



Welcome to Local 196!

To access the benefits of membership such as voting, ensure you fill out a membership application form at [this link](#).

This membership gives you a voice and vote in UNA. Please provide your personal, non-Employer email address and at least one phone number (not your work number) for communication with UNA.

Once you become a UNA member, you can attend UNA workshops. There are three workshops open to members: Know Your Rights, Dealing With Abuse, and Intro to PRC. Members who haven't attended those workshops previously can access UNA provincial funding for attendance (hours and other expenses) as well as Union Leave to attend a workshop on a scheduled workday. Contact us for more information.

If you have questions about your rights, such as leaves, benefits, pay, reporting care or safety concerns, or other work-related items, contact us for assistance. We encourage you to learn more about your Local and to get involved. You can find information about Local meetings and events on our website: <https://local196una.ca/>

We look forward to working with you. UNA is at your side and on your side!

In solidarity,

UNA Local 196 Executive

YOUR LOCAL

PRESIDENT

Joy Arntzen

VICE PRESIDENTS

Sandi Johnson
Rachael O'Gorman

SECRETARY

Rachel Steel

TREASURER

Neveya Wilde

PRC CHAIR

Rachael O'Gorman

OH&S CHAIR

Sandi Johnson

CONTACT

PHONE

(780) 430-4616

EMAIL

Local196exec@una.ca

<https://local196una.ca/> <https://www.facebook.com/una196/>
<https://www.instagram.com/local196una/>

United Nurses of Alberta Community Local 196

FACT SHEET

Mission Statement

The mission of UNA Local 196 is to recognize and represent our diverse membership by serving as a knowledgeable resource through effective communication and accountability.

Welcome to Community Local 196. Here are some facts about our Local to help familiarize you with our structure. Local 196 is a large local and encompasses over 45 offices within Edmonton, St. Albert, Sturgeon County, Sherwood Park, Strathcona County, Leduc and Leduc County.

We represent approximately 1900 nurses (RN's and RPN's) in all aspects of community health. Some examples are public health, home care, community mental health, addictions, Health Link Alberta and Supportive Living, to name a few.

Our Executive consists of:

President: Joy Arntzen.

1ST VP: Sandi Johnson, OH&S Chair

2nd VP: Rachael O'Gorman, PRC

Chair

Treasurer: Neveya Wilde

Secretary: Rachel Steel

There is usually daily phone coverage Monday to Friday, and members are encouraged to leave a detailed message if the Executive are not in the office.

Local meetings are held at least 4 times a year. Meeting notifications are sent

out to each office 2 weeks prior to the meeting.

Dinner is served at 1730h with the meeting starting at 1800h. Members who wish to attend must register in DMS:

<https://dms.una.ab.ca/events/local>

Most sites have an Office rep who can provide current information & onsite support for members by posting event notices and union information on the UNA bulletin board. Please be sure to make contact with the Office rep if you are new to the site.

Local 196 employees contribute to the Edmonton Civic Employees Charitable Assistance Fund and information can be found on www.ececaf.ca. This deduction is coded as CDC 75 and CDC 25 on your pay advice.

Along with the union dues, a local levy is deducted, which assists with running the Local.

Local 196 also has a website at

<http://local196una.ca>

This website has Executive contact information and current information regarding upcoming meetings and other items of interest. We encourage members to use this website as well as access the United Nurses of Alberta website at www.una.ab.ca

For further information or concerns please feel free to contact the Local office.

**Office: 11420 – 142 St.
Edmonton, AB, T5M 1V1**

Ph: 780-430-4616

Fax: 780-493-8579

Cell: 780-905-4616



United Nurses of Alberta is the union representing more than 30,000 Registered Nurses, Registered Psychiatric Nurses, and allied workers in Alberta. Since 1977, UNA has been an effective advocate for its duespayers, the nursing profession, and our public health care system. UNA duespayers work in:

- › Hospitals
- › Community public health
- › Home care
- › Nursing homes
- › Blood banks
- › Other Alberta health care agencies

UNA REPRESENTS DUESPAYERS AT:

- › Bargaining tables to negotiate collective agreements that set wages and working conditions
- › Grievance and arbitration hearings
- › Professional Responsibility meetings regarding patient/resident/client care
- › Occupational Health and Safety meetings regarding safe and healthy worksites

IN ADDITION, UNA also supports duespayers in matters pertaining to:

- › Professional licensing
- › Workers' Compensation
- › Pensions
- › Employment Standards
- › Employment Insurance
- › Human rights
- › Accommodations and disability
- › Disability insurance

UNA assists duespayers in matters of contract interpretation, contract enforcement, workplace safety, and patient/client/resident care concerns. Members are kept up to date on union issues through regular communications that include the UNA NewsBulletin, una.ca, a mobile app (for iOS and Android), forums, social media, and UNA's email system.

