

TO: All Local Presidents or Next Highest Ranking Officers in all Hospital Professionals Division (HPD-Sector 10) Bargaining Units

FROM: Rob Field, Senior Negotiator

DATE: September 24, 2013

SUBJECT: HOSPITAL PROFESSIONALS DIVISION (HPD-SECTOR 10)  
- PROVINCIAL AND LOCAL BARGAINING UNIT  
DEMAND-SETTING MEETINGS

---

Dear Sister/Brother:

Provincial and Bargaining Unit Demand Set Meetings Call Package. This package together with the relevant documents will be available on the OPSEU web site.

## I. BARGAINING UNIT DEMAND-SETTING

If you have not done so already, please schedule a demand-setting meeting(s) for your bargaining unit(s) **no later than October 17, 2013**. Your Staff Representative is required to attend your bargaining unit demand set meeting, so please consult with him/her before setting the date.

The purpose of the bargaining unit demand-setting meeting(s) is for the members to:

- Vote on participating in central bargaining
- Review recommendations from the Pre-Bargaining Conference
- Discuss and formulate province-wide demands
- Formulate local demands
- Elect a local negotiating team (for local issues, or if not joining central bargaining, for the renewal of the contract).

Documents attached:

1. Call Letter for the Provincial Demand Setting Meeting (November 29-30/13)
2. Credential Form for Provincial Demand Setting Meeting (PDSM) Registration
3. Registration Form for Childcare at PDSM
4. Accommodation Request Form (**be sure to let the hotel know if you require special accommodation**)
5. Participation Form for 2013 Central Bargaining
6. Information about joining Central Bargaining
7. List of Issues appropriate for Central Bargaining

8. Form on which to record Central demands
9. Form on which to record Local demands
10. Form for recording names and contact information of your Local negotiating team
11. Instructions for conducting bargaining unit demand-setting meetings
12. Report of the Pre-Bargaining Conference (PBC)
13. Executive Committee Recommendations submitted to the PBC
14. PowerPoint presentations from the PBC

For those bargaining units that were unable to attend the PBC, please send an email to the Negotiations Unit: [2013s10hpdds@opseu.org](mailto:2013s10hpdds@opseu.org) to request the conference materials.

This information will be very helpful to you and your membership as you consider which demands to take to the bargaining table. Whether you are a non-participating bargaining unit or a participating bargaining unit, whether you are exploring possible demands for local bargaining or Central bargaining, the information in this package will be invaluable.

**REMINDER: Please do not share this information with the Employer! Please also limit the distribution of these documents, particularly the survey results, to as few people as possible.** Much time and effort has gone into the preparation of this information and we would only be disadvantaged if your Employer or the Ontario Hospital Association were to gain access to it.

**IMPORTANT:** There are now 3 ways to submit your central and local demands. You are requested to submit the demands by **October 18, 2013**. This will allow time to collate and prepare the demands for the Provincial Demand-Setting Meeting.

Submit on-line @ (PREFERRED FORM OF SUBMISSION)

Central Demands: <http://www.zipsurvey.com/LaunchSurvey.aspx?suid=65664&key=5A206F33>

Local Demands: <http://www.zipsurvey.com/LaunchSurvey.aspx?suid=65692&key=2EB4F23C>

Submit by email:

Email: [rrigotti@opseu.org](mailto:rrigotti@opseu.org)

Submit by fax: 416-448-7451

***For security reasons with the submissions electronically or paper, we now need your bargaining unit number. This number is located on the bottom right corner of your current collective agreement.***

***Example: 4-466-305-20140331-10***

***Note: 305 is the bargaining unit number***

## **II. PROVINCIAL DEMAND-SETTING MEETING**

The Provincial Demand-Setting Meeting (PDSM) has been scheduled as follows. All bargaining units in the Division are invited and are encouraged to attend even if they are not participating in the central bargaining process:

<b><u>DATE:</u></b>	November 29 & 30, 2013
<b><u>HOTEL:</u></b>	Sheraton Centre 123 Queen Street West Toronto, Ontario M5H 2M9 Tel: 1-888-627-7175
<b><u>MEETING ROOM:</u></b>	<b>PROVINCIAL BALLROOM</b>
<b><u>TIME:</u></b>	9:00 a.m. to 5:00 p.m.
<b><u>REGISTRATION:</u></b>	November 29 - 8:00 a.m. to 9:00 a.m. November 30 – 8:00 a.m. to 9:00 a.m.

