



MEMORANDUM

TO: All Highest Ranking Members

FROM: Benoit Dupuis

DATE: August 23, 2013

SUBJECT: CAAT-A PRE-BARGAINING CONFERENCE

Dear Sisters and Brothers:

This is to advise you that a Pre-Bargaining Conference has been called for:

<i>DATE:</i>	October 26-27, 2013
<i>Location:</i>	Sheraton Centre Toronto Hotel-Willow Room
<i>TIME:</i>	9:00 am – 5:00 pm
<u>REGISTRATION:</u>	8:30 am

Your delegate entitlement is according to the convention formula (Article 13.4 Constitution), **based on the number of CAAT Academic members in the Local concerned**, except that first delegate will be **Local President**.

Up to 150 members	1 delegate
151 to 300 members	2 delegates
301 to 500 members	3 delegates
501 to 800 members	4 delegates
801 to 1100 members	5 delegates
1101 or more member	6 delegates

The members of the current Divisional Executive are automatic delegates in their own right. They may attend over and above their Local's entitlement, as do Executive Board Members from the Division.

When determining your local's delegate entitlement, please use the local's signed-up membership count as of July 31, 2013.

Any alternate(s)/ observer(s) accompanying delegates are at the Local's expense. Head Office will cover an alternate's expenses ONLY where the alternate attends instead of and in place of the delegate. Please note that alternates, like delegates **MUST BE ELECTED**.

OPSEU has blocked off a number of hotel guest rooms. However, you must make your own reservation. Please note the cut-off date is October 4, 2013.

As per policy, OPSEU will only pay twin shared rate and no accommodation if living within 60 km of the hotel. Accommodations for delegates will NOT be direct-billed so please take this into account when completing your advance request. OPSEU policy covers *shared* accommodations only, so if someone wants their own room, they would need to cover the other half of the cost (or the local will cover the costs if your by-laws allow for this). If you request anything else, it will be your/the Local's responsibility to pay the difference in cost. Provide the hotel with the name of the member you will be sharing your room with.

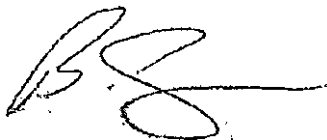
Forms:

1. Attached is a Credentials and Advance Form to be signed by two local officers. Please complete the enclosed Credential form for each individual who will be attending, CLEARLY NOTING THEIR STATUS (i.e. Delegate, Alternate, Observer).
2. Also attached are an Accommodation Request Form and Child Care Form to be completed if applicable.

All of the forms must be faxed or emailed to head office no later than October 4, 2013 to: Crystal Hiltz at 416-448-7451 or 2013caatapbc@opseu.org.

In solidarity,

Authorized for Distribution



Benoit Dupuis
Chair



Warren (Smokey) Thomas
OPSEU President

/ch

CC:

CAAT-A Division Executive Members

OPSEU Executive Board Members

Senior Staff

Mark Kotanen, Negotiator

Steve Nield, CAAT Supervisor

Wendy Elliott, Sector Assistant

Travel Department

Accounting Department



NOTE DE SERVICE

DESTINATAIRES : Tous les dirigeants des sections locales

EXPÉDITEUR : Benoît Dupuis

DATE : 23 août 2013

OBJET : **CONFÉRENCE DE PRÉ-NÉGOCIATION DU PERSONNEL
SCOLAIRE DES CAAT**

Chères consœurs, chers confrères,

Vous trouverez ci-dessous les détails sur la prochaine Conférence de pré-négociation.

<u>DATE :</u>	Les 26 et 27 octobre 2013
<u>LIEU :</u>	Hôtel Centre Sheraton, Toronto – Salle Willow
<u>HEURE :</u>	9 h à 17 h
<u>INSCRIPTION :</u>	8 h 30

L'admissibilité des délégués est établie selon la formule du Congrès du SEFPO (article 13.4 des Statuts), **basée sur le nombre de membres du personnel scolaire des CAAT dans la section locale intéressée,** à l'exception du **président de la section locale** qui est le premier délégué d'office.

Jusqu'à 150 membres	-	1 délégué
151 à 300 membres	-	2 délégués
301 à 500 membres	-	3 délégués
501 à 800 membres-		4 délégués
801 à 1 100 membres	-	5 délégués
1 101 ou plus de membres -		6 délégués

Quel que soit le nombre de délégués admissibles dans leur section locale, les membres de l'Exécutif divisionnaire du personnel scolaire sont automatiquement des délégués **de leur droit**. Ils peuvent assister à la conférence au même titre que les membres du Conseil exécutif du SEFPO.

Pour déterminer l'admissibilité des délégués de votre section locale, veuillez utiliser le compte des membres en règle établi le **31 juillet 2013**.

