

Policies and Procedures

United Nurses of Alberta Local 196

1. Time and Day of Local Meetings

- Meeting times and dates will be posted on Local 196 UNA website. Meetings will occur at least 4 times a year.

2. Conference Funding and Draws

- Each Local Executive Officer shall be funded to attend a labour-affiliated conference such as (CFNU biennium, AFL, CLC, Jasper Labour School, CRNA AGM, ICN convention and CNA biennium conference), or education related to the business of the union on an annual basis to a maximum of six thousand dollars (\$6000.00). Monies will be reimbursed for expenses after completion of the event. Annual is defined as one Local AGM to the next Local AGM. An Executive Officer is no longer eligible for this funding once they cease to be an Executive Officer. If a conference has already been booked (costs incurred) prior to the Executive Officer leaving office, the conference will be paid for, and the Executive Officer will be eligible to attend, provided they remain a member of Local 196 for the period during which the conference occurs.
- Executive Officers and Conference Funding Draw Winners may split their conference allocation.
- Two Office Rep/Committee members and two general members will be drawn and funded to attend a labour-affiliated conference such as (CFNU, AFL, CLC, CRNA AGM, CNA biennium conference) up to a maximum of six thousand dollars (\$6000.00).
- To be eligible, Office Reps/Committee members/general members must have attended at least 2 Local meetings in the previous 12 months.
- Attendees for eligible conferences shall be drawn at the general meeting preceding the Local Annual General Meeting from ballots received in DMS (Database Management System).
- All receipts for conference funding, including the confirmation of registration for the conference, shall be submitted to the Treasurer for re-imburement.

3. Observers to North Central District and Provincial Board Meetings

- Six (6) members will be drawn and funded to attend up to 3 days of a Provincial Board meeting of their choice over the next year. Draw to be done at the Local AGM.
- Six (6) members will be drawn and funded to attend a North Central District (NCD) meeting of their choice over the next year. Draw to be done at the Local AGM.
- Funding includes salary (LOA or expense claim), lunch, mileage and parking.
- To be eligible members must have attended at least 2 Local meetings in the previous 12 months.

4. Delegate Selection Process

- This process shall be utilized to determine who will attend provincially funded delegate events such as the Provincial Annual General Meeting (AGM) and the Provincial Demand Setting Meeting (DSM).
- As per UNA Constitution, Appendix "A", Bylaw IX, delegates, and alternates will be elected at the Local meeting held prior to the Provincial AGM and DSM, except for the Local Executives who are already deemed as delegates.
- The number of provincially funded delegates is to be determined by the UNA Provincial Office, as per the UNA Constitution. Local 196 will elect and fund eight (8) observers. Should a voting delegate not be able to attend a full or partial day of the AGM, the President will move up one or more observers to a voting delegate. Delegates and alternates/observers must have their LOA pre-approved prior to the election and must have attended the AGM and/or DSM prep meeting and if unable to attend, special arrangements must be made with the President.

5. Honorarium

- Local Office Representatives based on the numbers of full, part-time and casual nurses working in the offices, unit or clinic as follows:
 - 1-20 duespayers two hundred dollars (\$200)
 - 21-50 duespayers two hundred fifty dollars (\$250.00)
 - 51-100 duespayers three hundred dollars (\$300.00)
 - 101-150 duespayers three hundred and fifty (\$350)
 - 150 duespayers and over four hundred dollars (\$400)
- Each Representative must apply for funding by November 30th each year in DMS (Database Management System).
- An honorarium will be prorated for Office Reps who serve partial annual terms.
- If more than one Office Rep per site, the honorarium will be split.

6. Member Engagement Funding

- Membership Engagement funding as follows:
 - 1-20 duespayers two hundred dollars (\$200)
 - 21-50 duespayers two hundred fifty dollars (\$250.00)
 - 51-100 duespayers three hundred dollars (\$300.00)
 - 101-150 duespayers three hundred and fifty (\$350)
 - 150 duespayers and over four hundred dollars (\$400)
- Office Representatives must apply for membership engagement funding in advance by completing the Office Rep Engagement form. All receipts for Member Engagement funding shall be submitted to the Treasurer for reimbursement.

