payment must be received at the time of registration. **Our CAW members will be reimbursed half the cost once you have paid for the course.** Cancellations must be made at least 72 hours prior to the first class to receive a refund. Any registration outside the 72 hour cancellation window will not be eligible for a refund.

COMPUTER CONCEPTS: This 3-week course will serve as a basic introduction to computer concepts. The course will cover the parts of the computer, the start menu, external devices, website navigation, mouse tutorials, windows basics, and more.

COMPUTER CONCEPTS PART 2: This 3-week course will be a continuation of the introductory basic computer concepts class. The course will cover folder creation, file search, computer application downloads, memory storage devices, and more.

INTERMEDIATE MICROSOFT EXCEL 2007: This 3-week course will cover the intermediate features of Microsoft Excel 2007. The course will cover advanced formulas, auto filters, sorting, absolute references, and more.

INTRODUCTION TO MICROSOFT POWERPOINT 2007: This 3-week course will serve as a basic introduction to Microsoft PowerPoint 2007. The course will cover presentation design, animated graphics, custom layouts, page layout, and more.

INTERMEDIATE MICROSOFT WORD 2007: This 3-week course will cover the intermediate features of Microsoft Word 2007. The course will cover mail merge, bookmarks, cross-references, advanced formatting commands, and more.

JUNE COURSES

COURSE	TIME	DATES
Computer Concepts	10 am – Noon	Monday, June 6, 13, 20
Computer Concepts part 2	3 – 5 pm	Monday, June 6, 13, 20
Intermediate Microsoft Excel 2007	3 – 5 pm	Tuesday, June 7, 14, 21
Microsoft Powerpoint 2007	10 am - Noon	Wednesday June 8, 15, 22
Intermediate Microsoft Word 2007	3 – 5 pm	Wednesday June 8, 15, 22

Do We Have Your New Electronic Resume

While most of our members have submitted resumes, there are still many people for whom we do not have either a paper or electronic resume. Even if we have a hard copy of your resume its important that we receive an electronic version so that your information can be entered into our shared database. Its also important that we have an up to date version that reflects all of your current skills, education and experience.

We are currently working with several organizations to promote our members and our current partner is Workforce Windsor Essex. They are compiling a skills database to market to employers, particularly the two largest green energy companies that will be locating in Windsor. They have also worked closely with the Windsor Parkway Project.

In order for your information to be put into the database we need to have it in an electronic format. If you had your resume prepared here then we already have your electronic version, however if you simply dropped off a resume then its unlikely that we have it in the necessary format.

There are three ways to get us your electronic resume. You can email it to: labouradjustment@yahoo.com.

You can have one of our peer counselors or our employment counselor update your resume on one of our computers or you can come by with your resume on a memory stick or disk. Whatever method you choose please ensure that it is the most current information we are inputting and please make it a priority to do so as early and as often (when information changes) as possible

FINANCIAL FITNESS FOR LIMITED INCOME PART 2

Designing a spending plan

Once you have your income and expenses identified, you can now start to organize them using a spending plan sheet (included).

First write down all your monthly expenses into the categories listed.

Next identify which expenses are **fixed**, which are **flexible** and which are **periodic**. This will give you an idea of which expenses you can make changes to easily and which ones may take a little more effort.

Fixed expenses are ones that do not change; they are the same every month. For example: rent, mortgage, car, insurance.

Flexible expenses are the ones you have every month but they may not be the same amount every month. For example: food, utilities.

Periodic expenses are the ones you have but not on a monthly basis. For example: gifts, car repairs, vet bills.

Add up all of your monthly expenses. This figure must not exceed your monthly income. If it does, you must adjust your income, expenses or both.

Sometimes, in order to balance our spending, we have to make choices about what we will continue to spend our money on. With our values firmly in mind, we can make good choices.

Knowing your needs is another important factor when we are faced with making choices. We all have basic needs.

