



**To:** Sector 11 Hospital Support Highest Ranking Officers  
Sector 11 Hospital Support Division Executive

**From:** Georgia (Jill) McIlwraith, Divisional Chair

**Date:** December 22, 2020

**Subject:** Sector 11 Hospital Support Bargaining Conference

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Dear Members:

This is to advise you that the Sector 11 Hospital Support Bargaining Conference has been scheduled.

**Date(s):** Thursday, February 11, 2021 9:00 am - 5:00 pm

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

**Registration:** Thursday, February 11, 2021 8:00 am - 9:00 am

### **Delegate Entitlement**

All bargaining units in the Hospital Support 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 December 7, 2020. It is recommended that members selected to attend the conference are members of the bargaining unit's negotiating 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, January 22, 2021**. Please clearly identify your status on the form (i.e. Delegate/Alternate/Observer).

Once the form is received, a follow up email will be sent to you to register via OPSEU/SEFPO's Member Portal. In order to confirm your registration, please register through the Member Portal no later than **Friday, January 22, 2021**.

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

**Due dates:**

Credential Attestation Form due **Friday, January 22, 2021**

Attendee Registration on OPSEU/SEFPO Portal by **Friday, January 22, 2021**

### **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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Georgia (Jill) McIlwraith  
Divisional Chair

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Warren (Smokey) Thomas  
OPSEU/SEFPO President

- cc. Sector 11 Hospital Support Highest Ranking Officers  
Sector 11 Hospital Support Divisional Executive  
Executive Board Members  
All Negotiations Unit – BPS and CAAT  
Stephen Saysell, Administrator, Local Services & Collective Bargaining  
Steve Nield, Supervisor, BPS Negotiations & Research  
Marc Casey, Negotiator  
Karen Marchesky, Research Officer  
Arlene Anderson, Research Assistant  
Janey Haggart, Secretary  
Elsbeth Lumley, A/Administrative Assistant  
Claims Department  
All Conferences Unit  
All Regional Offices