



**To:** Part-Time College Support Highest Ranking Officers  
Part-Time College Support Divisional Executive

**From:** Duncan McFarlane, Part-Time College Support Divisional Chair

**Date:** August 28, 2020

**Subject:** Part-Time College Support Pre-Bargaining Conference

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Dear Members:

This is to advise you that the Part-Time College Support Pre-Bargaining Conference has been scheduled.

**Date(s):** Friday, November 6, 2020 9:00 am - 5:00 pm  
Saturday, November 7, 2020 9:00 am - 1:00 pm

**Virtual Meeting:** Participation instructions will be provided to all attendees upon confirmation of attendance.

**Registration:** Friday, November 6, 2020 8:00 am - 9:00 am

On February 21, 2019 the newly certified College Support Part-Time Bargaining Unit ratified their first ever Collective Agreement. With this, the OPSEU Executive Board approved new College Support Part-Time Negotiations Procedures. As part of these procedures, we are holding our first Part-Time College Support Pre-Bargaining conference where there will be discussion and development of relevant issues related to our forthcoming round of negotiations.

Further to this we will be holding elections for the following committees:

- Seven (7) Bargaining Team Members
- Chair and Vice-Chair from amongst the elected Bargaining Team Members
- Fourteen (14) Bargaining Team Members as alternates

Due to the pandemic, the process for elections at the Pre-Bargaining conference will be different as we are not able to meet in-person as per our practice. Instead, we will be conducting the meeting virtually, using Zoom and online voting technology.

## Delegate Entitlement

***\*\*Please Note: Only Part-Time College Support Members are eligible to be delegates to this meeting.***

The local's delegate entitlement is calculated based on the convention formula under Article 13.4 of the OPSEU Constitution. The members of the current Transitional Team and the Divisional Executive (DIVEX) are automatic delegates in their own right. They may attend over and above their Local's entitlement. The quorum shall be 50% of all registered delegates.

The Local's delegate entitlement (attached) is based on your Part-Time Unit membership as of December 31, 2019.

### Size of Part-Time Unit in your Local:

- 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 to 1500 Members 6 delegates
- 1501 to 1900 Members 7 delegates

Expenses incurred by alternate(s)/observer(s) are at the Local's expense. OPSEU Head Office will cover an alternate's expense ONLY where the alternate attends instead of and in place of the delegate. Please note that alternates, like delegates, must be elected.

***\*\*Please Note: As this meeting is being held virtually, no expenses outside of time off (if required) will be reimbursed except in special circumstances where expenses have been pre-approved.***

## Elections

Nominations for all positions, identified above, may be made ahead of the Pre-Bargaining Conference, using the attached nomination form. Nominations for all positions will also be accepted during the Pre-Bargaining Conference.

To submit a nomination form in advance, please email the Negotiations Unit at [jhaggart@opseu.org](mailto:jhaggart@opseu.org) with the completed form by **October 23**. All members nominated in advance must complete the attached nomination form to accept any and all positions for which they are running. For example, if you are interested in running for Bargaining Team alternate only if you don't get voted in for the Bargaining Team member, then you will need to ensure that you are nominated and accept both positions prior to advance nominations being closed on October 23.

The names of all those nominated in advance will be posted on the College Support Part-Time website [www.collegesupportpt.org](http://www.collegesupportpt.org). Again, to be clear, you will need a nominator for each position you are running for on the Nomination Form. Members can choose to withdraw their acceptance on the day of the meeting.

### **Credential Attestation Form**

The OPSEU Policy Manual (Section 16.1) states that credentials must be submitted with the signatures of two (2) Local Officers on the Credential Attestation Form. We have provided one form for you to list all attendees on. Please send this completed form to the Conferences Unit at [conferencesandtravel@opseu.org](mailto:conferencesandtravel@opseu.org) no later than **Friday, September 18, 2020**. Please clearly identify your status on the form (i.e. Delegate/Alternate/Observer/EBM).

Once the form is received, a follow up email will be sent to you to register via OPSEU's Member Portal the week of September 21. In order to confirm your registration, please register through the Member Portal no later than **Friday, September 25, 2020**.

***\*\*Please Note: Registration and other required forms cannot be processed until the Credential Attestation Form is received.***

**Due dates:**

Credential Attestation Form due **September 18**

Attendee Registration on OPSEU Portal by **September 25**

Nominations due **October 23**

Advance Nomination Form Acceptance due **October 23**

### **Human Rights Accommodation Request Form**

Should you require a human rights accommodation or have an existing accommodation under the Human Rights Code, please complete and submit the Human Rights Accommodation Request Form in full.

### **OPSEU Child Care Policy**

OPSEU will reimburse for child care expenses as per policy. OPSEU's rate of family care to be paid \$15/hr to a max of \$220 within a 24 hr period to cover the cost of you doing union business. A receipt, signed by the care provider, showing the dates the service was provided, the address and phone number of the care provider and the names and ages of the children will need to be provided.

***\*\*Please Note: As this meeting is being held virtually, child care expenses will not be reimbursed unless pre-approved.***

## Procedures for Online Registration

Once the Credential Attestation Form has been received and processed, members are to complete the Member Event Registration Form through OPSEU's Member Portal.

Attached you will find the following documentation:

1. Credential Attestation Form
2. College Support Part-Time Nomination Form
3. College Support Part-Time Negotiations Procedures
4. College-specific Delegate Entitlement
5. OPSEU Human Rights Accommodation Form
6. Member Portal Quick Intro
7. Event Registration Tutorial
8. Online Expense Claim Tutorial

We appreciate your cooperation and participation in these meetings.

In Solidarity,

Authorized For Distribution:



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Duncan McFarlane  
Divisional Chair

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Warren (Smokey) Thomas  
OPSEU President

- cc. Part-Time College Support Highest Ranking Officers  
Part-Time College Support Transitional Team  
Executive Board Members  
All Negotiations Unit – BPS and CAAT  
Stephen Saysell, Administrator, Local Services and Collective Bargaining  
Bernard King Supervisor, CAAT-S, MPAC, Pay Equity  
Heather Petrie, Bilingual Negotiator  
Manzur Malik, Research Officer  
Wendy Elliott, Sector Assistant  
Janey Haggart, Secretary  
Elsbeth Lumley, Administrative Assistant  
Claims Department  
All Conferences and Travel Unit  
All Regional Offices