



To: Mental Health & Addictions Highest Ranking Officers
Mental Health & Addictions Divisional Executive

From: Edward Arvelin, Mental Health & Addictions Divisional Chair

Date: August 3, 2021

Subject: Mental Health & Addictions Division Bargaining Conference

Dear Members,

This is to advise you that the Mental Health & Addictions Division Bargaining Conference has been scheduled.

Date: Wednesday, September 29, 2021 9:00 a.m. - 5:00 p.m.

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

Registration: Wednesday, September 29, 2021 8:00 a.m. – 9:00 a.m.

Delegate Entitlement

All bargaining units in the Mental Health and Addictions Division are invited and encouraged to attend. Each bargaining unit is entitled to send one (1) member (in addition to the Divisional Executive), per the Executive Board approval dated June 23-24, 2021. It is recommended that members selected to attend the conference are members of the bargaining unit's negotiating committee, if applicable.

*****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

Wednesday, September 15, 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 **Wednesday, September 22, 2021.**

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

Due Dates

Credential Attestation Form: **Wednesday, September 15, 2021**

Attendee Registration through OPSEU/SEFPO Member Portal: **Wednesday, September 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.***

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:



Edward Arvelin
Divisional Chair



Warren (Smokey) Thomas
OPSEU/SEFPO President

- c. Executive Board Members
 - All Negotiations Unit – BPS and CAAT
 - Stephen Saysell, Administrator, Local Services & Collective Bargaining Division
 - Steve Nield, Supervisor, BPS Negotiations & Research Units
 - Marc Casey, Negotiator
 - Manzur Malik, Research Officer
 - Rachael Williams, Research Assistant
 - Matt Dougan, Sector Assistant
 - Elsbeth Lumley, Administrative Assistant
 - Richard Davis, Secretary
 - Claims Department
 - All Conferences & Travel Unit
 - All Regional Offices