

# MEMORANDUM

**TO:** Local Presidents or Highest Ranking Officers in all Hospital Professionals Division Bargaining Units

**FROM:** Moya Beall, Negotiator

**DATE:** March 12, 2008

**SUBJECT:** HOSPITAL PROFESSIONALS DIVISION  
PRE-BARGAINING CONFERENCE

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Dear Sister/Brother:

This is to advise you that a Hospital Professionals Division Pre-Bargaining Conference 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:** Friday, May 30, 2008

**HOTEL:** Delta Chelsea Inn  
33 Gerrard St. W. Toronto  
Tel: (416) 595-1975

**MEETING ROOM:** Churchill Ballroom

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

**REGISTRATION:** 8:00 a.m.

In addition, because the HPD Province-wide Demand Set Meeting will be coming up on November 22 & 23, 2008, I am writing to ask you to 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 Pre-Bargaining Conference (PBC) is the important first step in our next round of bargaining. Its purpose is to support achievement of the highest possible province-wide standards in our collective agreements through the following means:

- i) by examining in depth a number of issues that are relevant to the forthcoming round of negotiations;
- ii) develop themes for consideration at the bargaining unit demand setting meetings
- iii) identify priority issues
- iv) provide guidance and recommendations for bargaining unit demand setting meetings.

#### Delegate Entitlement

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 full delegate status.

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 Delta Chelsea Inn. Enclosed is an ***Accommodation Form that must be returned to the hotel by May 7, 2008***
2. Rooms cannot be guaranteed after **May 7, 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 Delta Chelsea Inn 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.***

Forms Enclosed

1. Attendance and Advance Form
2. Delta Chelsea Accommodation Form
3. Special needs form to be completed if applicable
4. Child care registration form, to be completed if applicable.
5. A copy of the HPD Negotiations Procedures (subject to Executive Board approval).

All of these forms **must be faxed (416-443-7451)** to Head Office (**Attention: Agneta Pereira**) or e-mailed to [apereira@opseu.org](mailto:apereira@opseu.org) so they are received no later than **May 7, 2008.**

In Solidarity,

Authorized for Distribution



Moya Beall  
Negotiator



Warren (Smokey) Thomas  
President

Enc:

cc: Hospital Professionals Division Executive  
Executive Board Members  
Staff Representatives, Sector 10  
Regional Offices  
Nicki Costa – Travel Department  
Accounting Department  
OPSEU Direct  
Barry Casey – BPS Supervisor