UNA works collaboratively with other unions and maintains strong links with other nurses' organizations throughout Canada. UNA is formally affiliated with various labour organizations that represent the interests of members, including the Canadian Federation of Nurses Unions (CFNU), the Alberta Federation of Labour (AFL), and the Canadian Labour Congress (CLC).

**AT YOUR SIDE.
ON YOUR SIDE.**

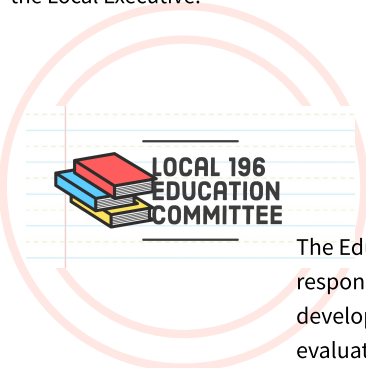
Unique to our local



**LOCAL
196**
COMMITTEES

The A&E committee is responsible for researching, developing, planning, organizing strategies to engage Local 196 members in social and political issues. Committee members must uphold the highest professional standards in all manners of communication and behaviour in representing UNA's branding.

The Communication Committee is responsible for planning, creating, and distributing the Local e-newsletter to members of Local 196. The electronic newsletter will be distributed every two months, at the discretion of the Committee and in consultation with the Local Executive.



The Education Committee is responsible for researching, developing, planning, and evaluating all education sessions associated with the Local EI Rebates. Up to 4 educational sessions per year will be executed, at the discretion of the Committee.

New Member's Checklist



1. UNA membership application. Application is available online, see the "JOIN" tab on una.ca
2. Be aware of your UNA Local number and your seniority date.
3. Give your new employer a copy of your degree or diploma, plus all nursing certificates, to ensure you receive applicable educational allowances.
4. Get an extra 2% pay through an RRSP paid by the employer (Article 29.05).
5. Check your pay slips to ensure you are receiving the correct pay, increment, vacation accrual, overtime, shift premiums and allowances. Members of Local 196 should also see a CDC 75/25 deduction.
6. Don't work for free! If your employer withholds pay or does not comply with the agreement, contact the Local 196 office.
7. If you are called to any disciplinary meeting, you have the right to be accompanied by a UNA representative, reach out to the Local 196 office.
8. If you experience professional concerns regarding client, patient, resident, care concerns, including staffing issues: contact your Local UNA representative. UNA's Professional Responsibility (PRC) process offers a way to raise concerns.
9. Safety issues regarding your health and working conditions? Talk to Local 196 and address issues through the Occupational Health and Safety Committee.
10. Has your shift schedule been changed unfairly? You have the right to a regular schedule. For help, contact us.



United Nurses of Alberta

Local 196



11420 142 St.
Edmonton, AB
T5M 1V1

phone:
780-430-4616

fax:
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Website:
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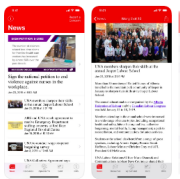
Facebook:
www.facebook.com/una196

AT YOUR SIDE.
ON YOUR SIDE.

WHAT
UNA
DOES FOR
YOU

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download the UNA app
in the App Store or Google Play to
save your contract and membership
card at your fingertips!

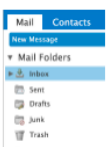


una.ca



UNAnet

Email - Zimbra



DMS Web



What does Local 196 do for members?

- Local 196 Executive, in collaboration with our Labour Relations Officer (LRO), represent members and duespayers in grievance, return to work (RTW), duty to accommodate (DTA) and investigation meetings.
- Facilitate and support the OH&S, PRC and WCB processes.
- Provide phone consultations for questions concerning the Collective Agreement and any other issues arising out of the collective agreement.
- Assist members going off work on leave.

Remember, no matter what your concern, UNA is there to help. Make Local 196 your first call!



