



Spring 2017

NEWSLETTER



United Nurses of Alberta



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For the latest updates on Negotiations check out First Class Negs Conference through UNANet!!

What is UNANet?

Benefits include...

Getting your own UNA Email Address!

UNANet provides you with a Union email address, _____@una.ab.ca. UNA email is private, has excellent SPAM and Email Virus protection, and comes with a support person you can actually talk to.

When using a una.ab.ca email address, communications with your Local Executive, LRO, UNA Staff, Executive Officers, and other UNANet users are always secure; they never pass through the Employer's email servers (or Telus' or Shaw's) and remain contained within the UNANet service.

Discussion

Join in (current) discussions using UNANet's Conferences of the latest News and Negotiations with other Nurses (only Nurses, as UNANet is Members only access). Discuss developments in PRC and OH&S. Ask questions and have them discussed and answered in the Contract Issues Conference.

Education

Read and Download UNA Education Material, such as:

- Know Your Rights
- PRC toolkit
- How to Run a Local
- Disability Rights
- Unit/Office Rep
- Grievances
- View the UNA Workshop Calendar and a calendar of major non-UNA Education Opportunities

At Hand

In DMS, access your on-file personal information. File Expense Claims, view Union pay stubs and T4s, see upcoming Workshops and register directly.

Activate your account today: <http://una.ab.ca/unanet>

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Local 115 Executive

President: Kevin Champagne
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Local 115 Committees

CDLC Committee: Local 115 Executive
Communications Committee: Local 115 Executive,
Dorothy Clements, Kris Lim, Al Perreault, Sheldon Vogt
Grievance Committee: Local 115 Executive,
Martin d'Entremont, Lucy Anderson
OH&S Committee: Local 115 Executive, Jennifer Blain,
Laura Muenchrath
PRC Committee: Local 115 Executive, Nicole Bajada,
Andrew Lafreniere, Laura Muenchrath, James Zachary

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Editors

Local 115 Executive
& Communications Committee

Advocacy in Action

By Kevin Champagne,
Local 115 Executive,
United Nurses of Alberta



First and foremost, it is my honour to take this opportunity as your local President to thank front line staff for their tireless commitment to patient safety.

As the face of Health Care in Alberta changes, there has been one constant; the unwavering commitment made to Albertans every day by union workers who have been tasked to do more with less. What many believed to be a done deal was recently resuscitated from the chopping block; Operational Best Practice (OBP). If you are unsure what this means, you are not alone. It has been argued by many activists that OBP represents a race to the lowest bottom budget line. Time will only tell what AHS intends for OBP to represent.

What is really at stake for front line staff? With implementation of key principles AHS has shared, it is only reasonable to speculate there will be changes to care teams and delivery models. There can be no question this will mean in terms of a loss in RN jobs. The employer has stated there will be no position eliminations but shared their intent for future position elimination through attrition. During recent interactions with front line staff, a common theme is shared; how can we continue to provide care at this pace? Nursing staff continually express feelings of being overwhelmed and burnt out yet we hear jobs will be lost. Simply put, this is unacceptable. Is AHS not hearing or listening to its frontline staff?

The question becomes, how can we support each other while advocating for positive patient outcomes? The union continues to encourage members to file Professional Responsibility Concern reports (PRCs). When you file PRC reports it strengthens the local's ability to support you. Effective reports are specific in details related to impacted patient care. Report your concerns in real time to your immediate supervisor, allowing managers to provide meaningful responses. We can't expect change to occur if the employer is unaware of the need for change.

A simple way to advocate for RN's in the workplace is to increase your visibility. Wear your white scrubs in support of United Nurses of Alberta's Wear White campaign. Wear your RN pin and introduce yourself to your patients as their RN. Taking the time to understand what you as a registered nurse brings to the care team will support your ability to articulate your value to the team.

To ensure the best outcomes for our patients we need to work together by supporting each other. It is up to each of us to stand together in our responsibility as advocates for patients. Together, united we can make positive changes in our work place. Leaving this to somebody else is no longer an option. We must take action. Stand up for your collective bargaining rights, file for overtime, and request your breaks.

If you require support or would like to speak with the Local, call 403 670 9960. We are your union, and will support you in advocacy.

In Solidarity,

Kevin Champagne

UNA Local 115 President

Vacation approval delayed or pending?

At most UNA sites, the Employer must inform the Employee of approval or denial of her requests on the vacation planner by April 30.

If there is a delay in the approval beyond the deadline, or if the Employer says it is pending, the Employee should consider her vacation denied and initiate a grievance immediately.

If an Employee believes vacation time has been inappropriately assigned, she may also seek to file a grievance.

For example, if an Employee has applied for a week block vacation and the Employer approves Monday and Tuesday, but not Wednesday, and approves Thursday and Saturday, but not Friday, that is effectively a denial of her vacation. The Employee should grieve this type of denial.

The grievances should be filed within 10 days (excluding weekends and named holidays) of April 30 or from the day you were informed of vacation decisions, whichever is earlier.

The UNA Provincial Collective Agreement does not provide for a standing, or pending vacation request. If circumstances change such that a previously denied vacation period becomes available, the Employee will need to submit a new vacation request for consideration.



United Nurses of Alberta



How to File a PRC

By Laura Muenchrath,
Local 115 PRC & OH&S Committees,
United Nurses of Alberta

Reporting Professional Responsibility Concerns (PRC) is a protected and constructive way for RN's to advocate for patient safety as per Article 36 of the Collective Agreement. This article protects nurses from disciplinary action when they report their concerns and provides a formal and open process through which concerns can be discussed and resolved.

Reporting concerns that impact your ability to deliver safe, competent and ethical nursing care, or reporting concerns that directly pose a risk or has caused harm to a patient, document your advocacy for patient safety. You are also strongly encouraged to speak with your manager or immediate supervisor to give them an opportunity to resolve the issue immediately or for the issue to be investigated in real-time.

CARNA expects RNs to take action on recognized unsafe health care practices and workplace safety risks to clients and staff and advocate for safe, competent, compassionate, and ethical care for clients or their representatives, especially when they are unable to advocate for themselves (CARNA Entry-to-Practice Competencies for the Registered Nurses Profession #15 and #84).