### **Delegate Entitlement**

Please send the same two delegates that your bargaining unit sent to the Pre-Bargaining Conference. If delegates did not attend the Pre-Bargaining Conference or if there is a change, the delegate entitlement is as follows:

Each Division bargaining unit shall be entitled to send two (2) delegates to the PBC and provincial demand-setting meeting. (They shall be, except in extenuating circumstances, the same two delegates). Where the bargaining unit is a single-unit Local, the Local President (or in his/her absence, the Local Vice-President) shall be the automatic first delegate. For all other bargaining units, the highest-ranking officer in the unit shall be the automatic first delegate. The second delegate shall be elected by greater than fifty per cent (50%) of the valid ballots cast of the members voting at a general membership meeting of the Unit. In the event that the officers entitled to be automatic first delegate are unable to attend the provincial demand-setting meeting, then both delegates shall be elected. Delegates must be members of the bargaining unit that they are representing at the demand set.

Delegates to both meetings shall be responsible for representing their Unit during the bargaining process, including responsibility for reading, reviewing, summarizing and communicating bargaining information at the Bargaining Unit level.

Any member of the Division Executive or Central Negotiating Team who is not entitled to attend the PBC under the entitlement above shall also be entitled to attend with voice but no vote and will have their expenses paid by OPSEU.

An Executive Board member who is a member of the Division may attend with voice but no vote, unless the Executive Board member is a delegate from a Member Unit.

## Accommodation/Travel:

1. Members will be responsible for making their own accommodation and payment arrangements with The Sheraton. Please call the hotel at 1-888-627-7175.
2. Rooms cannot be guaranteed after **October 29, 2013**. (You will be responsible for any additional cost for reservations made after this date).
3. You are responsible for finding another member to share your hotel room with. Be sure to indicate whom you will be sharing with on your hotel registration form and notify the hotel of any changes/cancellations immediately. If you wish a room on your own, you or your Local (check first) will be responsible for one half of the cost.

If you are having difficulty finding a roommate, speak to your Local President. He/she may be able to assist you in finding someone to share with. If your roommate does not show up at the Meeting, you will be responsible for the full cost of the room.

4. OPSEU will not pay for accommodation for members living within sixty (60) kilometers of the hotel.
5. Members will be responsible for payment of their hotel room when they check out. There are no charges billed back to OPSEU. Delegates will be reimbursed for the cost of a twin shared room at the Sheraton Centre only, as per OPSEU policy. The Hotel advises that costs for Single or Twin-Shared rooms are the same, at \$207.64, including all taxes and fees. Therefore, the shared portion will be \$103.82 per person. Hotel booking reference name for this event is "OPSEU HPD Demand Setting". The hotel has assured that there will not be a deposit required.
6. **Cancellations**  
If you will not be attending the meeting, notify the Negotiations Unit at Head Office by email to: [2013s10hpdds@opseu.org](mailto:2013s10hpdds@opseu.org) as soon as possible. You must cancel your own hotel reservations or you will be responsible for payment of the room. Only cancel your portion of the room, if sharing. If you know your roommate, be sure to let your roommate know you have cancelled. Advance cheques issued are non-transferable and must be returned.

## **IMPORTANT FACTS**

### **OPSEU's Fragrance and Nut Free Policy**

***In accordance with the fragrance free policy for OPSEU, "Persons attending OPSEU meetings are requested to refrain from using perfume, cologne and other fragrances for the comfort of other participants".***

### **Nut Product Sensitivity/Allergy**

***Participants are asked to refrain from bringing nut products to meeting events. These products include a range of items including peanuts, peanut butter, pecans, walnuts, chocolate bars and energy/nutrition bars, etc.***

***During meeting activities it is impossible to assure that such products will not come into contact with others.***

***Those who may entertain delegates in hospitality suites, caucuses or other informal meetings are also asked to comply with this alert.***

***As with other allergens, exposure to nut products can produce dramatic and life threatening reactions in some people.***

Please get in touch if you have questions.