Go to: Local196una.ca



To stay up to date on local news, events and communications



UNIQUE BENEFITS OF LOCAL 196



Edmonton Civic Employees Charitable Assistance Fund

EST 1941 ececacf.ca

* 196 duespayers contribute to Edmonton Civic Employees Charitable Assistance Fund (ECECAF) supporting charitable causes in our community. Contributors to ECECAF are eligible to receive:

- * up to \$5000 in post secondary scholarships for duespayer's children
- * driver education subsidy
- * special aid (up to \$10,000) for medical needs not covered by health benefits

Local 196 members contribute one quarter of one percent of their salary to ECECAF. 75% of contributions are allocated to the charitable portion of the fund and 25% of contributions are allocated to the education portion. The charitable portion is included on all members' annual T4s.



EDUCATION EVENTS APPROXIMATELY 4 TIMES PER YEAR*

*as per the EI Fund Rebate Policy



REPORTING PROFESSIONAL RESPONSIBILITY CONCERNS

A protected and constructive way for Registered Nurses to advocate for patients, residents and clients

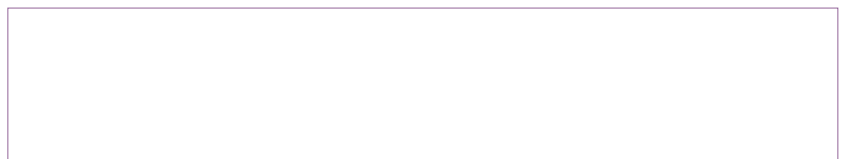
Purpose: Nurses are required by the standards of their professional licensing bodies to advocate for practice environments that have organizational and human support systems and the resources necessary for safe, competent and ethical nursing care.

As a nurse, it is your professional obligation to bring your concerns of unsafe patient care to the attention of your manager.

Employers and the United Nurses of Alberta have agreed in writing that it is of mutual benefit to find resolutions to issues of concern including the safety and quality of patient/resident/client care.

- 1** When there is a patient safety concern discuss the issue with your immediate Supervisor/Manager. You may be able to resolve your concerns prior to needing to fill out a PRC form. If your concern isn't resolved during that discussion. Fill out a PRC form. If you are uncomfortable or unable to have this discussion, your Local may assist you or have the discussion on your behalf.
- 2** Complete a Professional Responsibility Concern Form (PRCF) found at dms.una.ca/forms/prc on UNA's website as soon as possible. Provide as much detail as possible about the incident or issue including recommendations to resolve the issue, and do not use the names of patients/residents/clients on the form.
- 3** Enter your Manager's email address to ensure they receive a copy. A copy will automatically be emailed to your Local.
- 4** If the PRC remains unresolved after discussing it with your Manager, the PRCF will be discussed at the joint UNA/Employer Professional Responsibility Concern Committee (PRCC) for your site/workplace.
- 5** After submitting the PRC form to your Local, be prepared to stay involved. Your Local PRCC representatives may call or email you to gather more information, invite you to a PRCC meeting to speak to the issue you identified, share the Employer response to your PRC form, and discuss potential resolutions.
- 6** If you have any questions about PRC's or if you should be submitting a PRC form for your concern, please contact your local.

dms.una.ca/forms/prc



UNA has the right to advance unresolved PRCs to the Employer CEO, an external Independent Assessment Committee, and the Employer Governing Board, if necessary.

REPORTING OH&S CONCERNS

NOVEMBER 2022



An occupational health and safety concern is a situation, condition, or thing that is dangerous to the health and safety of workers and includes physical/ergonomic, chemical, biological, and psychological hazards.



HAVE AN INITIAL PROBLEM-SOLVING CONVERSATION

Discuss the issue with your immediate supervisor before filing a report. If you require assistance in having this conversation, contact your UNA Local Executive or your Local OH&S Committee representatives. Be sure to provide a timeline for receiving a response so you know when to follow up and/or escalate.



REPORT THE CONCERN TO YOUR EMPLOYER

If the concern is not resolved, report the concern to your Employer using their reporting system: MySafetyNet (AHS), 1-855-342-8070 (Covenant), or paper reporting as specified by your Employer. **Keep the reference number**, if provided, to aid in follow-up. Your Employer should respond within their timelines (for example, 5 days for MySafetyNet) and provide a copy of their **corrective action report**. You should ask for this report if it is not provided to you.



REPORT THE CONCERN TO UNA

If you aren't satisfied with the Employer's response, report the concern to your OH&S Committee using the OH&S report form on the UNA app or website. This ensures the Union knows about the issue and can follow up with the Employer to advocate for a resolution. The Employer does not receive a copy of your report form, but the issue will be discussed by the joint committee in detail.