Reporting Professional Responsibility Concerns supports Alberta Health Service's values of accountability, excellence and safety.

Professional Responsibility Concern reports may be completed for concerns such as:

- Unreasonable workload (high RN/patient ratios)
- Staffing not met (sick calls not replaced)
- Patient care assessment delayed/overdue
- Communication Challenges
- Inconsistency in nursing assignment causing continuity of care issues.
- Not staffing according to acuity Baseline
- Inadequate skill mix on shift
- Long wait times
- Technology not working

The PRC form can be found on una.ab.ca under Member Resources. After completing the fillable form, print it off and deposit it in the Local's mailbox (on the ground floor on the way to the cafeteria), fax to (403)263-2908 or email to 115prc@una.ab.ca. Please include your name, phone number and non-AHS email address in case a committee member needs to connect with you for further information. Your name does not need to be included when your concern is forwarded to the joint committee or manager.

When you are completing a PRC please remember to provide a detailed description of how the patient was impacted and suggest reasonable/sustainable solutions.

Documenting Professional Responsibility Concerns puts advocacy into action!

In Solidarity,

Laura Muenchrath

UNA Local 115 PRC & OH&S Committees



AHS FMC Safety Reporting Handout



	Worker Safety MySafetyNet (MSN)	Patient Safety (RLS)	Professional Responsibility Committee (PRC)	UNA OH&S
Who is Impacted?	Worker	Patient	Patient	Worker
Requirement / Time Line	Required (must report) as soon as possible.	Recommended responsibility	Please ensure your concern has been brought to the manager as well as reported in MSN and/or RLS.	Please ensure your concern has been brought to the manager as well as reported in MSN and/or RLS. There will be circumstances where both will be required.
When Do I submit a report?	Any Incidents related to the worker's health and safety such as work related injury or illness, workplace violence-physical or verbal (either from AHS employees or patients), spill or chemical release, near miss, hazards or observation; damage to AHS property/equipment	Any incidents that do or could impact a patient's safety. Hazards (events 'waiting to happen') Close Calls (events that almost reach the patient) Adverse Events (events that reach the patient, including injuries).	Any concerns that impact your ability to care for the patient. Such as overcapacity, short staffing, missing supplies, delays in assessment/medication administration, and environmental concerns.	Any concerns to your health and safety in doing your job. Such as tripping hazards, workplace violence, abuse and harassment, environmental concerns
How Do I submit?	Click on the MSN icon on the Insite homepage. For Blood & Body Fluids or Communicable Disease Exposures, phone 403-2347799. Some incidents may also require you to report to RLS.	Click on the RLS icon on the Insite homepage or report by telephone 1-877-338-3854 Some incidents may also require you to report to MSN.	Complete the fillable PRC form on the UNA website, print off and deposit in the Local 115 mailbox on the ground floor between Cafeteria and Main building elevators or fax to local 403 263-2908	Complete the fillable OH&S form on the UNA website, print off and deposit in the Local 115 mailbox on the ground floor between Cafeteria and Main building elevators or fax to local 403-263-2908
What do I do if I need to amend my report?	Contact your manager or WHS Advisor .	Contact your manager or the RLS team .	Call the Local office at 403 670-9960	Call the Local office at 403 670-9960

Bullying

By Sheldon Vogt,
Local 115 Communications Committee,
United Nurses of Alberta



It began when he was ten years old. He loved school but dreaded going; recess and after school meant release from the safety of the classroom and the watchful eye of his teacher to the unprotected battlefield that was the outskirts of the school playground.

He would hide his bicycle at different locations each day to avoid detection and wouldn't dare lock it up as the time it took to unlock it meant the difference between capture and escape. He planned his daily getaway down to the finest detail, often leaving class early to hide in bathroom stalls or the classroom of his younger sibling until it was time to walk her home. The added time also gave him a head-start packing up his things before making the wild dash to his strategically placed bicycle.

He was never sure what was worse, the chase or being caught. Outrunning them meant another night of planning tomorrow's getaway. Being caught meant fist fighting and it always played out the same way; encircled by cheering school kids waiting for one of them to step forward and initiate the unavoidable melee. It would end with kids scattering in all directions, he included, as the principal of the school or an adult from a nearby house would come outside to break it up. Although marred with physical violence and abuse, fighting meant freedom from the chase for at least a time.

As the school year went by the anxiety and fear were drowning. His getaway plans became anticipated and the speed advantage of the bicycle rendered useless. Capture became more frequent. Feelings of helplessness, worthlessness, anger and depression surfaced along with the destruction of self-esteem and confidence. He thought about those boys every night before bed and every morning he woke up. He couldn't sleep.

This may be an extreme example of schoolyard bullying but the story is true. It's my own and it's part of a traditional conceptualization of bullying in an era past and may not be far from the imagination of some when confronted with the question, "what is bullying?". When faced with the same question I find myself reminiscing famous comedic Hollywood bullies such as Biff from the Back to the Future series or Regina and her gang from the bully-ridden film Mean Girls. These Hollywood examples reflect a common and narrow perspective of bullying, restricted to that of a school setting. Bullying has no environmental limitations. It spreads into work environments and personal relationships and has further extended itself into the far reaches of lives in homes everywhere in a cyber form. In any fashion, bullying is significant and insidious, having dramatic and lingering widespread effects.

Alberta Health Services (AHS) defines bullying as, "the activity of repeated, aggressive or disrespectful behaviour intended to hurt another person physically or mentally. Bullying is characterized by an individual or individuals behaving in a certain way to gain power over another person."

Bullying is a type of abuse in the form of psychological violence and harassment. It can include discrimination and have devastating short or long-term biological, psychological, emotional and spiritual effects.

continued on next page...