In Solidarity,

Authorized for Distribution



Rob Field  
Senior Negotiator

Warren (Smokey) Thomas  
President

rf/rr

c: Hospital Professionals Division Executive  
Executive Board Members  
Staff Representatives with HPD Assignments  
M. Dawson Haber, Research Officer  
S. Saysell – BPS Supervisor  
Accounting



**CREDENTIAL FORM**  
**HOSPITAL PROFESSIONALS DIVISION**  
**PROVINCIAL DEMAND-SETTING MEETING**  
**NOVEMBER 29 & 30, 2013**

Sheraton Centre  
 123 Queen St. W.  
 Toronto, ONTARIO  
 M2H 2M9  
 Tel: 1-888-627-7175

**PERSONAL INFO**

LOCAL: \_\_\_\_\_ SIN/UNION # \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Last \_\_\_\_\_ First \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone Numbers: \_\_\_\_\_  
 Home \_\_\_\_\_ Business \_\_\_\_\_  
 E-Mail: H \_\_\_\_\_ W \_\_\_\_\_

**STATUS**

Delegate  Sector Executive  Observer  *(Please check one only)*

**HOTEL**

**MEMBERS ARE RESPONSIBLE FOR MAKING THEIR OWN ACCOMMODATION ARRANGEMENTS**

- Accommodation is to be shared with another delegate. If you request anything else, it will be your/the Local's responsibility to pay the difference in cost.
- Rooms cannot be guaranteed after **OCTOBER 29, 2013**
- OPSEU **will not** pay for accommodation for members living within sixty (60) km of the hotel.

**BARGAINING UNIT INFO**

Employer Name: \_\_\_\_\_

***If multiple units, please indicate your unit:*** \_\_\_\_\_

**TIME OFF**

Your Collective Agreement provides for time off under local union business leave. You should advise your employer.

Time off letter required Yes  No  Dates: \_\_\_\_\_

***If yes, please complete in FULL, otherwise time-off requests will be delayed***

Name & Title of Employer Contact: \_\_\_\_\_

Employer: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail/Fax # (including area code): \_\_\_\_\_

Please check off if you are attending on: Shift  Vacation  Regular Day Off  Work Day

***NOTE: Claims for lost wages must be accompanied by supporting documentation confirming the details of time off without pay. Own time will be paid to members using lieu days, accumulated credits or vacation days. Own time will not be paid for an unpaid day.***

**ADVANCE**

Yes  No

Amount \$ \_\_\_\_\_ Sent to: Home  Meeting  Regional Office

**Accommodation Request**

Yes  No  ***Please complete Personal Assistance Form attached, if required***

**CHILD CARE**

Yes  No  ***Please complete Child Care Registration Form attached, if applicable***

***This form must be attested to by the highest ranking officer of the local sending delegates.***

Signed Off: NAME \_\_\_\_\_ POSITION \_\_\_\_\_

SIGNATURE \_\_\_\_\_

***IMPORTANT:*** Please return this form by ***October 29, 2013*** to: ***Crystal Hiltz (Fax: 416-448-7451)***  
***Email: [2013s10hpdds@opseu.org](mailto:2013s10hpdds@opseu.org)***



# REGISTRATION FORM FOR CHILDCARE

## HOSPITAL PROFESSIONALS DIVISION PROVINCIAL DEMAND SETTING MEETING NOVEMBER 29 & 30, 2013

---

Your child will be provided with a program tailored to his/her age. This includes field trips, age-appropriate toys and activities. A nutritious lunch and snack will be provided, except for those on special diets, baby food and other such dietary needs, which must be provided by the parents. Cribs are available for infants. Diapers **must** be brought by parents. The pool is available so have your child bring a bathing suit. The Childcare facility will be open during the hours the Conference and Sector Divisional Meetings are in progress.

**NOTE:** Requests for on-site Childcare should be received by **October 29, 2013**; otherwise, Childcare arrangements for on-site Childcare may not be made. Members who bring their children to the event without the required notice, may be responsible for making their own Childcare arrangements. The Family Attendant Care section on the reverse side of the expense claim, must be completed whenever family care or meals for dependant children are claimed.

