

THE HANDBOOK

OF THE

RIVERVIEW HEALTH CENTRE NURSES



Worksite 1a

MANITOBA NURSES UNION

May 2024

This handbook details the policies and procedures of the Riverview Health Centre Nurses Worksite 1a of the Manitoba Nurses Union. (Hereinafter and commonly known as the ‘Worksite’.)

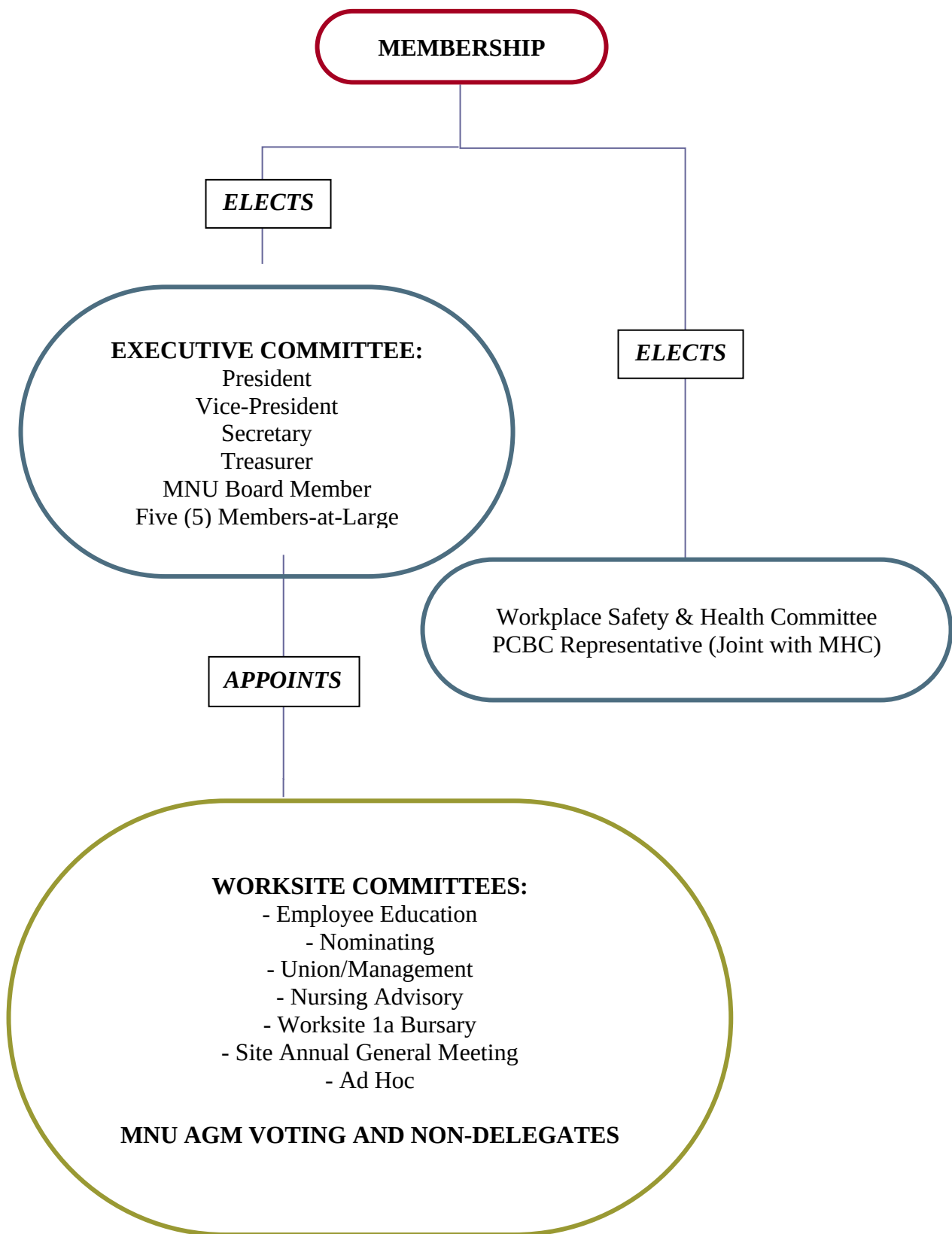
It is to be used by Members of the Executive to assist in the carrying out of their duties and responsibilities as officers of the Worksite.

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1. ORGANIZATION CHART



2. JOB DESCRIPTIONS of the EXECUTIVE and PCBC REP:

The following job descriptions detail the functioning of Members of the Executive Committee. The Executive Committee is comprised of the Officers of the Worksite. Term years for the Executive run from May 1st to April 30th unless otherwise stated.

2.A PRESIDENT:

- Elected on even years by the Membership of the Worksite for a two (2) year term.
- Terms are unlimited.

