



To: Sector 02 Developmental Services Highest Ranking Officers
Sector 02 Developmental Services Divisional Executive
Sector 02 Developmental Services Regional Mobilizers

From: Erin Smith-Rice, Sector 02 Developmental Services Divisional Chair

Date: November 6, 2020

Subject: Sector 02 Developmental Services Coordinated Bargaining Conference

Dear Members:

This is to advise you that the Sector 02 Developmental Services Coordinated Bargaining Conference has been scheduled.

Date(s): Tuesday, December 8, 2020 9:00 am - 5:00 pm

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

Registration: Tuesday, December 8, 2020 8:00 am - 9:00 am

Due to the pandemic, the process for motions at the 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. One week prior to the meeting you will receive a credential invitation through your personal email that outlines the steps for connecting to the virtual meeting and the practices established in accordance with Roberts Rules of Order and OPSEU/SEFPO Policies. You will also receive the agenda and meeting materials (virtual binder) for maximum engagement in the conference.

Delegate Entitlement

1. Each bargaining unit in the *Sector* shall be entitled to send one (1) delegate to the *Coordinated Bargaining Conference*. Where the bargaining unit is a single-unit Local, the delegate shall be the Local President (or in his/her absence, the Local Vice-President). In the absence of both the Local President and the Local Vice-President, the delegate shall be elected by the members of the Local. For all other bargaining units, the delegate shall be the highest-ranking officer. In the absence of the highest-ranking officer, the delegate shall be elected by the members of the unit.

2. Members of the Sector Executive shall be automatic delegates to the Coordinated Bargaining Conference.
3. Regional Mobilizers of the Sector shall be automatic delegates to the conference.

*****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, November 20, 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 November 16. In order to confirm your registration, please register through the Member Portal no later than **Friday, November 20, 2020**.

*****Please Note: Registration and other required forms cannot be processed until the Credential Attestation Form is received. You will not see the conference open for registration on the portal until your credentials have been processed. You must register by the established due date.***

Due dates:

Credential Attestation Form due: **Friday, November 20, 2020**

Attendee Registration on OPSEU/SEFPO Portal by: **Friday, November 20, 2020**

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. OPSEU/SEFPO Human Rights Accommodation Form
3. Member Portal Quick Intro
4. Event Registration Tutorial
5. Online Expense Claim Tutorial

We appreciate your cooperation and participation in these meetings.

In Solidarity,

Authorized For Distribution:



Erin Smith-Rice
Developmental Services Divisional Chair



Warren (Smokey) Thomas
OPSEU/SEFPO President

- cc. Sector 02 Highest Ranking Officers
Sector 02 Divisional Executive Officers
Sector 02 Regional Mobilizers
Executive Board Members
All Negotiations Unit – BPS and CAAT
Stephen Saysell, Administrator, Local Services and Collective Bargaining
Steve Nield, Supervisor, BPS Negotiations and Research
Tracy More, Negotiator
David Lundy, Research Officer
Francesca Berube, Sector Assistant
Janey Haggart, Secretary
Elsbeth Lumley, A/Administrative Assistant
Claims Department
All Conferences Unit
All Regional Offices