Basic needs are needs for the things in life that keep us alive. We all need food to live: shelter, clothing, and some of us need medication. These would be considered basic needs.

Once your basic needs are covered, you can bring other things into your spending plan depending on their importance to you and what they cost.

On a limited income, it is important to be aware of all the options available to you so that you can make choices that will be the best for you and your family.

Housing and Shelter

Are your accommodations appropriate to your situation? Can you meet your shelter expenses easily or do they consume most of your income? For lower income earners, shelter cost can easily represent 75-80% of their disposable income.

Other savings that can be achieved in the shelter category are through energy savings, such as dialing down the thermostat, living where utilities are included in the rent, air dry clothing instead of using the dryer, and conserving water.

Food cost are the next major expense. The cost of food has increased to such an extent that it can be extremely challenging to eat nutritiously and stay within your budget for food. There are several community programs that help with food costs, from food banks to food cooperatives; school meal programs will help feed kids. Check for the programs in your area.

Having a stock of basic staples on hand in your kitchen can help to cut food cost. Other cost cutting measures are to eat less meat, pay attention to your portion size, increase vegetables and whole grains, plan your meals, stick to basic foods, reduce the amount of packaged foods you purchase and remember convenience is costly!

Medications is a costly necessity that can quickly upset a spending plan. There are social programs that can help defray the cost of medication. The Trillium Drug plan is one, social assistance and disability programs can help or you can ask your doctor for samples.

Clothing costs can be contained by shopping in second hand or bargain stores like: Value Village, Salvation Army Store, Giant Tiger and The Bargain Shop.

Kids needs and wants are tied to the emotional side of spending. On the one hand, kids are under tremendous pressure to fit in and as parents we want the best for our kids. We often experience **feelings of guilt** if we cannot provide what we feel our kids need. Local community agencies help with coats for kids, Christmas gifts and summer programs. The health unit may provide **emergency dental care** for children who qualify.

Finding ways to make your money go further and be more effective can help reduce the stress associated with living on less. Be sure to keep your core values in mind and focus on the really important things in life. The key to success is **ATTITUDE**. Believe in yourself, don't be afraid to seek assistance when you need it and know that no matter what, **you still matter**.

I have included a **Personal Budget sheet** for you to work with. Fill it out and try to keep to up with it every month. Not only may this help you figure out where you spend money but may also show you how to put some money away.

WHAT SHAPE ARE YOU IN?™

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6955 Cantelon Drive
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12:30 to 3:30 excluding
holidays

Drouillard Place

within boundaries
Mon., Tues, Wed. and
Friday 1:30 to 4:00

Goodfellows

401 Park St. W.
519 252-2739 for hours
of operation

Salvation Army

355 Church St.
519 253-7473 for more
Information



Free Fresh Vegetables

The sounds and smells of spring have sprung....and the planting of fresh produce will begin. I have to say that there is nothing better than meals made with Ontario home grown produce! With the cost of fresh produce going up every year; it is getting harder and harder to eat healthy....so let us help you in providing you with a healthier and less costly way to maintain good health! We will be planting a community garden this year to provide fresh vegetables for our laid off members who are interested in participating. We have been given the use of a plot of land from and at the CAW 195 Local and have secured some donations from other sources for plants and seeds. We also have some limited funding to purchase other items we need. Therefore participants will be able to grow their own fresh vegetables free of charge.

In order to participate you need to register with the adjustment centre by calling 519-256-6142. You will then be contacted to participate in the launch meeting whereby your role and responsibilities will be outlined. In general you will be given a plot of land that you will benefit from and be responsible for. You will also have some duties in maintaining the common areas of the garden for everyone's benefit.

Space is limited. Only displaced CAW 195 members are eligible. If you are interested in getting more information please contact us A.S.A.P. And remember, this is totally free for displaced Local 195 members.



Are you looking for a job

The purpose of a resume is to get an interview. If you're not getting the interviews it is probably your resume.