Bullying

Bullying behavior is identified by 3 features:

1. It is **DELIBERATE**
2. It is **DISRESPECTFUL**
3. It is **REPEATED**

A Local Member shares:

“I was routinely held solely accountable for group projects, unfairly criticized for combined efforts and was withheld necessary information for success. I was consistently given objectives that were immeasurable and unachievable. I was even accidentally sent text messages talking about me to other employees. There was complete disconnect between what was communicated behind closed doors and what was shared when the doors were opened, not only about me, but about peers and individuals in positions of greater authority. Messaging was regularly harsh, judgmental and discriminatory in closed circles yet bubbly, cheerful and supportive in the presence of others. I was disgraced, humiliated and lost all credibility with my peers who began to openly verbalize their opinion of me as incompetent and stupid. These were once people who respected and valued me as a team member.”

AHS reports that 1 in 6 people are bullied in their lifetime and that less than 15% of recipients ask for help. 80% of people bullied will find a new job and the Employee and Family Assistance Program (EFAP) reports 40% of Canadians are bullied on a weekly basis. UNA reports bullied employees are most likely to leave their job in the first year and say it takes approximately 23.4 months before they decide whether or not to report the incident and an average of 10 years to recover from its widespread effects.

The Local Member continues:

“I began having abdominal pain and trouble sleeping at night. I thought about work 24/7 and did everything I could think of to improve my standing. In my life I could never before remember being deemed unsuccessful at anything and now felt as though I could do nothing right. I felt unheard, unappreciated and unwanted. My confidence was lower at that point in my life than ever before. I didn’t want to go to work and began closing my office door when I was there. I wanted to crawl into a hole and disappear. I left work in tears every day. It was the worst working year of my life and, to this day, I am still learning to cope with the lingering effects of that experience.”

UNA and AHS are committed to working together in support of a just culture of safety and respect. A result of this partnership has been the development of MySafetyNet (MSN), a reporting tool which can be used to document **ANYTHING** that potentially negatively impacts your Health and Safety. For incidences of harassment or abuse, including bullying, the suggested method of reporting is by submitting a Formal Complaint through the Human Resources Department using Document 1115, Workplace Violence: Prevention and Response (hyperlinked below). It is strongly recommended that you contact the UNA Local or Provincial Office prior to filing a formal complaint and speak with a Labour Relations Officer (LRO) to ensure you are presented with all information required to make an informed decision. If you elect to file your bullying concern through the MSN system, option #6 (Co-Worker Related Incident of Aggression, Harassment or Violence) submits the report to the Human Resources department and bypasses your manager completely. If your manager is not the person you are making the report against, it is important to follow up with them directly as well as completing the report on MSN. (Document 1115, Workplace Violence: Prevention and Response: <https://extranet.ahsnet.ca/teams/policydocuments/1/clp-ahs-pol-workplace-violence-prevention-response.pdf>)

Bullying

To file a Co-Worker Incidents of Aggression, Harassment or Violence report on MSN, follow these steps:

1. Go to the home page of Insite and login to the Report Worker Incidents MySafetyNet employee login. The username and password is the same as your AHS email and E-People accounts.

<https://mysafetynet.albertahealthservices.ca/prd/portalregistration/Login.rails>

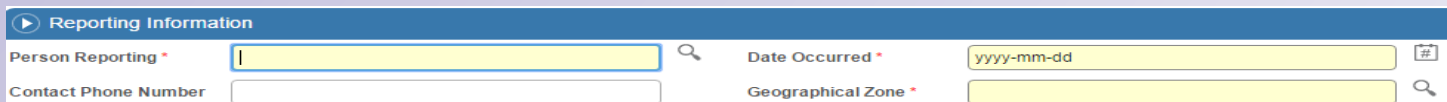


2. Select Incidents on the navigation bar.



3. Select #6, “Co-Worker Incidents of Aggression, Harassment or Violence” report.

4. Enter your name, date of incident occurrence, phone number and geographical region.



5. Click “Submit” at the top of the page.

Following submission of your report, you will receive an email from HR confirming they have received your report and an HR representative will contact you directly to guide you through next steps. There is no deadline submitting a report through MSN but it is suggested to do so as soon as possible after the incident. Statistical data from MSN can be requested and brought forward by the UNA Occupational Health and Safety (OH&S) Committee for review and discussion. These discussions can aid in promoting substantial change aimed at improving the health and safety of UNA members across the province. (MSN FAQ: <https://myahs.ca/insite/Files/hr-whs-msn-staff-faqs.pdf>).

UNA offers a workshop titled “Dealing with Abuse” and encourages all members to attend. It is highly informative, well instructed and an excellent resource for all UNA members to learn more about abuse, workplace bullying, the collective agreement, legislation and reporting. Please call the local office to register. Available dates can be found on the UNA events calendar. (UNA Event Calendar: <https://www.una.ab.ca/events>)

Bullying grows in silence and withers in the light of exposure. If you are experiencing bullying you are not alone. You are important and valued. Please take the time to talk to someone. The Employee and Family Assistance Program (EFAP) is a valuable resource and available for support 24 hours a day at 1-844-880-9137. (EFAP Bullying in the Workplace: <https://www.workhealthlife.com/Article/Read/Bullyingintheworkplace>). Please follow the link below to all bullying information provided by AHS on Insite and call the UNA Local 115 office at 403-237-2377 with any questions or concerns you may have. (Bullying: <https://myahs.ca/insite/8737.asp>).

Get help. Take a stand. Talk to us. Together we can.

In Solidarity,

Sheldon Vogt

UNA Local 115 Communications Committee

Abuse Violence Harassment

GET HELP

TAKE A STAND

TALK TO US

1.800.252.9394



United Nurses of Alberta
www.una.ab.ca





Lamont Health Care Centre



Employer/UNA Joint Layoff & Recall Statements

Preliminary Issues: This document is intended to be a resource document that guides Human Resources (Employer) and Labour Relations Officers (UNA) through the layoff and recall process. Where these joint statements contradict statements in the UNA Layoff and Recall Manual or the AHS Layoff and Recall Manual, this document takes precedence.

Note: All Employees of AHS are included in the same UNA Bargaining Unit. Covenant Health Employees are divided into eight different bargaining units. Lamont has its own bargaining unit. It is important to understand the applicable bargaining unit when applying Article 15: Layoff and Recall language.