Child's Name	Age	Medical Problems Allergies, Special Care Needed	Health Card #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Parent (print) \_\_\_\_\_ Signature \_\_\_\_\_

Home \_\_\_\_\_  
 Address (Street) (Apt) (City) (Postal Code)

Phone #: (Home) \_\_\_\_\_ (Bus) \_\_\_\_\_

Local # \_\_\_\_\_ SIN/Union Number \_\_\_\_\_

**NOTE:** According to OPSEU policy:

1. Members who bring children to union events will be entitled to single accommodation and meal expenses.
2. The meal allowance for children under 13 years of age is 50 percent of OPSEU's standard meal allowance.
3. Claims must be signed by the service provider and may be verified by Head Office before payment is made.
4. All children (16 years or younger), accompanying delegates must be pre-registered and signed in at the day care centre. If they are not signed in, single accommodation and meals will not be honoured.

***IMPORTANT:*** Please return this form **by October 29, 2013** to: ***Crystal Hiltz (Fax: 416-448-7451)***  
***Email: 2013s10hpdds@opseu.org***



## ACCOMMODATION REQUEST FORM

**Event name: HOSPITAL PROFESSIONALS DIVISION PROVINCIAL DEMAND  
SETTING MEETING**

**Event Date: NOVEMBER 29 & 30, 2013**

**NOTE:** This form is to help the Equity Unit review requests for accommodation in accordance with the *Ontario Human Rights Code*. Please answer the questions below, sign and date the form and fax it to the fax # or e-mail address on page 2. If this was mailed to you, please return it in the enclosed envelope. **Sufficient information must be provided to substantiate a request. An Equity Unit Officer will contact you to discuss your needs further.**

Member Name: \_\_\_\_\_

Local #: \_\_\_\_\_ Employer: \_\_\_\_\_

Phone # for contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Please tell us the Code-related grounds for which you are seeking an accommodation (select all that apply):

- Disability
- Sex/Gender (including pregnancy)
- Family Status
- Creed (religion)
- Other (Please Specify)\_\_\_\_\_

2. Please identify the specific accommodation(s) you are requesting to enable you to participate fully in the activities of the union:

- Interpreter [Specify Type:\_\_\_\_\_ ]
- Child care / attendant care
- Material in alternate format [Please specify:\_\_\_\_\_ ]
- Dietary Restrictions.(Please list)

\_\_\_\_\_

- Other [Please list]

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.

3. a) Is your Code-related need temporary or permanent?

\_\_\_ Temporary                      \_\_\_ Permanent

b) If it is temporary, what is the expected duration of your Code-related need?

\_\_\_\_\_

4. a) What are your current restrictions and limitations?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Are any of these restrictions and limitations permanent? If yes, please list:

\_\_\_\_\_  
\_\_\_\_\_

5. Please provide any additional information that you feel may assist us in reviewing your request. [Attach any relevant documents.]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE FORWARD COMPLETED FORMS TO ANITA PORTER BY E-MAIL –**  
**[aporter@opseu.org](mailto:aporter@opseu.org) NO LATER THAN October 29, 2013. Alternatively, this form may be sent**  
**directly to the Equity Unit at (416) 448-7419 or via e-mail to [equity@opseu.org](mailto:equity@opseu.org).**

**NOTE:** All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.



**HOSPITAL PROFESSIONALS DIVISION  
BARGAINING UNIT DEMAND-SETTING**

**PARTICIPATION IN OPSEU HPD CENTRAL  
BARGAINING – 2013**

Local #: \_\_\_\_\_

Bargaining Unit#: \_\_\_\_\_

Hospital: \_\_\_\_\_

Bargaining Unit: \_\_\_\_\_ (e.g. FT/PT or Lab or X-ray, etc.)

Name of President or Unit Steward: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Home E-mail: \_\_\_\_\_ Work E-mail: \_\_\_\_\_

Name of Staff Representative: \_\_\_\_\_

Our Bargaining Unit will be participating in Central Negotiations:

Yes

No

SIGNATURE \_\_\_\_\_

Date of Local Demand Set Meeting: \_\_\_\_\_

**NOTE:** At the 1985 Division Meeting, it was decided that locals who opt in to Central Negotiations will be considered to remain in for future rounds of negotiations unless the local advises in writing to the contrary.

