



To: Full-Time College Support Local Presidents or Highest Ranking Officers
College Support Division Executive

From: Janice Hagan, Full-Time College Support Divisional Chair

Date: October 22, 2020

Subject: Full-Time College Support Divisional Meeting

Dear Members:

This is to advise you that the Full-Time College Support Divisional Meeting has been scheduled.

Date(s): Friday, November 13, 2020 9:00 am – 5:00 pm
Saturday, November 14, 2020 9:00 am – 1:00 pm

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

Registration: Friday, November 13, 2020 8:00 am – 9:00 am

Delegate Entitlement

*****Please Note: Only Full-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/SEFPO Constitution. The quorum at any Divisional Meeting shall be 50% of all registered delegates. The members of the current Bargaining Team and the Divisional Executive are automatic delegates in their own right. They may attend over and above their Local's entitlement.

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

Size of Unit:

- 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/SEFPO 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. To inquire further about pre-approval, please email conferencesandtravel@OPSEU.org.***

Credential Attestation Form

The OPSEU/SEFPO 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 no later than **Friday, October 23, 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/SEFPO's Member Portal the week of October 26. In order to confirm your registration, please register through the Member Portal no later than **Friday, October 30, 2020**.

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

Due dates:

Credential Attestation Form due **October 23**
Attendee Registration on OPSEU/SEFPO Portal by **October 30**

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/SEFPO Child Care Policy

OPSEU/SEFPO will reimburse for child care expenses as per policy. OPSEU/SEFPO'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.* To inquire further about pre-approval, please email conferencesandtravel@OPSEU.org.**

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/SEFPO's Member Portal.

Attached you will find the following documentation:

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

We appreciate your cooperation and participation in these meetings.

In Solidarity,

Authorized For Distribution:



Janice Hagan
Full-Time College Support Divisional Chair



Warren (Smokey) Thomas
OPSEU/SEFPO President

- cc. Full-Time College Support Local Presidents/Highest Ranking Officers
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
Rachael Williams, Sector Assistant
Janey Haggart, Secretary
Elsbeth Lumley, A/Administrative Assistant

Claims Department
All Conferences and Travel Unit
All Regional Offices