	Discussion Point	Employer & UNA Joint Statement
1	What kind of information should be discussed at the ‘pre-layoff meeting’ referenced in 15.01(b)?	<ul style="list-style-type: none"> ■ Communication at the Local level is key in the layoff and recall process. ■ As soon as decisions to eliminate positions have been finalized, Employers are encouraged to contact the impacted Local and provide a ‘heads-up’. It’s not necessary for Employers to have all of details of the position elimination before connecting with the Union at this informal stage. ■ The Collective Agreement does require a ‘pre-layoff’ meeting between the UNA Local, LROs, HR and operational managers to exchange more detailed information. This meeting is vital for both parties and is the opportunity for all involved to shape the layoff process that will apply. The Collective Agreement allows those closest to the layoff significant discretion to determine how the process will work at the local level. ■ At this pre-meeting, the parties should discuss: <ul style="list-style-type: none"> – What is the overall change being made? – Is this a workforce reduction or a position elimination (see Discussion Point 2 below)? – How many Employees will be affected and in what areas (sites, units, programs)? – What is the timing of the operational change? – When will Employees receive the 28 days’ notice? – What is the relative seniority date of affected Employees (how many will have displacement rights)? – What is the number of temporary positions within the affected area and will they be eliminated? – What is the number of Employees in modified/accommodated positions who will be affected? – Whether a meet and greet will be part of the process for the purpose of getting to know the Employee and not making a selection decision (see Discussion Point 11). – If the Parties have agreed to use a ‘bulk layoff’ process and the Employer has set up an “options room”, discuss location and hours of these rooms (see Discussion Point 7). – Potential application of Severance. <p>Note: All of the information noted above may not be available prior to the pre-meeting. This should not delay proceeding with the meeting, rather treat the above as a guide as to the information that will need to be provided throughout the process.</p> <ul style="list-style-type: none"> ■ Key decisions that should be made and confirmed in writing between the parties before notice is served include: <ul style="list-style-type: none"> – The agreed area where Employees will likely look for vacancies and displacement options¹. – Agreed area that Employees will be recalled to¹. – If and when vacancies will be frozen. – Does the Employee maintain displacement rights where they choose a temporary vacancy or displace into a temporary position (see Discussion Point 14)?

¹ The parties recognize that where an Employee wants to consider a vacancy, a displacement or wants to be recalled to a site or location outside of the pre-agreed area, this will be accommodated.

² A change in the length of the shift cycle which may alter the number of shifts in the length of the shift cycle stated in the letter of hire and whether this change triggers position elimination is currently a matter of dispute between the parties. However, the parties agree that a change in the hours per shift as stated in the letter of hire does trigger position elimination.

	Discussion Point	Employer & UNA Joint Statement
6	What is the timing of position elimination notice to those Regular Employees acting in temporary positions when their Regular position has been eliminated?	
		<ul style="list-style-type: none"> ■ Notice is to be served immediately so the Employee is aware their Regular position has been eliminated. ■ The Employee must then proceed to select vacancies or displacement options open to them at the time of notice (i.e. Employees do not wait until term of Temporary position is over and then select).
7	What are examples of agreed-to processes for bulk layoff that have been used by the parties?	
		<ul style="list-style-type: none"> ■ Although the Collective Agreement states Employees are laid off in reverse order of seniority, the parties may agree to provide position elimination notices in a number of ways. ■ The following is an example of a 'bulk layoff' process where 40 FTE must be eliminated across multiple units and programs in a single site: <ul style="list-style-type: none"> – Employer confirms workforce reduction is to happen. Prior to the reduction, the Employer may look to see if there are Employees who wish to amend their FTE. – Employer arranges pre-layoff meeting with UNA and reviews all suggested information (see Discussion Point 1). – Employer meets with the affected staff and communicates the size and scope of the reduction (HR and Union attend). – Employer and Union agree that the workforce reduction notices will be served in sequential 'groups', based on seniority. In this example where 40 FTE must be eliminated, the Employer will first identify the 40 least senior who will be impacted. – Of this group of affected Employees, the Employer will then identify the most senior. The Employer will meet with the most senior 8 staff at once and serve elimination notice, and then proceed to meet with the next 8 staff and so on until all 40 staff have received elimination notices in a single business day. – Employer and Union also agree that Employees will make vacancy and displacement decisions on paper and each round of the layoff process will be determined on paper before any Employees actually move to new positions or go on layoff. <p>Round One (first 40 Employees served position elimination notice)</p> <ul style="list-style-type: none"> ■ Employer identifies an 'Options Room' where HR and Union representatives are available to assist affected staff as they work through their vacancy and displacement options. ■ Employer clearly outlines: <ul style="list-style-type: none"> – The process to submit selection sheets; – How many selections (vacancies and or displacements) an Employee should make in order of preference; and – When the 72 hour timelines begin for each 'group' of Employees. ■ Selection process: <ul style="list-style-type: none"> – Once they have received their elimination notices, Employees visit the 'Options Room' where the Employer and Union have all necessary information available for Employees to make their selection including agreed area for vacancies, displacement, and recall (as applicable). – Affected staff are provided selection/preference sheets and are encouraged to put down a number of selections in their ranked order of preference. – HR and the Union meet once the 72 hours selection period has expired and all staff selections are collected. Together, the parties qualify the selections based on seniority and ability to the job, and address issues about placement as they arise. – Once placements are confirmed, meetings are scheduled with each individual to confirm placement. Meetings are scheduled for 15 to 30 minute durations and all occur in the same business day. The first meeting of the day will be with the most senior Employee, moving to the least senior Employee at the end of the day. The Employer, the Union and the Employee all attend the meetings. – During the placement meetings, the parties are prepared to explain to staff the reasons they did not get their top selection, where applicable, and deal with other issues that may arise. – If an Employee has to make a new selection, a new 72 hour period applies. – After individual meetings occur and placement is confirmed, the Employer sends a letter to each Employee confirming what position (vacancy or displacement) the Employee will be placed in and the commencement date: the letter is copied to the Union. – Where there are disagreements as to placement, the Employer makes itself available to discuss the issue with the Union and Employee. – Where the parties cannot resolve the dispute, the Employer will make the final determination and UNA will file a grievance. In the interim, the parties still proceed to confirm other placements within this round and also proceed to next round.