7. Respect and Inclusion Policy

- As per UNA's Respect and Inclusion Policy (Position Statement #24). UNA is committed to fostering and preserving an environment that is respectful, equitable, inclusive and safe. Discriminatory words or conduct including but

not limited to discrimination on account of age, race, colour, ancestry, place of origin, source of income, political or religious belief, gender, gender identity, gender expression, sexual orientation, family status, marital status, physical disability and mental disability shall not be tolerated.

- Local 196 encourages curiosity and open conversation during all Local meetings and education events. We ask that all comments reflect kindness and respect. If a discussion moves outside those expectations, Executive Officers may pause it to maintain a safe and welcoming space for everyone.

8. Executive Expenses

- Executive Officers shall be reimbursed for expenses incurred while doing Local business and shall cover stationary, copying, faxing, postage, parking, mileage (calculated from the local office), and other expenses directly related to doing the business of the Local. Receipts must be submitted with electronic expense claims.
- Executive Officers will submit monthly timesheets to the Local 196 Executive email.

9. Salary Replacement

- When Local members are required to attend to local business (at the request of the Union) and are required to use vacation time, or leave without pay, the members shall receive salary replacement and reimbursement for mileage, parking, and dependent care upon submission of receipts (i.e. grievance, arbitration, advanced OH&S and/or PRC concern meetings).
- Salary replacement shall not apply where the member is already being compensated locally or provincially by UNA.

10. Donations and Gifts

- In the event the local is notified of the death of an active member/duespayer of the Local, a donation of one hundred dollars (\$100.00) shall be sent to the charity chosen by the member's family.
- Gifts for an outgoing Executive, or illness of an Executive, shall be at the discretion of the Executive and shall not exceed three hundred dollars (\$300.00 per outgoing Executive).
- When an Office Rep vacates the position of Office Rep after 5 or more years, they may receive a gift of appreciation or award not to exceed one hundred dollars (\$100).
- When an Office Rep vacates the position of Office Rep after 10 or more years, they may receive a gift of appreciation or award not to exceed one hundred and fifty dollars (\$150).
- The gifts are not cumulative.
- The Executive Officers have the authority to make donations up to five thousand dollars (\$5000.00) annually to organizations that advance social inequities (i.e. food banks, shelters, and youth groups).

11. Authorization of Capital Expenditures

The Executive Officers have the authority to make capital expenditures of up to two thousand five hundred dollars (\$2500.00) in one (1) fiscal year.

12. Executive Positions and Duties

As per UNA Constitution Appendix A Bylaws, the Long- and Short-Term Goals, and UNA Local 196 Bylaws:

President –to be elected in odd years.

- ☐ The President shall be the Senior Executive Officer of the-Local and shall act as Chair at all meetings of the Executive and of the Local.
- ☐ In case of a tie vote of the Executive or the Local or another committee of which she/he is Chair, the President shall cast the deciding vote.
- ☐ The President shall be an ex-officio member of all committees.
- ☐ The President or designate shall represent the Local at any District meetings.
- ☐ The President shall serve on the Edmonton Civic Employees Charitable Assistance Fund (ECECAF) Board of Trustees.
- ☐ The President shall be funded at a 1.0 FTE as per the Letter of Understanding (LOU) (2022.75 hours/year) on Salary Continuance.
- ☐ The President shall be authorized, in conjunction with the Treasurer, to initiate transactions through the Local's Centralized Account.

1st Vice President – to be elected in even years.

- ☐ The 1st VP shall carry out duties as assigned by the Executive and act in lieu of the President in their absence
- ☐ The 1st VP shall be assigned the Local chair of the OH&S Committee
- ☐ The 1st VP shall be funded at 14 days x 7.75 = 108.5 hours monthly (1371.75 hours/year – includes ad hoc and executive meetings).

2nd Vice President – to be elected in even years

- ☐ The 2nd VP shall carry out duties as assigned by the Executive and act in lieu of the President in their absence.
- ☐ The 2nd VP shall be assigned chair of the Local PRC Committee
- ☐ The 2nd VP shall be funded at 5 days x 7.75 = 38.75 hours monthly (534.75 hours/year – includes ad hoc and executive meetings).

Secretary – to be elected in odd years.

- ☐ The Secretary shall carry out duties as assigned by the Executive.
- ☐ The Secretary will keep a record of all meetings of the Local, all meetings of the Local Executive.
- ☐ The Secretary, in conjunction with the Treasurer, shall keep a record of the membership of the Local.
- ☐ The Secretary shall be funded at 5 days x 7.75 = 38.75 hours monthly (534.75 hours/year – includes ad hoc and executive meetings).