**Please complete and fax (416-448-7451) or email ([rrigotti@opseu.org](mailto:rrigotti@opseu.org)) this form by October 18, 2013 to Collective Bargaining.**



## HOSPITAL PROFESSIONALS DIVISION BARGAINING UNIT DEMAND SETTING

### WHY JOIN HPD CENTRAL BARGAINING?

The Hospital Professionals Division Executive is urging every bargaining unit that is not currently a participant in Central Bargaining to strongly consider participating in the next round. There are many reasons why this would be beneficial for both your bargaining unit and the Division generally.

#### 1. Focus the Power

We have power when we are in bargaining. We have the power to shape the terms and conditions of our employment. We are dealing with the same paymaster (the Ontario Government) and with similar employer agendas in the workplace. A united front is better able to confront these forces and achieve our objectives. Going it alone brings with it the risk of being isolated and achieving less. Central bargaining will be even stronger when more bargaining units join.

#### 2. The Central Language Sets the Industry Standard

The past several rounds of bargaining have been very successful in raising our central standards. There have been many important improvements, for example, wage increases that exceed the norm in each round, as well as major gains in benefits, vacation, job security, call back and other premiums, health and safety, percentage in lieu, and many other areas. These improvements have significantly reduced the differences between non-participating contracts and Central provisions.

Settlements for non-participating units and hospitals that have happened since the last central settlement have not improved on what was achieved at the Central table. In fact, some bargaining units have only just recently achieved what Central gained in previous rounds.

It stands to reason that if units are not able to do better than Central in their Local negotiations, then they can only do better if they joined Central.

3. Better Timing for the Currently Non-Participating Units

Central bargaining achieved its goal in the last round of getting a deal as quickly as possible in spite of having to go to arbitration. Bargaining began in January 2009, the arbitration hearings were held in June and the award came down on November 4, 2009. Non-participating bargaining units and hospitals are still in negotiations which mean that the wage increases and other contract improvements for members in these units will come much later than for members in centrally-participating units. Lagging this far behind Central benefits the employers, not the members.

4. Central Pay Equity Process

OPSEU and the Participating Hospitals have agreed to a central pay equity process. A condition for participation in this process is that the bargaining units and hospitals have to be participants in the central collective bargaining process. Bargaining units and hospitals that remain outside of central bargaining will have to negotiate pay equity locally, a process which would involve additional resources and delay.

5. Better Profile and Resources

A stronger Central process would bring greater public attention to our professions, the importance of our work and our issues. Strong Central bargaining allows us to focus our central resources better, such as collective bargaining, communications, advertising and mobilizing. It builds our profile province-wide as well as locally. This makes it harder for our issues to get pushed aside. It makes it harder for the employers and government to ignore us.



**HOSPITAL PROFESSIONALS DIVISION  
BARGAINING UNIT DEMAND-SETTING**

**ISSUES APPROPRIATE FOR CENTRAL  
BARGAINING  
(Subject to Agreement of Parties)**

1. Purpose
2. No Discrimination
3. Definitions
4. No Strike, No Lockout
5. Union Security (Dues Deduction)
6. Committees (excluding number of representatives)
7. Grievance and Arbitration Procedure
8. Letters of Reprimand & Access to Files
9. Seniority, Layoff and Recall Procedures, Job Posting, Transfer and Promotions, Severance Pay
10. Professional Responsibility
11. Hours of Work and Overtime (except scheduling)
12. Callback
13. Standby
14. Shift Premium
15. Leaves of Absence
16. Paid Holidays (except scheduling and selection of days)
17. Vacations (except scheduling and date for determining entitlement)
18. Health Insurance and Benefit Programs, including Sick Leave and Pension
19. Professional Membership Fees
20. Salaries and Premium Payments
21. Miscellaneous (as agreed by the Central Negotiating Committee)
22. Term of Agreement and Renewal Procedure