Discussion Point	Employer & UNA Joint Statement
	<p>Round Two (30 Employees displaced by Round One Employees and now entitled to position elimination and Article 15 rights)</p> <p>■ Follow same process as listed in Round One.</p> <p>Note: Depending on the displacement choices made by the Round One Employees, the group of Round Two Employees may be geographically dispersed. As such, position elimination notices may be served on a more individual basis and a central Options Room may not be feasible. For example, where 20/40 of the Employees impacted in Round One displace outside of the initial site and some to other Zones (where applicable), the 20 Round Two Employees will be served notice on the same day, but not together in the same location.</p>
8	<p>28 days' notice of position elimination or workforce reduction is required, but can parties agree to move an Employee to a selected vacancy or to displace inside the 28 days? What if a vacancy is available immediately?</p>
	<p>■ The parties agree that those initially served notice of elimination or workforce reduction and those 'last out the door' to layoff have 28 calendar days during which time they have the right to stay in their current position. In these cases the parties agree:</p> <ul style="list-style-type: none"> – If the Employer wants to move the Employee prior to 28 days or the Employee wishes to move early, agreement between the parties is required (Operations and UNA Local). – The parties acknowledge there may be some circumstances where the vacant position or displacement option the Employee has selected requires the Employee to start earlier. For example, when an orientation session is scheduled within the 28 day notice period. In scenarios such as this, the parties may agree to move the Employee before the 28 days has expired. <p>Note: the parties may wish to agree to have all or some of the displacement take place "on paper" until the process is finalized. Provided the process was not an extended process, it could make sense to "float" Employees based on need until all the paper work is completed.</p>
9	<p>Can parties mutually agree on areas for freezing vacancies and displacement options?</p>
	<p>■ Yes, this is a key decision that needs to be made between the parties in the 'pre-layoff meeting'.</p> <p>■ An agreed area can be described in a number of ways including site, group of sites, city/town, program, Zone, etc.</p> <p>■ The parties recognize Employees have the right under the Collective Agreement to displace within the entire bargaining unit. If an Employee is interested in displacing outside of the agreed area, the Employee has to specifically identify the area they want to consider. Otherwise, they will only be provided with vacancies and displacement options within the agreed area.</p>
10	<p>What level of detail is necessary for the Employee to have in order to make their selection decision?</p>
	<p>■ The parties agree that as soon as the agreed area for layoff is determined in the pre-meeting, the Employer should start to collect all of the information included on vacancies within this boundary (as per 14.01(d) and 15.04(b)), including:</p> <ul style="list-style-type: none"> – General description of the work. – Whether the position is "at" a site or "at or out of" a site. – Home site of position or whether the position is multi-site. – Unit description. – Current shift patterns (for information purposes only). – Hours per shift/shifts per shift cycle (FTE)/length of shift. – Commencement date (as applicable). – Expected term for temporary positions. <p>■ All of the information listed above must be provided in order for the Employee to make a selection. The 72 hour window does not start until all of this information is provided to the Employee.</p> <p>■ Rotations are not required under the CBA but should be provided where available, recognizing most Employees base their decisions largely upon the rotation and not shift pattern.</p> <p>■ Where not available within reasonable timeframe (e.g. when Employee requests rotation for position that is outside of geographic boundary, where rotation for this position is currently under review, or where rotations are done manually), the request for rotation shall not slow down the process and does not impact the 72 hour timeframe.</p>
11	<p>What are the Employer's obligations to provide a 'meet and greet'?</p>
	<p>■ There is no requirement for the Employer to provide a meet and greet.</p> <p>■ However, either the Employer or the Employee may request a meet and greet and it will be considered.</p>



Discussion Point	Employer & UNA Joint Statement
	<ul style="list-style-type: none"> ■ The clear purpose of a meet and greet is for the Employee who has already selected and been placed into a vacancy or displacement to meet their future manager and team, to hear more about the job they've selected, and to perhaps see their new work environment prior to starting. ■ A meet and greet can be arranged through the process laid out in the standard AHS job placement letters that prompt the Employee to contact their new manager/HR. ■ A meet and greet is NOT a job interview. Meet and greets should not be part of the manager's decision as to whether or not the Employee has the ability to perform the work and similarly, not part of the Employee's decision on what vacancies or displacement options to put forward in the 72 hour window. Meet and greets are not for decision-making but are to allow an introduction between new manager and new Employee. ■ Where meet and greets do occur, these meetings do not take the place of the required orientation.
12	<p>Can an Employee displace into a position that is occupied by an accommodated Employee?</p>
	<ul style="list-style-type: none"> ■ Yes. Accommodated Employees do not have 'super seniority' and are not protected in a layoff process from being served position elimination, notice of workforce reduction or from being displaced. ■ If the accommodated Employee's position has been identified by another more senior Employee, and if the Employer determines there are no other existing positions in which to accommodate the Employee (i.e. at the point of undue hardship) the Employer will highlight this to the Union. In this case, where undue hardship will be reached, the parties may agree to leave the accommodated Employee in their current position. ■ The parties are encouraged to discuss the displacement of an accommodated Employee before the Employer reaches a decision that the accommodated Employee will not be displaced. ■ As this process can be very time consuming, the Union and Employer must reach agreement on what will happen in the interim to the Employee who wants to displace the accommodated Employee. ■ If through the layoff process the Employee identifies a position that is currently occupied by an accommodated Employee, the parties must identify the true (original hours prior to the accommodation) hours and duties of this position as opposed to the modified hours or duties uniquely tailored to the accommodation needs of the Employee. Employees must make displacement decisions based on the true nature of the position as the schedule and duties will revert to 'normal' when there is no longer a duty to accommodate.
13	<p>What is 'ability to perform the work'?</p>
	<ul style="list-style-type: none"> ■ Generally, outside of specialized nursing positions it is rare that a nurse who has received notice does not have the ability to do the work of another RN position. ■ In order to determine if an Employee has the ability to perform the work, the Employer should refer to the requirements indicated in the job posting and the job description as well as any other bone fide and consistently enforced requirements. The Employer should review historical hiring practices and the degree to which Employees have been hired without the stated requirements (under-hiring) in order to determine if job requirements are bone fide and have been consistently enforced. ■ For example, in a highly specialized outpatient unit, the posted job qualification is 10 years' experience in a general medicine unit plus an active CNE certification. In the past, this standard has been consistently applied, and it is rare that the unit under-hires. In this scenario, the Employer may determine that an Employee who wants to displace into this position who has 1-2 years of experience in general medicine and the appropriate CNE certification may not be qualified to do this work. ■ However, if on this same unit there are frequent examples of under-hiring or of hiring new grads, it will more difficult to argue that an experienced Employee choosing a vacancy or displacement option in the area is not capable and qualified. ■ If there are single or rare examples of under-hiring this does not necessarily mean that the requirements have not been consistently enforced. ■ If there is a longer period of orientation or familiarization that is provided to all or a large majority of hires into the area, it is reasonable to expect a laid off Employee selecting a vacancy or displacement option in the area to receive the same kind of orientation or familiarization. ■ The amount of familiarization will depend on the unit/work area. The familiarization period would include being shown and learning policies, procedures, practices, protocols and the general operation of the unit. ■ Re-training is not required, though any amount of orientation or training that a new grad or new hire may require to become fully functional would be expected for an Employee exercising their rights through the layoff process.
14	<p>What is the consequence if an Employee chooses a Temporary vacancy or displaces into a Temporary position with an expressed limited term (as per 14.02(a))?</p>
	<ul style="list-style-type: none"> ■ The Collective Agreement is silent on this issue and there is no relevant case law.



