

## MNU Orientation Checklist

Article 512 of the Collective Agreement grants a Union Representative at least 30 minutes during the orientation period to “familiarize newly hired nurses in the bargaining unit with the general conditions and responsibilities with respect to the Collective Agreement and to the Union.” Include the following:

- Ensure the Employer has provided a Collective Agreement.
- Check if the Employer has provided a membership application. Encourage completion (paper or online) and explain that it is their membership in the union, not just paying dues, that gives them the right to participate in union meetings and receive MNU member communications. MNU needs their contact information and personal email address.
- Provide contact information for the Local/Worksite leadership/ reps.
- Explain the need to contact Union Rep right away if you believe your rights are violated.
- Explain how MNU info communicated/location of MNU bulletin board.
- Notify of union dues amounts (provincial & local) deducted. Dual dues automatically refunded.
- Explain to check that you are paid correctly and notify Union Rep if paycheck errors.
- Explain that nursing experience and academic attainments (Appendix B) should be recognized. It is the nurse(s) responsibility to provide documentation that supports her/his hours of nursing experience for placement on the salary scales, as well as the necessary credentials to prove eligibility for academic allowance. Proper placement on the salary scale (including academic allowance) should be addressed ASAP.
- Explain WSR process for facility/program- where forms kept, who to hand in to, how response is provided. See resources on MNU website- video, process flow-chart.
- Highlight educational funding available such as 2407 (c) and any local/worksite/regional funds. For nurses new to Manitoba, direct them to the Nursing Recruitment and Retention Fund <http://www.gov.mb.ca/health/nurses/relocation.html>
- Encourage Part-time nurses to read Article 34.
- Encourage Casual nurses to read Article 35.
- Show them to the MNU web site, [www.manitobanurses.ca](http://www.manitobanurses.ca), and explain the Member login. Encourage them to sign up to receive The Pulse email newsletter.