



## COMMUNICATION TIMELINES FOR WAVE 1 DISTRICTS

### **Friday, September 16, 2016**

An update email will be sent to all bargaining unit presidents giving them a preview of the documents that will be sent to members that are part of the Wave 1 transfer to the Provincial Benefit Plan.

### **Week of September 26, 2016**

The introductory package of OSSTF Benefits materials will be mailed to home addresses of all Wave 1 members.

### **Week of October 3, 2016**

The OSSTF Benefits team from OTIP will begin booking information meetings with OSSTF Wave 1 bargaining units/districts.

### **Between October 11 and 14, 2016**

All eligible plan members will receive an email from OTIP to the school board inbox inviting them to enrol in the new benefits plan at [www.otip.com/enrol](http://www.otip.com/enrol). The email will provide detailed registration instructions including the new OTIP identification number and instructions on how to set up a password. All eligible OSSTF Benefits Plan members with extended health and dental coverage will receive a new pay-direct benefits card in the mail, including important information on how to submit claims. If the member doesn't receive the new benefits card before November 1, they can print additional benefits cards from the 'My Claims' site, if needed.