	Discussion Point	Employer & UNA Joint Statement
		<ul style="list-style-type: none"> ■ The parties agree Employees should be discouraged from choosing a Temporary position either through the vacancy or displacement options. ■ The parties have different interpretations as to the consequence if an Employee chooses a Temporary position through the vacancy or displacement options. As such, the parties jointly encourage those involved in the layoff and recall process at the local level to reach agreement on this issue wherever possible. The parties further agree that such local decisions will not be seen as binding precedence if and when this issue is arbitrated in the future.
15	What are the options when an area is ‘saturated’ with Employees who have displaced into the unit, to the point that depth of experience is an issue?	<ul style="list-style-type: none"> ■ Where the Employer is concerned an area has become ‘saturated’, meaning a nurse who is new to the unit or area displaces or chooses a vacancy in the area and this raises patient safety issues, the parties should work together to delay or phase-in the displacement. ■ ‘Delaying or phasing-in’ may include having the Employee work over compliment on the saturated unit; providing work in another Temporary vacancy, or having the Employee stay and work over compliment on their current unit, among other options. ■ Should a placement be delayed or phased in, the parties will need to agree on a plan for the impacted individual. The individual is still entitled to their FTE.
16	Can parties mutually agree on a boundary for recall?	<ul style="list-style-type: none"> ■ At the pre-layoff meeting, the parties should determine the agreed area in which all Employees affected by the position elimination or workforce reduction will be recalled and recall efforts will be focused within this default area. The Employer may then choose to freeze vacancies within this agreed area ■ However as per the Collective Agreement, Employees hold bargaining unit-wide recall rights and may choose a site/program area/position outside of the agreed area. As such, the Employee may amend the recall area that has been established between the parties at the beginning of the process. If an Employee chooses to amend the agreed recall area, this should be done in writing. ■ There are two kinds of recall; recall to work longer than 14 calendar days duration and recall for shorter periods of work (casual shifts (as per 15.05(b)). Employee may choose a different area for each kind of recall. ■ An Employee may amend their recall area at any time. For instance, at any point, the Employee may want casual shifts at a site that is outside of the agreed area and the Employee’s recall area will be amended accordingly. ■ At the time the Employee goes on the recall list, the Employee should be informed about their right to be recalled to another Employer under the Collective Agreement, and the Employee should indicate their interest in writing. If the Employee does express interest in being recalled to another Employer, at this point the other Employer should be notified. ■ Prior to hiring new Employees or using Casual Employees within the agreed area, an Employee with recall rights must be offered the work. Prior to offering regular position to an Employee on recall within the agreed area, the job must first be posted and awarded to the most senior Employee with the ability to do the job.
17	When do recall rights expire?	<p>Recall rights for those who are on full layoff (no work)</p> <ul style="list-style-type: none"> ■ Recall rights remain until the Employee is made whole in terms of FTE and site, or until 12 months from the date the Employee was last recalled to work, whichever is greater;.. ■ Employees can refuse recall without affecting recall rights: <ul style="list-style-type: none"> – to a position with a greater FTE than their pre-layoff position as long as there is another Employee on recall who accepts the vacancy; – to a different site other than their pre-layoff site; – to work that is less than 14 days in length; – to employment with another Employer signatory to the Collective Agreement (see Discussion Point 18). ■ Employee will be offered recall to all sites within the agreed area. ■ Where an Employee refuses recall to work that is greater than 14 days in length at a specific site, the Employee loses future recall rights at this site. <p>Scenario 1: While on full layoff, the Employee is recalled to a position with same FTE but at different site than their pre-layoff site. Do they retain recall rights? = Yes. The Employee has not selected this position, they have been placed into it. The Employee maintains partial recall rights and remains on the recall list.</p>

