

EXPENSE AND ACCOMMODATION GUIDE

**APRIL 17-19, 2008
ANNUAL CONVENTION
SHERATON CENTRE
TORONTO**



Important – Please read carefully before completing Credential Form

Accommodation

IMPORTANT

If paying by cash, full payment for the entire stay PLUS a cash security deposit of \$100.00 per night (TOTAL \$300.00) is required on check-in.

Members are responsible for making their own accommodation and payment arrangements for the 2008 Convention. If you have reservation problems, please advise the Convention Office at 416-443-8888, ext. 7467.

The Sheraton Centre Hotel is the Convention hotel. **If staying at another hotel, taxis are not allowed and reimbursement of expenses will not exceed the guaranteed Sheraton rates.**

Sheraton Centre Hotel
123 Queen Street West
Toronto, Ontario M5H 2M9
Tel: (416) 947-4955, ext. 4440 Fax: (416) 947-4801
<http://www.starwoodmeeting.com/Book/OPSEU8>

All reservations must be cancelled 72 hours prior to arrival to avoid penalty of one night's room and tax. Members are responsible for payment of their hotel room upon check-out.

Delegates will be **reimbursed for the cost of a TWIN-SHARED ROOM** as per OPSEU policy (Section 10.1-3). Hotel rates, including taxes, are as follows:

Single or double ➤ \$207.92 Twin-shared ➤ \$103.96

If you end up in a premium room, only half of the contract rate (\$103.96) will be reimbursed.

The completed Expense Account should be received by Head Office not later than three months after the expense has been incurred as per OPSEU policy (Section 10.1-7).

Advances (Delegates Only)

Indicate on credential form the amount of advance required. Specify if the cheque is to be mailed to your home, regional office (**indicate which Regional Office on the credential form**) or to be picked up at Convention. We recommend that your advance be mailed to your home. Make your request early. **DO NOT INCLUDE LOST WAGES IN YOUR REQUEST.** OPSEU will reimburse lost wages. Advances will be based on the twin-shared rate only. If your local is paying the other half, make sure you also get an advance from the local.

Hotel (twin shared), parking (see PARKING) and telephone expenses for Convention **will not be directly billed back to OPSEU, and will not be deducted from your local rebate cheque.** Make sure you **include** these costs in your advance request.

OPSEU Travel Policy

As per the policy of the Union (Section 10.1-12), the **MOST ECONOMICAL MEANS** of transportation should be used. Your Regional Office may be able to match you with another member if you need a ride. Please advise them if **you can take a passenger.**

Air Travel

Members are encouraged to book seat sales early. You can also request an early advance to cover your flight expenses. All airline tickets should be booked through Vision 2000 Travel Tel: 1-800-475-9494.

Childcare

*All Children, (16 years and younger), accompanying delegates, must be pre-registered and signed in daily at the day care centre. Your children's names and ages must be listed on your expense claim. If they are not signed in, single accommodation and meals will not be honoured.
Lunch is provided by the OPSEU Day Care Centre.*

Childcare facilities will be made available to those members who bring children. Facilities will be provided during the hours that the Convention or functions relating to Convention business are in progress. The childcare registration form must be completed and forwarded to your **Regional Office by March 3, 2008.** In order to provide quality childcare that meets our legal obligation to the Day Nurseries Act, it

is essential that **Head Office receive all forms by March 17, 2008.** Otherwise, accommodating your child(ren) cannot be guaranteed.

Note: Any children, age 12 and up, will be required to attend a special union/labour program. This program is MANDATORY.

Delegates who do not bring their child(ren) to Convention will be reimbursed for childcare claims at the rate of \$6.00 per hour to a maximum of 12 hours. The overnight fee is \$40.00 to a maximum of \$112.00 per 24 hour period. The Family/Attendant Care Claim on the back of your expense claim must be completed and signed by the care providers as per OPSEU Policy (Section 10.2).

Convention Hours

The Convention hours are daily from 9:00 a.m. to 5:00 p.m. on Thursday and Friday; and Saturday from 9:00 a.m. to 4:00 p.m.

Credentials

All credentials must be submitted to your Regional Office by March 5, 2008.

- Be sure to fully complete your credential.
- **PRINT** firmly **AND CLEARLY** when filling out your credential.
- Complete all sections in full.
- Include your **social insurance number or union number**.
- If you require time-off, read the Time-Off Section in this booklet for instructions.
- If you have special needs, complete the Personal Assistance Form included in this package and return it with your credential.
- If you require childcare facilities at Convention, complete the Childcare Form included in this package and return it with your credential.
- Your credential must be signed by two officers of the local.
- **Alternates** be sure to indicate your ranking.
- If you lose your delegate badge, only an observer's badge will be given as a replacement.

The "original" white credential form is to be retained by YOU and **must** be presented at Convention registration in order to receive your badge. Head Office must have an original credential on file. No photocopied credential forms will be allowed. If you forget to bring your credential form to Convention, you must see the Credentials Committee at the Registration desk.