We can help, by looking at your resume and making some changes to it, to help entice those employers.

Maybe your resume is good, but you need help with your interviewing skills.

Well, that's what we are here for, come down or give us a call at 519-256-2424

Hydro's Time Of Use Changes from 9:00pm to 7:00 pm

Ontario is making it easier for families to use electricity at the lowest rate.

Families will benefit from an extra 10 hours of electricity every week at the lowest rate. The Time-of-Use off-peak period will now begin at 7 p.m. instead of 9 p.m.

This change will help consumers reduce their electricity bills while the province replaces dirty coal fired power with clean, renewable energy and makes sure the lights stay on for our families and businesses.

In addition, the province is taking 10 per cent off electricity bills for families, farms and small businesses for the next five years through the **Ontario Clean Energy Benefit**. It has helped average household bills remain flat compared with the same time last year.

The McGuinty government's Long-Term Energy Plan is helping to keep costs down for Ontarians today, while making crucial investments to build a clean, modern and reliable electricity system using renewable sources of power - like wind and solar.

Quote of the Month

Do not bury your skills in your resume. Place them front and centre. Most employers and HR departments do not have the time to read your entire resume!



Job Search Websites

Office Hours

Monday 9 to 4

Tuesday 9 to 4

Wednesday 9 to 4

Thursday 9 to 4

Friday 9 to 4

We're on the Web

www.labouradjustment.com

Fabco Committee

1801 Walker Road,

Windsor, N8W 3P3

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Ken Maheux

Employment

Counselor

Sue Kelsh

Peer Helpers

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Gerald Peeler

Chris Yoell

John Grant

Rob Kennedy

Newsletter

Candy Eagen

GOVERNMENT RESOURCES

Windsor Employment & Insurance Office

www.servicecanada.gc.ca

HRSDC program & service info

www.hrsdc.gc.ca

Job Bank

www.jobbank.gc.ca

...another access to Service Canada

www.jobsetc.ca

Labour Market Information

www.labourmarketinformation.ca

Federal Government Jobs

www.jobs-emplois.gc.ca

Ontario Government Jobs

www.gojobs.gov.on.ca

Manitoba Job Information

www.mb.workinfontet.ca

JOB SEARCH RELATED INFORMATION

Career Key Agency (advice and tips)

www.careerkey.com

WINDSOR SERVICES PROVIDERS

City of Windsor Employment (formally CDS)

www.careerdevelopmentwindsor.com

& Training Services

www.themcc.com

Multicultural Council

www.uhc.ca

Unemployed Help Centre

www.westofwindsor.com

WEST (Women's Enterprise Skills Training)

www.wwwiwo.org

Windsor Women Working With Immigrant Women

CANADIAN JOB SEARCH RESOURCES

Aerotek (Technical & Professional jobs)

www.aerotek.com

Career Builder (also known as Head-hunter)

www.careerbuilder.com

Canada Jobs (mainly central area of Ontario)

www.canjobs.com

Career Click (Can. Newspaper Ads)

www.working.com

Also found using

www.indeed.ca

Globe & Mail

www.workopolis.com

Monster (local & global jobs)

www.monster.ca

Job Shark

www.jobshark.ca

Hot Jobs (Yahoo)

www.hotjobs.ca

CNC Global (IT technical jobs)

www.sapphireca.com

Canada IT (Information Technology jobs)

www.canadait.com

Technical Canada

www.techjobscanada.com

Teaching jobs

www.educationcanada.com

Hospitality related job listings

www.cooljobscanada.com

Finance

www.higherbracket.ca

Retail

www.allretailjobs.com

City of Windsor (Work for Windsor)

www.citywindsor.ca

Apprenticeship Vacancies

www.apprenticesearch.com

Older workers

www.seniorjobbank.org

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WHMIS

Re-certification

Course date:

Course date:

July 8 & 11

This Adjustment Committee Is Made Possible Through Funding From The Province Of Ontario