Treasurer – to be elected in even years

- ☐ The Treasurer, in collaboration with the Local Executive, shall be responsible for the development and presentation of the annual budget at the Local Annual General Meeting (AGM).
- ☐ The Treasurer shall be responsible for all monies of the Local in the centralized Local account and the Employment Insurance Trust Fund (EITF) account and shall maintain records of all financial transactions.
- ☐ The Treasurer shall be authorized, in conjunction with the President, to initiate transactions through the Local's centralized account.

- The Treasurer shall be funded at 5 days x 7.75 = 38.75 hours monthly (534.75 hours/year – includes ad hoc and executive meetings).

NOTES:

- For the 1st VP, 2nd VP, Secretary and Treasurer, each position shall receive additional funding up to 23.25 ad hoc hours per year upon request, when required, due to workload demand.
- These positions also receive up to three (3) days of funding per year to attend a Provincial Board meeting and one (1) day per year to attend a North Central District meeting.
- Funding for full day Executive meetings as determined by the Executive up to six (6) days per year.
- LOAs taken for salary continuance must be submitted prior to the Leave of Absence.
- Executive salary replacement and continuance shall be paid at the LSPA Head Nurse Rate of Pay as per the appropriate Employer Collective Agreement.
- Local Executives are not to work more than a 1.0 FTE of combined union and employer hours.
- Local Executive to submit a monthly timesheet to the Treasurer.

13. Committees and Special Representatives Elected

Occupational Health and Safety Committee – 3 positions

The Committee, as set by the Collective Agreement, shall represent membership issues as related to Occupational Health and Safety, to other groups, as required by United Nurses of Alberta.

The Committee shall receive

- 279 hours (3 members x 7.75 hour/month x 12 months) of funding for workload management
- 23.25 hours (3 members x 7.75 hours x 1 orientation meeting).
- Prep meeting 108 hours (3 members x 3 hours x 12 months) NOTE: Currently paid by Employer but may need to fund this if Employer ceases.

The Committee shall receive 32.25 hours of "ad hoc" funding for additional work (at the discretion of the Local executive) and/or CEO presentation.

14. Professional Responsibility Committee – 3 positions

The Committee, as set by the Collective Agreement, shall represent membership issues as related to the professional delivery of care as required by United Nurses of Alberta.

The Committee shall receive

- 144 hours (3 members x 4 hours/month x 12 months) of funding for pre- meeting prep and workload
- 12 hours (3 members x 4 hours x 1 orientation meeting).

The Committee shall receive 32.25 hours of "ad hoc" funding for additional work (at the discretion of the Local executive) and/or CEO presentation.

15. Education/EI Fund Committee – 2 positions

The Committee, in reference to Procedure 18.9 of UNA's Policies and Procedures, shall receive 15.5 hours of funding per month, to be distributed

amongst the 2 positions, for the work of the Committee. This funding is paid through the EI fund, which is separate from the Local monies. As per Procedure 18.9 of UNA's Policies and Procedures, the EITF Fund Administrator, who will be the Local Treasurer, shall receive 2 days x 7.75 = 15.5 hours of funding per month (186 hours/year) at the Local executive salary rate. This funding is paid through the EITF fund.

The Committee shall be responsible for researching, developing, planning, and evaluating all education sessions associated with the EI Rebates. The Committee will provide up to 6 educational sessions per year at the discretion of the Committee.

Appointed by Local Executive

Constitutional Amendment and Policy Resolution Committee - 2

positions The Committee shall receive 62 hours of funding (2 members x 7.75 hours x 4 days). TABLED until reassessed in 2026

Communication Committee – 2 positions

The Committee, 1 chair and 1 committee member, shall receive 186 hours of funding (2 members x 7.75 hours/month x 12 months). As referenced in the Local 196 Executive Roles & Responsibilities document.

Advocacy and Engagement Committee – 3 positions

The Committee, 1 chair and 2 committee members, shall receive 279 hours of funding (3 members x 7.75 hours/month x 12 months). As referenced in the Local 196 Executive Roles & Responsibilities document.

NOTES:

Committee members shall be paid at their current rate of pay.

Committee members will submit monthly timesheets to the Local 196 Executive Conference (local196exec@una.ca).