



**To:** Sector 18 - Mental Health and Addictions Divisional Highest Ranking Officers  
Sector 18 - Mental Health and Addictions Divisional Executive

**From:** Edward Arvelin, Sector 18 Mental Health and Addictions Divisional Chair

**Date:** November 13, 2020

**Subject:** Sector 18 - Mental Health and Addictions Division Health and Safety  
Conference (Webinar)

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Dear Members:

This is to advise you that the Sector 18 - Mental Health and Addictions Division Health and Safety Conference (Webinar) has been scheduled.

**Date(s):** Tuesday, December 1, 2020 9:00 am - 5:00 pm

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

**Registration:** Tuesday, December 1, 2020 8:00 am - 9:00 am

### Delegate Entitlement

All bargaining units in the Mental Health and Addictions Division are invited and are encouraged to attend. Each bargaining unit is entitled to send one (1) member (in addition to the Divisional Executive), per the Executive Board proposal dated October 29, 2020. It is recommended that members selected to attend the conference are members of the bargaining unit's Joint Health and Safety Committee.

***\*\*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](mailto: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](mailto:conferencesandtravel@opseu.org) no later than **Friday**,

**November 20, 2020.** Please clearly identify your status on the form (i.e. Delegate/Alternate/Observer).

Once the Credentials Attestation Form is received by the Conferences Unit, a follow up email will be sent to each member on the form directing them to register through OPSEU/SEFPO's Member Portal by **Friday, November 20, 2020.**

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

**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](mailto: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:



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Edward Arvelin  
Mental Health & Addictions Divisional Chair



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Warren (Smokey) Thomas  
OPSEU/SEFPO President

cc.     Sector 18 - Mental Health and Addictions Divisional Highest Ranking Officers  
        Sector 18 - Mental Health and Addictions Divisional Executive  
        Executive Board Members  
        All Negotiations Unit – BPS and CAAT  
        Stephen Saysell, Administrator, Local Services and Collective Bargaining  
        Steve Nield, Supervisor, BPS Negotiations and Research  
        Marc Casey, Negotiator  
        Rachael Williams, Research Assistant  
        Arlene Anderson, Research Assistant  
        Janey Haggart, Secretary  
        Elsbeth Lumley, A/Administrative Assistant  
        Claims Department  
        All Conferences Unit  
        All Regional Offices