**HOSPITAL PROFESSIONALS DIVISION (SECTOR 10)  
BARGAINING UNIT DEMAND SETTING**

**CENTRAL DEMANDS REPORT - 2013**

LOCAL #: \_\_\_\_\_ BARGAINING UNIT #: \_\_\_\_\_

HOSPITAL: \_\_\_\_\_

F/T UNIT \_\_\_\_\_ P/T UNIT \_\_\_\_\_ FT/PT UNIT \_\_\_\_\_

LOCAL PRESIDENT \_\_\_\_\_

OR UNIT STEWARD                      Print Name                      Signature                      Date

OTHER OFFICER \_\_\_\_\_

**PLEASE LIST DEMANDS IN DESCENDING ORDER OF PRIORITY**

Please attach appropriate documentation for your rationales

**Please submit on-line (see link on <http://www.opseu.org/bps/health/hospital/contract.htm> ),  
OR fax (416-448-7451) OR email Rona Rigotti at [rrigotti@opseu.org](mailto:rrigotti@opseu.org)  
by October 18, 2013**

PRIORITY #1                      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PRIORITY #2                      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PRIORITY #3      ARTICLE \_\_\_\_\_  
DEMAND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATIONALE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIORITY #4      ARTICLE \_\_\_\_\_  
DEMAND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATIONALE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIORITY #5      ARTICLE \_\_\_\_\_  
DEMAND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATIONALE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIORITY #6      ARTICLE \_\_\_\_\_  
DEMAND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATIONALE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PRIORITY #7      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIORITY #8      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIORITY #9      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIORITY #10      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIORITY #11      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**HOSPITAL PROFESSIONALS DIVISION (SECTOR 10)  
BARGAINING UNIT DEMAND SETTING**

**LOCAL DEMANDS REPORT - 2013**

LOCAL #: \_\_\_\_\_ BARGAINING UNIT #: \_\_\_\_\_

HOSPITAL: \_\_\_\_\_

F/T UNIT \_\_\_\_\_ P/T UNIT \_\_\_\_\_ FT/PT UNIT \_\_\_\_\_

LOCAL PRESIDENT \_\_\_\_\_

OR UNIT STEWARD                      Print Name                      Signature                      Date

OTHER OFFICER \_\_\_\_\_

***PLEASE LIST DEMANDS IN DESCENDING ORDER OF PRIORITY***

Please attach appropriate documentation for your rationales

***Please submit on-line (see link on <http://www.opseu.org/bps/health/hospital/contract.htm> ),***

***OR fax (416-448-7451) OR email Rona Rigotti at [rrigotti@opseu.org](mailto:rrigotti@opseu.org)***

***by October 18, 2013***

PRIORITY #1                      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIORITY #2                      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIORITY #3      ARTICLE \_\_\_\_\_  
DEMAND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATIONALE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIORITY #4      ARTICLE \_\_\_\_\_  
DEMAND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATIONALE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIORITY #5      ARTICLE \_\_\_\_\_  
DEMAND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATIONALE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIORITY #6      ARTICLE \_\_\_\_\_  
DEMAND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RATIONALE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIORITY #7      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIORITY #8      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIORITY #9      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIORITY #10      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRIORITY #11      ARTICLE \_\_\_\_\_

DEMAND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RATIONALE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**HOSPITAL PROFESSIONALS DIVISION  
BARGAINING UNIT DEMAND-SETTING**

**LOCAL NEGOTIATION TEAM – 2013**

Please fax (416-448-7451) or email ([rrigotti@opseu.org](mailto:rrigotti@opseu.org)) to **Collective Bargaining**  
by **October 18, 2013**

LOCAL # \_\_\_\_\_ HOSPITAL: \_\_\_\_\_

BARGAINING UNIT#: \_\_\_\_\_

CHAIRPERSON: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NO: Res: \_\_\_\_\_ Bus: \_\_\_\_\_ Ext. \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MEMBER: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NO: Res: \_\_\_\_\_ Bus: \_\_\_\_\_ Ext. \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MEMBER: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NO: Res: \_\_\_\_\_ Bus: \_\_\_\_\_ Ext. \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MEMBER: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NO: Res: \_\_\_\_\_ Bus: \_\_\_\_\_ Ext. \_\_\_\_\_

E-MAIL: \_\_\_\_\_



## HOSPITAL PROFESSIONALS DIVISION BARGAINING UNIT DEMAND-SETTING MEETING INSTRUCTIONS – 2013

In this round of Central Bargaining, we want to achieve the highest province-wide standards possible. We are encouraging all bargaining units whose expiry date is March 31, 2011 to participate in Central Bargaining. If some units ultimately decide to not participate in central, we are encouraging them to include the central demands in their demands, so that no matter what the bargaining table is, we achieve the same high standard.