Duties:

1. Official spokesperson for the Site.
2. Chairs all meetings of the Membership and the Executive Committee.
3. Signing officer of the Worksite.
4. Ex-officio Member of all Committees of the Worksite.
5. Liaises with the Worksite Representative on the City of Winnipeg Pension/Employee Benefits Board.
6. Liaises with the MNU Labour Relations Officer(s) responsible for Employee Benefits issues.
7. Advises the Site Executive on Employee Benefits-related matters that may require input/action by the Worksite.
8. Advises the Membership on issues related to Employee Benefits.
9. Investigates Worksite Grievances and collaborates with LRO on same.
10. Provides direction and support to Members regarding the grievance process.
11. MNU AGM Voting Delegate.
12. Represents the Site on the NAC, LTC Presidents and LTC RNAC & Union /Management Committee.
13. Chairs the Worksite AGM Committee.
14. Reports in writing to the Membership at the AGM.
15. Responsible for forwarding a nomination for the PCBC, and overseeing the election process when applicable.
16. Liaise with the PCBC Rep and keep the Executive Committee updated during the negotiation process.
17. Organizes Membership Orientation for new Employees.
18. Attends Return-to-Work and Accommodation meetings or delegates this task as needed.
19. Attends Disciplinary meetings.
20. Attends ASAP meetings or delegates this task as needed.
21. Addresses concerns brought forward from the membership.
22. Processes all MNU salary expense forms.
23. Performs other duties that may be assigned by the Executive Committee.

- Note:**
- (a) Should the office of the President become vacant for any reason prior to the completion of the term, the Executive shall appoint the Vice-President to complete the term.
 - (b) Under the Letter of Understanding, it is mutually agreed between the parties as follows:
The Employer agrees, on request, to pay regular salary and applicable benefits to the President of the Worksite, for time used for the purpose of conducting Union business, as per contract.
On demand, The RHC Nurses Worksite 1a agrees to reimburse the Employer for the full cost of salary and benefits paid, as per contract.
 - (c) The President shall receive an honorarium of One Thousand Seven Hundred and Fifty

Dollars (\$1,750) per year. Such honorarium shall be paid in the month of December.

2.B VICE-PRESIDENT:

- Elected on odd years by the Membership of the Worksite for a two (2) year term.
- Terms are unlimited.

Duties:

1. Spokesperson for the Site in the absence of the President.
2. Attends all meetings of the Membership and the Executive Committee and Chairs in the absence of the President.
3. Establishes and maintains lines of communication between the Membership, the Worksite Committees and the Executive of the Worksite.
4. Ex-officio Member of all Committees of the Worksite.
5. May be appointed signing officer of the Site.
6. Makes initial contact with Membership regarding concerns.
7. Polls Worksite Membership for Bargaining Priorities when applicable.
8. Assists the Members in the interpretation of the Worksite's Collective Agreement.
9. Chairs the Worksite Nominating Committee and coordinates elections.
10. Chairs the Worksite Bursary Committee.
11. MNU AGM Voting Delegate.
12. Represents the Worksite on the NAC & Union/Management Committee.
13. Reports in writing to the Membership at the Worksite AGM.
14. Performs other duties as may be assigned by the Executive Committee.
15. Processes MNU salary expense form for President if locally funded.

Note: The Vice-President receives an honorarium of One Thousand Five Hundred Dollars (\$1,500) per year. Such honorarium shall be paid in the month of December.

2.C SECRETARY:

- Elected on odd years by the Membership of the Site for a two (2) year term.
- Terms are unlimited.

Duties:

1. Attends all meetings of the Worksite.
2. Registrar for all meetings of the Worksite.
3. Keeps an up-to-date list of the Membership of the Worksite including names, addresses, telephone numbers, and email addresses of each Member and informs MNU regarding changes.
4. Records and keeps all minutes of the Executive meetings, the Worksite AGM, and Special Membership meetings. These minutes must be circulated to Executive Members at least 14 days prior to the next meeting.
5. Notifies Membership of all General meetings in writing.
6. Notifies webmaster of updates to Worksite 1a website.
7. Performs other duties as may be assigned by the Executive Committee.

Note: The Secretary receives an honorarium of Twelve Hundred Dollars (\$1,500) per year. Such

honorarium shall be paid in the month of December.

2.D TREASURER:

- Elected on even years by the Membership of the Worksite for a two (2) year term.
- Terms are unlimited.

Duties:

1. Attends all meetings of the Executive and Worksite.
2. Chief signing officer of the Worksite and as such, the signature of the Treasurer must appear on every cheque issued by the Worksite.
3. Prepares financial statements and reports same at all Executive meetings based on the following guidelines:
 - Total Income and Expenditures;
 - Monies invested;
 - Monies in chequing account;
 - Budget variances.
4. Ensures expenditures have been approved in the Minutes of the Worksite.
5. Ensures prompt payment of all bills submitted to the Worksite.
6. Ensures that all requests for reimbursement from Members are submitted on a Worksite Expense Form (RHCN – 5).
7. Clarifies any unusual expenditure with the Executive.
8. Monitors chequing account to ensure all dues collected by MNU on behalf of the Worksite are deposited forthwith.
9. Acts as a resource person to the Site in regards to sound financial planning and management.
10. Ensures a yearly review of the Worksite's finances is conducted by a Professional Licensed Accountant approved by the Membership at the Worksite AGM then forwards same to MNU.
11. Reports on the Accountant's yearly review and the Worksite's financial status, in writing, at the Worksite AGM
12. Prepares and presents a yearly budget at the January Executive meeting of each year.
13. Performs other duties as may be assigned by the Executive Committee.