Discussion Point	Employer & UNA Joint Statement
	<p>Scenario 2: While on full layoff, the Employer recalls the Employee to their home site to a position with a lower FTE than they had pre-layoff. Do they retain recall rights? =Yes. The Employee has not selected this position, they have been placed into it. The Employee maintains partial recall rights and remains on the recall list.</p> <p>Scenario 3: While on full layoff, the Employer recalls the Employee to a different site or to a position with a lower FTE: The Employee accepts and the Employee requests to be voluntarily removed from recall list. Can they do this? = Yes, and the UNA Local is to be informed.</p> <p>Recall rights for those who have displaced or taken a vacancy (partial recall)</p> <ul style="list-style-type: none"> ■ Recall rights remain until the Employee is made whole in terms of FTE and site, or until 12 months from the date the Employee was last recalled to work, whichever is greater. ■ An Employee retains recall rights and is on 'partial layoff' when the Employer has placed an Employee in a position with a lower FTE and/or at a site other than their home site. For the Employee to be considered on partial layoff with residual recall rights, the Employer must place the Employee into a position. If the Employee selects a vacancy or displacement with a lower FTE or at another site when there were options available to be kept whole, they will not be considered on partial layoff and they no longer have recall rights. <p>Scenario 4: After receiving position elimination notice, the Employee selects a vacant position of same FTE at a site other than their pre-layoff site. There were no options available at their original site with a same or lower FTE. Do they retain recall rights at their original site? = Yes. The Employee had no option to select a vacancy that would keep them whole in terms of site, therefore, they retain residual recall rights and stay on the recall list at their original site.</p> <p>Scenario 5: After receiving position elimination notice, the Employee selects a vacant position with a lower FTE at their original site when there was a vacancy at this site with an FTE equal to her pre-layoff FTE. Do they retain recall rights? = No. The Employee had an opportunity to select a vacancy that would make her whole and so the Employee does not maintain recall rights.</p> <p>Note: In both the case of Employees on full layoff (no work) and those on partial layoff, Employees must be available and have the ability to do the work in order to be recalled. Where an Employee is unavailable or unable to do the work they are recalled to, and there are no other Employees on layoff in the agreed area, the Employer has the right to hire an external candidate.</p> <p>Applying for vacant positions while on full or partial recall:</p> <ul style="list-style-type: none"> ■ If an Employee on recall is interested in a vacant position that has been posted as per the process in Article 14.01 and is outside of the agreed area, the Employee should not apply for the position using the application process under Article 14. Instead, the Employee should contact the Employer and the Union and request that their recall area be amended to include the area where this position is located. As such, the Employee will now be considered under the posting provisions of 15.10(a) and appointed to this position where: <ul style="list-style-type: none"> – the Employee is the most senior applicant who can perform the work satisfactorily; and – there are no other more senior internal Regular applicants suitable for the vacancy. ■ Where an Employee refuses recall to work that is greater than 14 days in length at a specific site the Employee loses future recall rights at this site. As such, if the Employee subsequently expresses interest in a vacant position that has been posted at this site, the Employee must apply for this position and all provisions of Article 14 will apply.
18	AHS/Covenant Reciprocal Recall list - how does this work?
	<ul style="list-style-type: none"> ■ To date this language has not been applied. If there are multiple Employers under the Collective Agreement within the same geographical zone and any of these Employers have Employees on a recall list, all of the parties (applicable Employers and UNA Locals) will meet to discuss the application of Article 15.07.
19	When is severance required?
	<ul style="list-style-type: none"> ■ Severance will be offered as a result of organizational changes that result in the permanent reduction in the number of Regular Employees in the bargaining unit. ■ The parties may discuss severance offering in other circumstances at the pre-layoff meeting.

If you have any questions, please contact your representative identified below:

For the Union:

David Harrigan
 Director of Labour Relations United
 Nurses of Alberta
 780-425-1025
 dharrigan@una.ab.ca

For the Employer:

Kim LeBlanc
 Lead Negotiator
 Negotiations and Labour Relations
 Alberta Health Services
 403-943-1410
 kim.leblanc@ahs.ca

Pemme Cunliffe
 Director, Labour Relations
 and Total Compensation
 Covenant Health
 780-735-9165
 Pemme.Cunliffe@covenanthealth.ca

Harold James
 Chief Executive Officer
 Lamont Health Care Centre
 780-895-5801
 harold.james@ahs.ca

Working In Charge?

Get the Charge Pay

Sections 16.02, 16.03, and 16.04 of the Provincial Collective Agreement state that Employees with In-Charge responsibilities are entitled to In Charge Pay.*

When a Staff Nurse is designated as the Employee in charge of a unit, the Employee shall be paid an additional \$2.00 per hour. When an Assistant Head Nurse is designated in charge of a unit, the Employee shall be paid an hourly rate no less than what a Staff Nurse at the same pay step would be paid when in charge.

The Employer must provide a document specifying In Charge roles and responsibilities at each nursing unit. If an Employee has been assigned those duties then they are fulfilling the In Charge role whether there is a manager there or not.

If an Employee is unsure whether their work should qualify for the In Charge Pay, they should directly ask their Manager and refer to the Employer's In Charge roles document and the duties that have been assigned. If the duties assigned to the Employee are those on the In Charge document, then the Employee should get Charge Pay.

If you are being unfairly denied In Charge Pay, contact your UNA Local Executive or your Labour Relations Advisor.

**Some UNA Collective Agreements often have different provisions.
Check your Agreement or with your Local for details.*



United Nurses of Alberta

Communication for Union Activists

By Dorothy Clements,
Local 115 Communications Committee,
United Nurses of Alberta

The Alberta Federation of Labour/Canadian Labour Congress (CLC) Jasper Winter School 2017 was a great experience for me.

I started my class with Cori Longo (Regional Representative from the CLC) and David Cournoyer (Communication Advisor for the United Nurses of Alberta) as facilitators. This course was all about communication tools, especially “Social Media”. We covered the traditional tools like ‘letters to the editor’, interview techniques, bulletin boards and written articles.

In the course we used different learning methods that encouraged us to network with other union attendees. Our class had 9 UNA members and 13 other workers from transit, commercial food and health science fields. The entire class participated in a video demonstrating Social Media then we presented it at the banquet on Thursday evening. We worked in smaller groups too. My group developed a Facebook page as administrators that I am still using to connect with my friends from the group.

I encourage fellow members to get involved. Attend a local meeting or our provincial annual general meeting. Follow us and engage with other UNA members on Facebook and Twitter. Sign up for First Class which provides an email address and information on our local events and workshops. Look for the UNA Local 115 published 4 times a year which we deliver to all our nursing units.

