

# MEMORANDUM

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

**FROM:** Ruth Hamilton, Senior Negotiator

**DATE:** June 8, 2010

**SUBJECT:** HOSPITAL PROFESSIONALS DIVISION (SECTOR 10) –  
BARGAINING UNIT DEMAND-SETTING & PROVINCIAL DEMAND -  
SETTING MEETING

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Dear Sister/Brother:

This memorandum is an announcement of these upcoming events:

- 1) Bargaining Unit Demand-Setting for 2010; and
- 2) The 2010 Provincial Demand-Setting Meeting.

1) **BARGAINING UNIT DEMAND-SETTING**

If you have not done so already, please schedule a demand-setting meeting(s) for your bargaining unit(s) **no later than September 30, 2010**. 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-setting meeting(s) is for the members to:

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

In this kit you will find:

1. Instructions for conducting bargaining unit demand-setting meetings
2. Information about Central Bargaining
3. Participation form for Central Bargaining
4. Forms on which to record Central and Local demands
5. Form for recording names, addresses, and phone numbers of your local negotiating team
6. List of issues appropriate for Central Bargaining
7. The Report of the Pre-Bargaining Conference (PBC)
8. PowerPoint presentations from the PBC

As well, for those bargaining units that were unable to attend the PBC, copies of the Conference materials are also found in this kit.

This information will be very helpful to you and your membership as you consider which demands to take to the bargaining table. Whether you are a non-participating bargaining unit or a participating bargaining unit, whether you are exploring possible demands for local bargaining or Central bargaining, the information in this package will be invaluable.

**Please do not share this information with the Employer! Please also limit the distribution of these documents, particularly the survey results, to as few people as possible.** Much time and effort has gone into the preparation of this information and we would only be disadvantaged if your Employer or the Ontario Hospital Association were to gain access to it.

You are requested to return the demands and forms to **Collective Bargaining** by either **Fax: 416-448-7451** or **email: [apereira@opseu.org](mailto:apereira@opseu.org)** by **October 1, 2010**. This will allow time to collate and prepare the demands for the Provincial Demand-Setting Meeting.

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## **2) PROVINCIAL DEMAND-SETTING MEETING**

The Provincial Demand-Setting 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:

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

<b><u>DATE:</u></b>	November 19 & 20, 2010
<b><u>HOTEL:</u></b>	Courtyard by Marriott 475 Yonge St. Toronto, ONTARIO M4Y 1X7 Tel: (416) 924-0611/1-800-847-5075
<b><u>MEETING ROOM:</u></b>	Courtyard Hall
<b><u>TIME:</u></b>	9:00 a.m. to 5:00 p.m.
<b><u>REGISTRATION:</u></b>	November 19 - 8:00 a.m. to 9:00 a.m. November 20 - 8:00 a.m. to 9:00 a.m.

### **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 Courtyard by Marriott. Please call the hotel at:

1-800-847-5075/ 416-924-0611 or use the link below to make your reservations.

**ONE (1) KING BED:**

Courtyard Toronto Downtown >> 1 King Bed

**TWO (2) QUEEN BEDS:**

Courtyard Toronto Downtown >> 2 Queen Beds

Room Rates: Single/Double: \$119.00, Twin-Shared: \$59.50 (plus tax)

2. Rooms cannot be guaranteed after **October 18, 2010**. (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 Courtyard by Marriott only, as per OPSEU policy.
5. **Cancellations**  
If you will not be attending the meeting, notify **Collective Bargaining** at **apereira@opseu.org** 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.***

Please get in touch if you have questions.

In Solidarity,

Authorized for Distribution



Ruth Hamilton  
Senior Negotiator



Warren (Smoke) Thomas  
President

wt/ap

- c: Hospital Professionals Division Executive  
Executive Board Members  
Staff Representatives with Hospital Professionals Division  
Responsibilities  
M. Dawson Haber, Research Officer  
N. Costa – Travel Department  
Accounting Department  
OPSEU Direct  
B. Casey – BPS Supervisor