

MEMORANDUM

TO: All Local Presidents or Next Highest Ranking Officers in all
Hospital Professionals Division (Sector 10) Bargaining Units

FROM: Moya Beall, Negotiator

DATE: June 12, 2008

SUBJECT: HOSPITAL PROFESSIONALS DIVISION (SECTOR 10)
PROVINCE-WIDE DEMAND SET MEETING

Dear Sister/Brother:

This is to advise you that a Province-wide Demand Set meeting has been scheduled as follows. All bargaining units in the Division are invited and are encouraged to attend even if they are not participating in the central bargaining process:

DATE: November 21 & 22, 2008

HOTEL: Radisson Hotel Toronto East
55 Hallcrown Place
Toronto, ONTARIO M2J 4R1
Tel: 1-888-201-1718

MEETING ROOM: Ballroom

TIME: 9:00 a.m. to 5:00 p.m.

REGISTRATION: November 21 - 8:00 a.m. to 9:00 a.m.
November 22 - 8:00 a.m. to 9:00 a.m.

If you have not done so already, please schedule a demand set meeting(s) for your bargaining unit(s) **no later than September 30, 2008**. Your Staff Representative is required to attend your bargaining unit demand set meeting, so please consult with him/her before setting the date.

The purpose of the bargaining unit demand set meeting(s) is for the members to:

1. Vote on participating in central bargaining;
2. Review recommendations from the Pre-Bargaining Conference;
3. Discuss and formulate province-wide demands;
4. Formulate local demands
5. Elect a local negotiating team (for local issues, or if not joining central bargaining, for the renewal of the contract);

You are requested to return the demands, participation form and registration forms to **Agnela Pereira (via Fax: 416-448-7451)** by **October 3, 2008**. This will allow time to collate and prepare the demands for the Province-wide Demand Set Meeting.

Delegate Entitlement

Please send the same two delegates that your bargaining unit sent to the Pre-Bargaining Conference. If delegates did not attend the Pre-Bargaining Conference or if there is a change, the delegate entitlement is as follows:

Each Division bargaining unit shall be entitled to send two (2) delegates to the PBC and provincial demand-setting meeting. (They shall be, except in extenuating circumstances, the same two delegates). Where the bargaining unit is a single-unit Local, the Local President (or in his/her absence, the Local Vice-President) shall be the automatic first delegate. For all other bargaining units, the highest-ranking officer in the unit shall be the automatic first delegate. The second delegate shall be elected by fifty percent (50%) plus one (1) of the valid ballots cast of the members voting at a general membership meeting of the Unit. In the event that the officers entitled to be automatic first delegate are unable to attend the provincial demand-setting meeting, then both delegates shall be elected. Delegates must be members of the bargaining unit that they are representing at the demand set.

Delegates to both meetings shall be responsible for representing their Unit during the bargaining process, including responsibility for reading, reviewing, summarizing and communicating bargaining information at the Bargaining Unit level.

Any member of the Division Executive or Central Negotiating Team who is not entitled to attend the PBC under the entitlement above shall also be entitled to attend with voice but no vote and will have their expenses paid by OPSEU.

An Executive Board member who is a member of the Division may attend with voice but no vote, unless the Executive Board member is a delegate from a Member Unit.

Accommodation/Travel:

1. Members will be responsible for making their own accommodation and payment arrangements with the Radisson Hotel Toronto East. Please call the hotel to make your reservations.
2. Rooms cannot be guaranteed after **October 3, 2008**. (You will be responsible for any additional cost for reservations made after this date).
3. You are responsible for finding another member to share your hotel room with. Be sure to indicate whom you will be sharing with on your hotel registration form and notify the hotel of any changes/cancellations immediately. If you wish a room on your own, you or your Local (check first) will be responsible for one half of the cost. If you are having difficulty finding a roommate, speak to your Local President. He/she may be able to assist you in finding someone to share with. If your roommate does not show up at the Meeting, you will be responsible for the full cost of the room.
4. OPSEU will not pay for accommodation for members living within sixty (60) kilometers of the hotel.
5. Members will be responsible for payment of their hotel room when they check out. There are no charges billed back to OPSEU. Delegates will be reimbursed for the cost of a twin shared room at the Radisson Hotel Toronto East only, as per OPSEU policy.

5. Cancellations

If you will not be attending the meeting, notify **Agnela Pereira**, ext. 8233, at OPSEU Head Office as soon as possible. **You must cancel your own hotel reservations or you will be responsible for payment of the room. Only cancel your portion of the room, if sharing. If you know your roommate, be sure to let your roommate know you have cancelled. Advance cheques issued are non-transferable and must be returned.**

IMPORTANT FACTS

OPSEU' S Fragrance and Nut Free Policy

In accordance with the fragrance free policy for OPSEU, "Persons attending OPSEU meetings are requested to refrain from using perfume, cologne and other fragrances for the comfort of other participants".

Nut Product Sensitivity/Allergy

Participants are asked to refrain from bringing nut products to meeting events. These products include a range of items including peanuts, peanut butter, pecans, walnuts, chocolate bars and energy/nutrition bars, etc.

During meeting activities it is impossible to assure that such products will not come into contact with others.

Those who may entertain delegates in hospitality suites, caucuses or other informal meetings are also asked to comply with this alert.

As with other allergens, exposure to nut products can produce dramatic and life threatening reactions in some people.

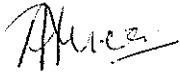
In this kit you will find:

1. Credential and Advance Form
2. Personal assistance Request Form (***In addition, be sure to let the hotel know, if you require special accommodation***)
3. Child Care Registration Form
4. Instructions for bargaining unit demand set meetings
5. Information about Central Bargaining
6. Participation form for central bargaining
7. Forms on which to record central and local demands
8. Form for recording names, addresses, phone numbers of your local negotiating team
9. List of issues appropriate for central bargaining
10. The Report of the Pre-Bargaining Conference.

Please get in touch if you have questions.

In Solidarity,

Authorized for Distribution



per Moya Beall
Negotiator



Warren (Smokey) Thomas
President

wt/ap

c: Hospital Professionals Division Executive
Hospital Professionals Division Bargaining Team Chair
Executive Board Members
Staff Representatives with Hospital Professionals Division
Responsibilities
Michele D. Haber, Research Officer
Agnela Pereira
Nicki Costa – Travel Department
Accounting Department
OPSEU Direct
Barry Casey – Supervisor