Tout suppléant ou observateur qui accompagne les délégués assiste à la conférence **aux frais de la section locale**. Le SEFPO prend en charge les dépenses d'un suppléant **SEULEMENT** s'il assiste à la place d'un délégué. Veuillez noter que les suppléants, comme les délégués, **DOIVENT ÊTRE ÉLUS**.

Le SEFPO a pris des arrangements de réservation de nombreuses chambres d'hôtel. Toutefois, vous devez faire votre propre réservation à l'avance. Veuillez noter que la date limite pour faire les réservations est **le 4 octobre 2013**.

Selon la politique du SEFPO, toute les chambres d'hôtel doivent être partagées entre deux personnes et aucuns frais d'hébergement ne seront remboursés si les délégués habitent à moins de 60 kilomètres de l'hôtel. Les chambres ne seront pas facturées directement au SEFPO. Veuillez en prendre note quand vous remplissez votre demande d'avance de fonds. Si vous ne voulez pas partager votre chambre, vous devez payer vous-même les frais de la moitié de la chambre (ou votre section locale en assume la responsabilité selon les règlements). De plus, il incombe à votre section locale de payer toutes les autres dépenses occasionnées. **Veuillez remettre à l'hôtel le nom de la personne avec qui vous partagez la chambre.**

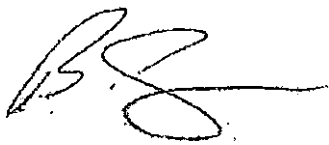
Formulaires :

1. Ci-joint un **Formulaire de participation et d'avance de fonds à signer par deux dirigeants de la section locale**. Veuillez remplir un formulaire pour chaque délégué qui assiste à la conférence, **EN INDIQUANT CLAIREMENT LEUR TITRE (par ex. délégué, suppléant, observateur)**.
2. Également ci-joint un **Formulaire de demande d'hébergement** et un **Formulaire de garde d'enfant** à remplir le cas échéant.

Tous les formulaires doivent être envoyés par télécopieur ou par courriel au bureau principal du SEFPO au plus tard le 4 octobre 2013 à Crystal Hiltz au 416-448-7451 ou 2013caatapbc@opseu.org.

En toute solidarité,

Distribution autorisée par :



Benoit Dupuis
President de l'Executif divisionnaire



Warren (Smokey) Thomas
President du SEFPO

/ch

C.C.:

Membres de l'Executif divisionnaire du personnel scolaire des CAAT

Membres du Conseil executif du SEFPO

Personnel de niveau superieur

Mark Kotanen, negociateur

Steve Nield, superviseur du personnel scolaire des CAAT

Wendy Elliott, ajointe au secteur

Service de voyages

Service de la comptabilite



ACCOMMODATION REQUEST FORM

Event Name: CAAT-A Pre-Bargaining Conference

Event Date: October 26-27, 2013

NOTE: This form is to help the Equity Unit review requests for accommodation in accordance with the *Ontario Human Rights Code*. Please answer the questions below, sign and date the form and fax it to the fax # or e-mail address on page 2. If this was mailed to you, please return it in the enclosed envelope. **Sufficient information must be provided to substantiate a request. An Equity Unit Officer will contact you to discuss your needs further.**

Member Name: _____

Local #: _____ Employer: _____

Phone # for contact: _____ E-mail: _____

1. Please tell us the Code-related grounds for which you are seeking an accommodation (select all that apply):

- Disability
- Sex/Gender (including pregnancy)
- Family Status
- Creed (religion)
- Other (Please Specify)_____

2. Please identify the specific accommodation(s) you are requesting to enable you to participate fully in the activities of the union:

- Interpreter [Specify Type:_____]
- Child care / attendant care
- Material in alternate format [Please specify:_____]
- Dietary Restrictions.(Please list)

- Other [Please list]

3. a) Is your Code-related need temporary or permanent?

NOTE: All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.

___ Temporary ___ Permanent

b) If it is temporary, what is the expected duration of your Code-related need?

4. a) What are your current restrictions and limitations?

b) Are any of these restrictions and limitations permanent? If yes, please list:

5. Please provide any additional information that you feel may assist us in reviewing your request. [Attach any relevant documents.]

Signature: _____ Date: _____

PLEASE FORWARD COMPLETED FORMS TO CRYSTAL HILTZ BY FAX AT 416-448-7451 or BY E-MAIL 2013caatapbc@opseu.org NO LATER THAN OCT. 4, 2013. Alternatively, this form may be sent directly to the Equity Unit at 416-448-7419 or via e-mail to equity@opseu.org.

NOTE: All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.



