

MEMORANDUM

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

FROM: Ruth Hamilton, Senior Negotiator

DATE: March 2, 2010

SUBJECT: HOSPITAL PROFESSIONALS DIVISION
PRE-BARGAINING CONFERENCE

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:

<u>DATE:</u>	Wednesday, May 5, 2010
<u>HOTEL:</u>	Sheraton Centre 123 Queen Street West Toronto, ON M5H 2M9 Tel: (416) 947-4955 ext. 4440
<u>MEETING ROOM:</u>	Civic Ballroom
<u>TIME:</u>	9:00 a.m. to 5:00 p.m.
<u>REGISTRATION:</u>	8:00 a.m.

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 Sheraton Centre. Please call the hotel to make your reservations.

Room Rates: Single/Double: \$200.00 (plus tax), Twin Shared: \$100.00 (plus tax)
Parking at City Hall lot: Daily max. \$14 from 7 a.m.-6 p.m., night max \$6 from 6 p.m. – 7:00 a.m.

2. Rooms cannot be guaranteed after **March 29, 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 Sheraton Centre 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. Credential Form
2. Special needs form to be completed if applicable.
3. Child care registration form, to be completed if applicable.
4. A copy of the HPD Negotiations Procedures.

All of these forms **must be faxed (416-443-7451)** to Head Office (**Attention: Agneta Pereira**) or e-mailed to **apereira@opseu.org** so they are received no later than **March 29, 2010.**

In Solidarity,

Authorized for Distribution



Ruth Hamilton
Senior Negotiator



Warren (Smokey) Thomas
President

Enc:

WT/ap

- c: Hospital Professionals Division Executive
Executive Board Members
Staff Representatives, Sector 10
Regional Secretaries
Nympha Chan, Conferences Secretary
Accounting Department
OPSEU Resource Centre
Barry Casey – BPS Supervisor