For this reason, we urge all units to participate in the Pre-Bargaining Conference, and to schedule their bargaining unit demand set meetings after the PBC, so as to benefit from the discussion there. Staff Representatives are required to attend all bargaining unit demand set meetings, so please check with yours prior to setting the date for this meeting.

There are a number of objectives to be achieved in the bargaining unit demand set meetings. All units must decide whether to opt in to Central Bargaining. They need to consider the recommendations from the Pre-Bargaining Conference. They must elect a Negotiating Committee. They also identify or elect their delegates to the Province-wide Demand Set meeting.

If a unit decides to participate in central, the members must vote for demands on central issues that will be included in the Province-wide Demand Set resource book and voted on at the Provincial Demand Setting meeting on November 29 & 30, 2013. (A list of issues that are bargained centrally is included in this kit.). Members must also vote on demands for their local issues negotiations. If a unit is not opting in, members will vote on the demands to be tabled in their contract negotiations that will take place locally.

### **1. Voting on Participation in Central Bargaining**

The first order of business for your unit is to vote on whether to participate in central bargaining. Both the union and employer have to opt in, in order for the unit to participate in central

#### **a. Non Central Bargaining Units in the Last Round**

If your bargaining unit is not currently in central bargaining, and is interested in joining, it should follow the procedures for negotiating a superior conditions agreement with the hospital.



**b. Central Participating Bargaining Units in the Last Round**

If your local is already in central bargaining, it will be in this round too unless it votes to opt out. A resolution was passed at the 1985 Division meeting that all locals in Central Bargaining will be considered to remain in for future rounds of negotiations unless written notification was received indicating otherwise. Your unit's vote is an indication of the unit's preference and is not related to what the employer may want to do.

There is a **Participation in Central Bargaining** form in this kit. Please complete it and **fax (416-448-7451) or email ([rriqotti@opseu.org](mailto:rriqotti@opseu.org)) by October 18, 2013. Registration forms are to be faxed to number above or emailed to ([aporter@opseu.org](mailto:aporter@opseu.org)). See information on Demand Reports for preferred submission process.**

**2. Reviewing Recommendations from the Pre-Bargaining Conference**

The Pre-Bargaining Conference final report is included in this kit. Please review and discuss the recommendations and the Pre-Bargaining Conference final report with the membership before voting on any demands. As well, if there are other critical issues arising from your bargaining unit's needs or experience in enforcing the contract that are not addressed by the recommendations, then these would also need to be addressed in your demands.

**3. Electing a Negotiating Committee**

Each local or unit must elect a Negotiating Committee. This committee will negotiate local issues and, in the case of bargaining units that are not participating in central bargaining, it will negotiate all demands. The size of the Committee is set out in your collective agreement.

Please fill in the names, addresses and telephone numbers, and e-mail addresses, if available, of your local negotiating team members on the enclosed form and return it to head office, along with the other forms.

**4. Voting on Demands- Rationale Needed**

**a. Who can Submit Demands?**

At the bargaining unit demand set meeting, demands are normally presented in person, by the members who attend. However, if members are not able to attend, they can submit their demands in advance in writing, accompanied by supporting documentation, to the Chair of the meeting.

**b. Vote and Rank the Demands**

Demands need to be adopted by a majority vote of the membership meeting. The demands that are carried should be ranked by the members

in order of importance from most to least important (for example, 1<sup>st</sup> – most important; 2<sup>nd</sup> – next most important, etc.)

i) Central Issues-Participating Units

The list of issues that are negotiated at the central table is enclosed. Units that have opted into the central process need to record their demands for these issues on the **Central Demands Report** form provided in this kit. Indicate the article number or the word "new", as appropriate. Please photocopy more forms if necessary, or attach a page if you need more room. The demands need to be entered on this form and signed by **two** local officers to show that they are the unit's official proposals.