ATTENDANCE AND ADVANCE FORM

CAAT- A PRE-BARGAINING CONFERENCE

The Sheraton Centre – October 26-27, 2013

MEETING LOCATION
The Sheraton Centre- Willow
Room
123 Queen St. W.
Toronto Ontario M5H 2M9
Toll-Free: 1-800-325-3535

PERSONAL INFORMATION	LOCAL: _____ UNION # _____
	NAME: _____ Last _____ First _____
	HOME ADDRESS: _____ Street _____ City _____ Postal Code _____
	PHONE NUMBERS: _____ Home _____ Business _____
	E-MAIL: H _____ W _____
STATUS	Delegate <input type="checkbox"/> Alternate <input type="checkbox"/> Observer <input type="checkbox"/> Bargaining Team, Sector Executive or EERC <input type="checkbox"/> (Please check one only)
ACCOMMODATION Taxes not included Rate: \$92.50- shared \$185.00- single	Members will be responsible for booking their own accommodation. Please call the Sheraton Centre Toronto at 1-888-627-7175 and refer to <u>OPSEU CAAT PREBARGAINING</u> when booking to receive group rate. Book your accommodation prior to <u>October 4, 2013</u>. <ul style="list-style-type: none"> If you are bringing your spouse, you are to pay half of the cost of the room. If single accommodation is requested, you will be expected to absorb the difference between shared accommodation and single cost. OPSEU will pay accommodation only for delegates travelling in from more than 60 km.
BARGAINING UNIT INFO	Employer Name: _____
TIME OFF	<i>*Please complete in FULL</i> Time off letter required Yes <input type="checkbox"/> No <input type="checkbox"/> Dates: _____
	Name of Employer Contact/ Title: _____
	Employer: _____
	Address: _____
	Fax # and Email Address: _____
	<u>Please check off if you are attending on: Shift <input type="checkbox"/> Vacation <input type="checkbox"/> Regular Day Off <input type="checkbox"/> Work Day <input type="checkbox"/></u> <u>NOTE: Claims for lost wages must be accompanied by supporting documentation confirming the details of time off without pay. Own time will be paid to members using lieu days, accumulated credits or vacation days. Own time will not be paid for an unpaid day.</u>
ADVANCE	Required Yes <input type="checkbox"/> No <input type="checkbox"/> Amount \$ _____ Will you Fly <input type="checkbox"/> or Drive? <input type="checkbox"/> Sent to: Home <input type="checkbox"/> Pick-up at Conference <input type="checkbox"/> Regional Office <input type="checkbox"/> _____
CHILDCARE	Required Yes <input type="checkbox"/> Please complete the Childcare Form attached No <input type="checkbox"/> . You must register by Oct. 4, 2013 . OPSEU will not be responsible for childcare after the deadline.
SPECIAL NEEDS	Yes <input type="checkbox"/> No <input type="checkbox"/> Please complete Personal Assistance Request Form attached.

This form must be attested to by two officers of the Local sending delegates.

Page 1 of 2

1. NAME (print) _____ Signature: _____

NOTE: All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.

Position on Local Executive: _____

2. NAME (print): _____ Signature: _____

Position on Local Executive: _____

FAX to Crystal Hiltz at 416-448-7451 or EMAIL to 2013caatapbc@opseu.org by Oct. 4, 2013

NOTE: All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.



REGISTRATION FORM FOR CHILD CARE

CAAT- A PRE- BARGAINING CONFERENCE

Sheraton Centre Toronto Hotel – October 26-27, 2013

NOTE: Requests for on-site child care should be received by **September 26, 2013** otherwise child care arrangements for on-site child care may not be made. Members who bring their children to the event without the required notice may be responsible for making their own Childcare arrangements. The Family Attendant Care section on the reverse side of the expense claim must be completed whenever family care or meals for dependant children are claimed.

Child's Name Card #	Age	Medical Problems Allergies, Special Care Needed	Health
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For what days and times will the child care be required?

Name of Parent (print) _____ **Signature** _____

Home Address _____
(Street) (Apt) (City) (Postal Code)

Phone #: (Home) _____ **(Bus)** _____

Local # _____ **Union Number** _____

NOTE: According to OPSEU policy:

- Members who bring their child(ren) to union events will be entitled to single accommodation and meal expenses.
- The meal allowance for children under the age of 13 years of age is 50 percent of OPSEU's standard meal allowance.

NOTE: All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.

3. If a spouse accompanies the member and the child(ren) to an OPSEU function, the member should bear the cost of the private room and no expenses (travel or meals) will be paid for the child(ren) or the spouse.
4. All children (16 years or younger), accompanying delegates must be registered. If they are not registered, single accommodation and meals will not be honoured.
5. Child and dependant care claims must be signed by the care provider and may be verified by Head Office before reimbursement is made.

**PLEASE FAX THIS FORM TO CRYSTAL HILTZ AT: 416-448-7451 OR SCAN AND
SEND BY EMAIL TO: 2013caatapbc@opseu.org BY OCTOBER 4, 2013**