KEEP IN MIND

If you are injured or become ill due to your work or workplace, report to WCB.
Reporting to your Employer or to UNA does not replace WCB reporting.

Psychological health and safety issues are OH&S issues and should be reported to your Employer and to UNA.

You have a right to a safe & healthy workplace.

SPOTLIGHT

on your UNA contract

Article 29: Pension Plan
(UNA Provincial Collective Agreement 2024-2028)

UNA members urged to claim their 2-per-cent RRSP or TFSA supplement

Members of the United Nurses of Alberta need to be aware their Employer has agreed to contribute to a supplemental pension plan in the form of a Registered Retirement Savings Plan or Tax Free Savings Account contribution.

UNA strongly recommends that all members who are regular Employees act to take advantage of this provision if they haven't done so. It is a benefit they cannot receive without taking specific action to enroll. So without acting, employees are going without a 2 per cent retirement income supplement to their salary that they are entitled to receive under the collective agreement.

Article 29.05 of the UNA Provincial Collective Agreement

- 29.05 (a) The Employer shall provide a supplemental pension plan in the form of a Registered Retirement Savings Plan (RRSP) or Tax-Free Savings Account (TFSA). Employees shall determine the allocation to either a RRSP or TFSA. Employees may change their allocation effective April 1st of each year.
- (b) Effective on the Employee's date of enrollment, a Regular Employee shall have the right to contribute up to 2% of his or her regular earnings into the RRSP or TFSA until December 31st of the year the Employee turns 71. The Employer shall match the Employee's contributions into the RRSP or the TFSA.
- (c) A Regular Employee who, by virtue of his or her age, no longer qualifies under Article 29.05(b), shall receive an additional 2% of her or his regular earnings.
- (d) "Earnings" as defined in Article 29.05(b) above, will include WCB earnings until such time that the Employee exhausts his or her sick leave credits and is deemed to be on sick leave without pay.

The agreement does require that employees contribute 2 per cent of their salary for the employer to match, and employees need to enroll in the program for the employer to contribute this money. No UNA member should go without funds for their retirement that their Employer has agreed to contribute.

This supplemental pension is not available to temporary or casual employees.



If you have any questions or concerns, please contact your UNA local executive or Labour Relations Officer at 1-800-252-9394.

Read your Collective Agreement online or on the App



www.una.ca

SPOTLIGHT

on your UNA contract

Article 23: Discipline, Dismissal and Resignation
(UNA Provincial Collective Agreement 2024-2028)

Bring union representation to Employer meetings

According to [Article 23.06](#) of the UNA Provincial Collective Agreement, Employees can have a union representative present for any meetings being held with the Employer that could lead to disciplinary action.

When an Employer calls an Employee into a meeting that could possibly have disciplinary aspects to it, the Employer needs to inform the Employee of this right to union representation.

The Article states that Employees also need to be provided a reasonable advance notice of the meeting, which, if circumstances permit, shall not be less than 24 hours.

An Employer will often say that a union representative is not necessary, however, UNA strongly encourages Employees to take a union representative with them to provide support, take notes and provide assistance following the meeting.



If you have any questions or concerns, please contact your UNA local executive or Labour Relations Officer at 1-800-252-9394.

Read your Collective Agreement online or on the App



www.una.ca

SPOTLIGHT

on your UNA contract

Article 19: Sick Leave
(UNA Provincial Collective Agreement 2024-2028)

Protect your rights after an extended absence

United Nurses of Alberta must be consulted in all cases of return to work and duty to accommodate Employees returning to work after an extended absence have the right to Union representation. For Employees who have medical restrictions on the work they can do and are being accommodated in a position that matches their abilities, UNA must be involved to ensure fair and safe treatment.

UNA Collective Agreements require Union consultation in returning to work after a Long-Term Disability or Workers' Compensation absence.

If you are coming back after an extended absence, contact your UNA local executive or Labour Relations Officer to ensure union representation in the process.

19.07 (a) (iii) In reinstating an Employee under (ii), the Employer will consult with the Employee and the Union over possible suitable placements and reinstate the Employee to a site suitable to the Employee if possible. If that is not possible, the Employee will be reinstated to their home site if possible. If the foregoing options are not possible, the Employee will be reinstated to the closest possible site to that Employee's home site.



Employees who encounter this situation should contact their Local Executive or their UNA Labour Relations Officer by calling 1-800-252-9394.

Read your Collective Agreement online or on the App



www.una.ca