Remember, all central demands must be accompanied with a rationale and supporting documentation. This information will add to the body of evidence and research that we use to back up our demands. Without this background our chances of achieving the demand are slim.

We will tabulate this information to create a province-wide hierarchy of priority demands, which will be printed into the resource book to be used at the Central Demand Set meeting. **Please submit the Central Demands on-line at [www.opseu.org/bps/health/hospital/contract.htm](http://www.opseu.org/bps/health/hospital/contract.htm) or by fax the Report Form to (416-448-7451) or email ([rrigotti@opseu.org](mailto:rrigotti@opseu.org)) OPSEU Head Office no later than October 18, 2013. Demands sent after this date will not be included in the Resource Book.**

ii) Local Issues-Participating units

Be sure to include your local issue demands on the **Local Demands Report** form. This will also ensure that if an issue is actually a central issue, it will be included in the Central Demand Set Resource Book.

The union's local issue and the hospital's local issue proposals will be examined by sub-committees of the union and management central bargaining teams before local issues bargaining begins, to ensure that they properly belong on the local issues' table. This process was designed to eliminate local level disputes concerning the characterization of any issue as local or central.

**Please submit the Local Demands on-line at [www.opseu.org/bps/health/hospital/contract.htm](http://www.opseu.org/bps/health/hospital/contract.htm) or fax the Local Report Form to (416-448-7451) or email ([rrigotti@opseu.org](mailto:rrigotti@opseu.org)) no later than October 18, 2013.**

iii) All Issues – Non-participating Units

We are asking all non-participating units to send in their demands too so that we can monitor all bargaining across the Division better.

**5. Electing Delegates for the Province-wide Central Demand Set Meeting**

- a) Each unit that has voted to participate in central bargaining is entitled to send **two (2) delegates** to the Province-wide Demand Set meeting. If your unit is a single bargaining unit local, the Local President (or in her/his absence, the Local Vice President) is the automatic first delegate. For all other bargaining units, the highest-ranking officer is the automatic first delegate.

The second delegate must be **elected** by a clear majority of the members attending the local demand set meeting.

If the officers who are entitled to be the automatic first delegate are unable to attend the Province-wide Demand Set meeting, then both delegates must be elected.

- b) Please note that any member of the Division Executive and outgoing Central Team who is not entitled to attend the Province-wide Demand Set meeting as per the above shall be entitled to attend with voice but no vote.
- c) Your unit may send additional members as observers at the local's expense.

**Forms that must be returned to Head Office by: *October 18, 2013***

Participation in Central Bargaining form  
Central and Local Demands Report form  
Delegate attendance and advance forms  
Local Negotiating Team List

## Hospital Professionals Division- Checklist of Bargaining Activities

Activity	Centrally Participating Units	Non-Participating Units
Attend the Pre-Bargaining Conference (Sept 16, 2013)	Yes	Yes
Compare contract with Central Language	N/A	Yes
Hold Local Demand Set Meeting	Yes	Yes
Vote on Central Participation	Yes	Yes
Vote on Central Issues Demands	Yes, taking into account the <b>HPD</b> executive recommendations	N/A
Vote on Local Issues Demands	Yes	Yes, taking into account the <b>HPD</b> executive recommendations
Elect a Negotiating Committee	Yes, to negotiate local issues	Yes, to negotiate the renewal contract
Elect delegates to Province-wide Demand Set Meeting, if not already determined.	Two delegates, Local President or Highest Ranking Officer is automatic first delegate; second delegate to be elected	Two delegates, Local President or Highest Ranking Officer is automatic first delegate; second delegate to be elected
Send in Central Participation form	<b>Yes- by October 18, 2013</b>	<b>Yes- by October 18, 2013</b>
Send in Registration for Province-wide Demand Set	<b>Yes- by October 29, 2013</b>	<b>Yes- by October 29, 2013</b>
Send in Central Demands	<b>Yes- by October 18, 2013</b>	No
Send in Local Demands	<b>Yes- by October 18, 2013</b>	<b>Yes- by October 18, 2013</b>
Attend Province-wide Demand Set Meeting November 29 & 30, 2013	Yes	Yes