In Solidarity,

Dorothy Clements

UNA Local 115 Communications Committee



Labour Education Fund 2017

For 2017, Local 115 will provide a maximum of 10 grants of up to \$2500 to Local 115 UNA members for the purpose of engaging in labour advocacy education opportunities. 5 grants have been awarded this past February, 2017 and another 5 grants will be awarded June 15, 2017.

Members must submit this application and selected applicants will be contacted through their First Class @ una.ab.ca email. Successful applicants must confirm receipt of that email by replying within 30 days of its receipt.



Applications must be received prior to travel.

Funds will be disbursed following the submission of a written report to Local 115 UNA's Treasurer. The report must be submitted within 60 days of completion of the educational event and may be published in the 115 member conference, local newsletter and/or social media platforms. Selection criteria includes strength of the application with preference given to first-time recipients. Incomplete forms will not be considered.

Important Deadlines:

June 15, 2017: For events between August 1, 2017 and January 31, 2018.

Guideline:

- Open to all members in good standing.
- Member must have already attended at least one UNA workshop.
- Must be a labour advocacy related education opportunity.
- Applications must be received prior to travel and in accordance to the above deadlines.
- Funding can be used towards registration, accommodation, meals, mileage and/or salary replacement.
- Cost breakdown must be provided.
- Receipts are required to receive reimbursement.
- It will be the responsibility of the member for registration and all logistics involved in accommodation, transportation and meals. Local 115 may act as a resource to the member. If the member has monetary barriers and cannot afford up-front costs of the event, they must email the Local 115 Treasurer for assistance.

UPCOMING
Mark Your Calendars
EVENTS


Want to get more involved with your Union? Wait no more! 2017 is bringing with it a number of exciting upcoming events for UNA Local 115 members.

The Calgary and District Labour Council Pre-Retirement Weekend Workshop: May 27th – 28th & November 25th – 26th. A pre-retirement course that deals with all the major issues which those planning for retirement need to consider (e.g. goal setting, legal issues, housing, activities, changing relationships, volunteering, labour movement involvement, health and financial matters). More information can be found at <http://www.thecdcl.ca/>

Canadian Federation of Nurses Union Convention: June 5th – 9th. This biennial convention brings members from all of our provincial organizations for education and business. New workshops include, “PTSD in the Nursing Profession”, “Global Café on the Social Factors Impacting Health”, “Collaborative Practice in Diverse Teams”, “Domestic Violence at Work: A Union Concern” among others. Back by popular demand are, “Looking Back and Moving Forward: Celebrating Nurses in the Labour Movement”, “The Social Determinants of Health Tour”, “Preserving Your Lifestyle: A Practical Guide for Nurses Planning to Retire as the Adventure Begins”, “Medicare: Threats and Promise”, and “Addictions and Mental Health – Tough on the Problem, Easy on the People”. More information can be found at <https://nursesunions.ca/Convention2017>.

South Central District Meetings: March 31st, July 6th, October 5th & December 7th. UNA Locals are grouped into five geographically based districts – North, North Central, Central, South Central and South. Presidents of UNA locals attend regular District Meetings where they share information, compare challenges and develop strategies. Please contact us at local115exec@una.ab.ca for more information.

Know Your Rights Workshop: April 25th, May 25th, September 26th, October 12th & November 16th. The “Know Your Rights” workshop offers new members, or members who considering becoming active in their Local, a chance to learn about their union and their rights in the workplace. During the day, participants will explore UNA’s relevance to their own lives and understand the goals, philosophy, and functioning of UNA. It provides participants with the tools to protect their rights and opportunities to engage

more effectively with UNA. See <http://una.ab.ca/events> for more information and register through DMS or contact us at local115exec@una.ab.ca.

Dealing with Abuse Workshop: April 4th & September 28th. The “Dealing with Abuse” workshop is designed to provide participants with an understanding of the various types of workplace abuse and that abuse in any form is unacceptable. It will also encourage participants to take appropriate action if they are the targets of abuse, to provide support to co-workers who have been abused, and to provide participants with the tools to advocate for the prevention of workplace abuse. See <http://una.ab.ca/events> for more information and register through DMS or contact us at local115exec@una.ab.ca.

Provincial UNA Annual General Meeting: October 24th – 26th. The ultimate governing body of United Nurses of Alberta is its Annual General Meeting. At the AGM, policies are established, the budget is determined and officers are elected by delegates. The event will be held in Edmonton with more information to follow soon on UNA’s First Class ‘AGM 2017’ conference.

Local 115 Annual General Meeting: December 13th. Local 115 serves UNA members at FMC Hospital, UofC (Faculty of Medicine), GWHC, Fanning & NW Dialysis, SCHC Dialysis / Urgent Care / Mental Health. UNA provides a great number of services to all members. The most important role is negotiating Collective Agreements which regulate salaries, benefits, schedules and other working conditions. For more information visit our Facebook page <https://www.facebook.com/UnitedNursesofAlbertaLocal115/> or contact us at local115exec@una.ab.ca.

Local 115 Meetings: Second Wednesday of every month. All meetings are held at Foothills Medical Centre from 1600 – 1800 and all members are welcome. Come and voice your work related concerns! See reverse cover, Local 115’s Facebook page <https://www.facebook.com/UnitedNursesofAlbertaLocal115/> or contact us at local115exec@una.ab.ca for more information.

**Please
Post**



United Nurses of Alberta



LOCAL 115

UNA

2017 UNA Local 115 Meetings 1600 – 1800

Apr 12 – FMC AGW4A-B

Oct 11 – FMC AGW4A-B

May 10 – FMC AGW4A-B

Nov 8 – FMC AGW4A-B

Jun 14 – FMC AGW4A-B

Dec 13 – FMC AGW4A-B

Sep 13 – FMC AGW4A-B

403-670-9960

local115exec@una.ab.ca

www.local115.wordpress.com



UnitedNursesofAlbertaLocal115



@UNALocal115

