

Revised Provincial Office District/Bargaining Unit (D/BU) Memo Distribution Process

To: Presidents and All Members

From: Joel Duff, Associate General Secretary – Professional Services

For Information

We are thrilled to announce the official launch of the new District/Bargaining Unit (D/BU) Memo distribution system on **Wednesday, November 5, 2025**.

This new process will make it easier for Presidents and members to stay informed and connected to important Federation updates.

What's New

Weekly D/BU Memo Digest: Every Wednesday, a weekly *D/BU Memo Digest* will be issued to Presidents with a summary of all memos released that week. All-member D/BU Memos and President Memos will be separated in two sections in the email for easy forwarding to the right recipients of the information.

If information is urgent or time-sensitive, a Special Edition D/BU Memo Digest will be issued outside of the regular Wednesday schedule to ensure timely communication.

Accessing D/BU Memos: D/BU memos can be accessed in two ways,

1. **Position targeted D/BU memos** (i.e., Presidents Only, Presidents and Local Executives, Presidents and Chief Negotiators, etc.) and their corresponding attachments are hosted directly on the Provincial website, organized in an easy-to-navigate, accordion-style layout by month. This structure allows for quicker access to information without scrolling through lengthy archives.

How to Access D/BU Memos

1. Visit www.osstf.on.ca
2. Click the myOSSTF login button and sign in using your member ID and password.
3. Once signed in, navigate to the D/BU Memos section to view the latest updates or click on the direct link(s) provided in the weekly *D/BU Memo Digest*.

We have extended the myOSSTF sign-in timeout to **2 hours**. This enhancement allows you to remain logged in longer, reducing interruptions when accessing secure memos on the provincial website.

2. **All-Member D/BU memos** and their corresponding attachments are housed under the Resource Centre tab of the Provincial website housed on its own All-Member D/BU landing page, ensuring that all members, including occasional teachers and others who may not hold active roles, can access relevant Federation information.

If you experience difficulty logging in or resetting your password, please contact the Membership Database Team at membership-database@osstf.ca.

For questions or additional support regarding the new D/BU Memo distribution process, please contact po-dbu@osstf.ca.

JS/lm cope 343