Cancellation

If you are not attending Convention, notify the **Convention Office at OPSEU Head Office, 1-800-268-7376 or (416) 443-8888, ext. 7467** 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, and be sure to let your roommate know you have cancelled.** Deposits are refundable only if a reservation is cancelled more than 72 hours prior to expected arrival.

ADVANCE CHEQUES ISSUED ARE NON-TRANSFERABLE AND MUST BE RETURNED TO HEAD OFFICE.

Change In Status

If there is a change in status from Alternate to Delegate, it will be done in order of Alternate ranking, i.e. 1st Alternate, 2nd Alternate, etc. **If there is a change in status prior to Convention, your Local President must advise the Convention Office in writing. If there is a change in status at Convention, it must be authorized by the Credentials Committee. If your change in status will affect your accommodation arrangements, notify the hotel immediately.**

OBSERVERS CANNOT BECOME OR REPLACE DELEGATES OR ALTERNATES

Finding A Roommate

You are responsible for finding another member who will share your hotel room. Be sure to indicate who you will be sharing with on your hotel registration form and notify the hotel of any changes/cancellations immediately.

If you are having difficulty finding a roommate, speak to your Local President or advise your Regional Office. They **may** be able to assist you in finding someone to share the room.

If your roommate does not show up at Convention, notify your Local President or a member of your Local Executive immediately because you will be responsible for the full cost of the room.

How To Make Reservations

In your package is a hotel registration form. It must be **completed and returned to the hotel by MARCH 10, 2008**. Rooms will be reserved on a first-come basis. OPSEU is not responsible for booking your room.

Accommodation cannot be guaranteed after March 10, 2008 and is subject to availability. Register early and advise the hotel if you have Personal Assistance (special needs) requirements.

To guarantee your reservation, provide credit card information or include a cheque/money order for one night's payment including taxes. Do not mail cash. Contact the hotel for your reservation/confirmation number. **Non - guaranteed reservations will be cancelled at 4:00 p.m. on arrival day.** Deposits are refundable only if a reservation is cancelled more than **72 hours** prior to expected arrival.

Meals (Delegates Only)

Meal claim entitlements are: Breakfast \$11 Lunch \$15 Dinner \$24

Non-Claimable Expenses

The following expenses may **NOT** be claimed: expenses of spouses, room service, TELEPHONE CALLS (one per day up to 10 minutes only may be claimed), valet parking, other personal charges, or any fees incurred above the set rates for this Convention and all expenses of alternates and observers.

Own Time/Vacation/Lost Wages (Delegates Only)

Own Time of \$45.00 will be paid to members using lieu days, accumulated credits or vacation days. Own Time will not be paid for an unpaid day. **Claims for Own Time must be accompanied by supporting documentation** (original letter from employer or pay stub indicating the deductions) confirming the type of credit being used. **Claims for lost wages must be accompanied by supporting documentation confirming the details of the time off without pay.**

Parking

Parking will be available in the underground level at City Hall (across the street). Make Sure you lock away your valuables before leaving your vehicle. There will be a **flat rate of \$65.00 for 4 days**. A Rebate Ticket will be issued. It is important that the Rebate Ticket not be bent. Included in this rate are all taxes, in and out privileges, as well as parking anywhere within the facility. **YOU** must pay by cash or credit card at the time of obtaining a pass. **PARKING WILL ONLY BE REIMBURSED WITH AN ORIGINAL RECEIPT.** **VALET PARKING WILL NOT BE PAID.** Parking Attendants will be present in the registration area April 16, from 3 -9; and April 17, from 7 a.m. to 2 p.m. Rebate Tickets will not be available after these hours and regular parking rates will apply. If Rebate Tickets are lost, a new Rebate Ticket will have to be purchased at the regular rate.

Special Needs

Indicate your accessibility requirements on the "*Personal Assistance Request Form*" regarding any requirements.

Be sure to let the hotel know if you require special accommodation.

Time-Off Letters – Provided for Delegates Only

No employer notification is provided by OPSEU for Alternates and Observers.

TIME-OFF LETTERS ARE NOT FORWARDED TO INDIVIDUAL SUPERVISORS.

THE DEADLINE FOR ALL DELEGATES TIME OFF REQUESTS IS MARCH 3, 2008.

To avoid delays in the processing of time off requests, fill out your delegate credential form **completely.**

OPS

Specify your ministry only. OPSEU submits letters as per the Collective Agreement, Section 23.8. Time off letters will not be forwarded to individual supervisors. Individual supervisors can request confirmation of the time off request from the office of the Director of Human Resources of the respective Ministry.

Corrections shift workers

Please note in your Collective Agreement, Section 23.1 that leave “**shall be granted for not more than four (4) consecutive days for each employee delegate for the purpose of attending the Annual Convention**”.

CAAT - Specify the full name of the College.

BPS - The following information must be provided:

- Complete name and full address of your employer.
- Full name and title of appropriate contact person that the letter will be addressed to. The appropriate contact person will be the **Director of Human Resources or equivalent**.