



**COLLEGE  
FACULTY**

**PERSONNEL SCOLAIRE  
DES COLLÈGES**

**To:** College Faculty Local Presidents or Highest Ranking Officers &  
College Faculty Division Executive

**From:** RM Kennedy, College Faculty Divisional Chair

**Date:** March 9, 2021

**Subject:** College Faculty Final Demand Set Meeting

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Dear Members:

This is to advise you that College Faculty Final Demand Set Meeting has been scheduled.

**Date:** Friday, April 9, 2021 9:00 am - 5:00 pm  
Saturday, April 10, 2021 9:00 am - 5:00 pm

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

**Registration:** Friday, April 9, 2021 8:30 am - 9:00 am

Due to the pandemic this meeting will be conducted 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.

### **Delegate Entitlement**

Following the Pre-Bargaining Conference held in November, College Faculty Locals held Local Demand Set Meetings where they ranked their top priorities. The purpose of the College Faculty Final Demand Set Meeting is to review the compiled local demands and vote and rank the final central demands that will set the union's agenda in bargaining your new collective agreement.

In accordance with the College Faculty Negotiating Procedures and OPSEU/SEFPO Policy, all Delegates are determined according to OPSEU/SEFPO's Convention formula. Any Alternate(s) accompanying Delegates **are at the Local's expense**. Head Office will cover an Alternate's expense **only** where the Alternate attends instead of and in place of the Delegate.

At your Local demand set meeting, ensure that you have quorum in accordance with the OPSEU/SEFPO Constitution and that the priority demands are clearly recorded on the Demand Setting Report form.

***\*\*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 [conferencesandtravel@opseu.org](mailto:conferencesandtravel@opseu.org) no later than **Friday, March 26, 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 **Thursday, April 1, 2021**.

***\*\*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: **Friday, March 26, 2021**

Attendee Registration on OPSEU/SEFPO Portal: **Thursday, April 1, 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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RM Kennedy  
Divisional Chair

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Warren (Smokey) Thomas  
OPSEU/SEFPO President

- c. Stephen Saysell, Administrator, Local Services & Collective Bargaining Division  
Jayme Giles, Assistant to the Administrator, Local Services & Collective Bargaining Division  
Anastasios Zafiriadis, College Faculty Supervisor  
Mirla Alvarado, Negotiator  
Manzur Malik, Research Officer  
Christian Down, Research Officer  
Rachael Williams, Sector Assistant  
Janey Haggart, Secretary  
Elsbeth Lumley, Administrative Assistant  
Claims Department  
All Regional Offices  
Conferences Unit