

Your Role as a Local/Worksite President

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Manitoba
nurses
Union

A COMMITMENT TO CARING

MNU Objectives

Regulate employment relations between members & employers

Promote high professional standards of practice and appropriate working conditions with a view to achieving the best attainable patient care

Encourage the education of members



MNU Constitution

Set of “rules” of an organization

- MNU provincial Constitution & By-Laws
- Local or Worksite Constitution
- Also Regional Local Constitution (for some)
- Found on MNU website (member login)



Leadership Resources

- MNU website -members' login
- MNU Handbook and Policies
- Contract Interpretation Manual
- Executive Fan-out (contact info)
- Other Local/Worksite presidents
- MNU LROs
- MNU Staff
- MNU Board Members
- Your Executive Officers
- EAP



Employee Assistance Program



1-800-590-5553

Wpg 204-786-8880

Free and confidential,
employer paid.



President

- Presides at all meetings of the Local
- Presides at all meetings of Executive Committee
- Charged with the responsibility of carrying out the policies of the Local
- Other duties as the Executive Committee assigns



Vice President

- Presides at all meetings where President absent
- If vacancy of President, acts as President for balance of term
- Charged with responsibility of establishing & maintaining flow of communication between Local & membership
- Other duties as assigned by Executive Committee



Secretary-Treasurer

- Maintains record of Local/Worksite proceedings
- Maintains a record of all members
- Records all transactions involving funds of the Local
- Responsible for the safekeeping of all monies of the Local & deposits
- Prepares Financial Report to Executive meetings and Annual meeting
- Other duties as assigned by Executive Committee



The Executive Committee

- Shall meet regularly (at least 3X/year)
- Has all the powers of the Local/Worksite between meetings of the Local/Worksite and shall manage & administer all its affairs
- Appoints a Nominating Committee
- Fills all vacancies for any position
- Appoints to Standing Committees



Rights of a Union Representative

In dealing with management, a union representative is appearing in the representative capacity on behalf of the Union, and not in his/her personal capacity as an employee.

In conducting union business, a representative is entitled to be treated as an equal and not as a subordinate.

A union representative should not be subject to discipline for legitimate and proper union activity which cannot be reasonably dealt with outside of working hours.



Protection of Immunity for Union Reps



Confidentiality

You have a legal and moral obligation to keep such information private, except in special circumstances



Union Leave

Article 2409 (usual minimum notice is 2 weeks)

Requesting Union Leave

Salary Continuance- MNU reimburses employer

Salary Replacement (not union leave)

- reimbursement from MNU directly to nurse



President's Entitlement

- Salary replacement (leave without pay loss) for President for union business or education
- Based on the number of members in the Local/Worksite
- 50 hrs for the 1st 25 members + 10 hrs for each additional 25 members
- Time credited annually May 1st to April 30th
- Cannot be carried forward



President's Entitlement

- Should not be used for NAC, Union Management or other employer-paid activities
- May be used for education for members attending MNU sponsored programs (subject to a maximum)
- Also Regional Presidents entitlement of 100 hrs; it is 140 hrs for PMH Regional President



Preparing for a Meeting

- Notice of Meeting
- Agenda
- Previous meeting's minutes
- Reports
- Back-up material for agenda items
- Handouts



Chair's Role during a Meeting

- Maintain order
- Follow agenda
- Encourage discussion and debate
- Expedite business
- Put issues to a vote prn
- Respond to inquiries r/t procedure or facts
- Listen, remain impartial



Basic Flow of Common Parliamentary Procedure



Idea

Motion

Discussion

Vote



Review of the Steps in Handling a Motion

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the motion.
4. Members debate/discuss the motion.
5. The chair puts the motion to a vote.
6. The chair announces the result of the vote.



Ensure Minutes are accurate and complete

Official record of the proceedings
Factual, not opinionated

What decisions were made?

What information was provided?

What were the concerns raised?

Who is doing what?

What are the deadlines (?next meeting)

*** For Local/WS Meetings- include decisions re: any money being spent**



Joint Committees

- Workplace Safety & Health Committee
 - Article 7A
 - Health & Safety Legislation
- Union Management Committee- Article 1102
- Nursing Advisory Committee- Article 1103
- Release Time 1101- Article



WSR Tracking Tool

Information entered into tracking tool by Local/Worksite president or delegate.

Used to track status of every filed WSR.

Identifies response and process deadlines of every filed WSR.

Used to provide overview of issues, actions and recommendations to facilitate discussion of WSRs at NAC.



Role with WSRs

- Who- yourself or delegate
- Identify and communicate local process
- How does Nurse notify Local/Worksite? (e.g. email, text, note)

- Track completed forms
- Send original (or scanned or faxed) form to MNU office ASAP WSR@manitobanurses.ca
- Ensures nurse receives copy of form with Manager response
- May retain a local copy



President day to day



- Job Postings
- Rotation changes
- Vacation Scheduling process
- Xmas hours
- Workplace changes
- Other HR Issues



Job Postings

Check every job posting and compare to this checklist:

- Minimum Qualifications
- EFT
- Unit/site/office
- Occupation classification & title
- Shift length & rotation pattern
- Date of closing of competition

If there are variations, ask why.

Monitor job postings for compliance and consistency.



President day to day

Attending meetings with members

- Discussing/investigating a potential grievance
- Progressive Discipline
- Respectful Workplace Complaint
- Return to Work meetings
- ASAP meetings



Duty of Fair Representation

A union does not have to carry every grievance to arbitration.

A union must put its mind to the merits of a grievance and attempt to engage in a process of rational decision-making.

Where a grievance lacks merit, or when interests of the individual must yield to greater interests of the group, a union is free to settle or drop a grievance.



A Union must...

Take a reasonable view of the problem

Consider the various relevant and conflicting considerations

Then, arrive at a thoughtful judgment about what to do

A union's lack of investigation, or superficial handling of an employee's complaint will violate the duty of fair representation.

A union must not discriminate or distinguish in treatment between any members of a bargaining unit, unless for legitimate reasons.



Meeting with Management

- Remember Union rep rights, you are equal
- You have protection of immunity
- Recognize Management Rights – Article 4





- Remain respectful and professional.
- Disagree with dignity.
- Hold your temper.
- Maintain mutual respect.

Communicating in Challenging Situations

- Be a good listener.
- Be open to dialogue.
- Identify the issue and stick to the point.
- Collaborate to resolve issues.
- Take notes and keep a log.
- Set a time for answers.



Motivating People to Action

- Lead with high energy and enthusiasm
- Give people a sense of purpose and direction
- Develop a collective vision for the future
- Provide written communication/updates about issues affecting the membership
- Demonstrate confidence and faith in people's abilities
- Reward people for their time and commitment
- Provide praise and encouragement



Being a role model

- Exercise self-awareness and judgement
- Personal Health Information Act-PHIA
- Facebook- CAUTION
- *“We must be the change we wish to see.”*
Mohandas K. Gandhi



Every Great Leader Needs Supporters

- Be a critical thinker, not a “yes” person
- Be consistent and dependable
- Be humble and patient
- Be able to receive and offer constructive criticism



Self Care

- Delegate to other Executive members prn.
- Realize there will be times when member not satisfied.
- Use resources & LRO for support.
- Maintain work/life recreation balance.
- Realize you are doing your best .
- You can't do it all!