- Note:**
- (a) Current practice for salary reimbursement: Members submit an MNU expense form to MNU for payment. MNU will in turn request reimbursement from the Worksite. This ensures appropriate payroll deductions are made.
 - (b) The Treasurer receives an honorarium of Fifteen Hundred Dollars (\$1,500) per year. Such honorarium shall be paid in the month of December.
 - (c) Donations greater than \$200 per calendar year require the approval of the Worksite membership by majority vote either held at the Worksite AGM or general meeting.

2.E MNU BOARD MEMBER:

- Elected on odd years by the Membership of the Worksite for a two (2) year term, according to the MNU Constitution.
- Represents Riverview Health Centre, which falls under the umbrella of Winnipeg Long Term Care
- Terms are unlimited.

Duties:

1. Attends all meetings of the MNU Board and Local (if worksite is Riverview Health Centre).
2. Carries out, generally, the objectives of the MNU.
3. Establishes and maintains the flow of information between the Worksite and the MNU.

4. Reports to the Worksite on behalf of the MNU.
5. Performs other duties as may be assigned by the Executive Committee.
6. May be appointed signing officer if their worksite is Riverview Health Centre.

Note: The MNU Board Member receives an honorarium of Four Hundred and Fifty Dollars (\$450.00) per year. Such honorarium shall be paid in the month of December.

2.F MEMBER-AT LARGE:

- Five (5) Members-at-Large are elected by the Membership of the Worksite, each for a two (2) year term. Two (2) are elected on even years, and three (3) are elected on odd years.
- Terms are unlimited.

Duties:

1. Attends all Executive and Worksite meetings.
2. Liaises with Membership and the Executive, and presents Membership concerns to the Executive.
3. Has access to the following resource materials:
 - MNU Constitution;
 - Worksite Constitution and Handbook;
 - Current Collective Agreement;
 - Executive Information Package (see page 10)
4. Assists in the orientation of new Members of the Worksite.
5. Assists the Membership in interpretation of the Collective Agreement
6. Monitors the workplace for:
 - Workplace Safety and Health issues and notifies the Worksite's Workplace Safety and Health Committee as required.
 - Monitors adherence to the Collective Agreement and notifies the Vice-President should the Collective Agreement be violated.
7. Inform the Membership of all announcements posted on the Worksite bulletin board.
8. Encourages Membership involvement in the Worksite.
9. Performs other duties as may be assigned by the Executive Committee.

Note: There is no honorarium for these positions. However, Members-at-Large receive a complimentary ticket to the Worksite AGM, and may claim for legitimate out-of-pocket expenses as approved by the Executive.

2.G PCBC REPRESENTATIVE:

- The PCBC representative is elected by and represents LTC (incl RHC) and may therefore be employed by those that fall under the umbrella of LTC
- Terms run from the start to end of negotiations.

Duties:

1. Polls the Membership regarding Bargaining Priorities.
2. In collaboration with the PCBC, prepares proposals to be presented at Central Table.
3. Keeps the Worksite President updated during the negotiation process.
4. Conducts all ratification/strike vote meetings of the Worksite.

5. Participates in Contract Interpretation sessions for the Worksite following the ratification of a Collective Agreement.

- Note:** (a) The PCBC Rep shall attend meetings of the PCBC including negotiations without loss of salary and benefits.
(b) The PCBC Rep who is employed by RHC receives an honorarium of Five Hundred Dollars (\$500) during the negotiation year. Such honorarium shall be paid at the end of negotiations. The PCBC Rep who is employed by MHC receives no honorarium.

3. FILLING A VACANT EXECUTIVE POSITION:

In the event that an Executive Member resigns, dies or otherwise ceases to act, or if the Vice-President should be required to complete the term of President, the Executive shall inform the Worksite Membership of the vacancy then elect/appoint a Member to the vacant position.

4. JOB DESCRIPTIONS of WORKSITE COMMITTEES:

- The following job descriptions outline the composition, duties and tasks of the Committees of the Worksite.
- Committee Members are appointed by the Executive of the Site, except Workplace Safety & Health which is elected by the Membership of the Worksite.
- Committee appointments are for one (1) year, except Workplace Safety & Health which is two (2) years.

4.A NOMINATING COMMITTEE:

- Appointed by Executive each January.
- May consist of Vice-President (chair) and if required other Executive Members.

Duties:

1. Prepare and post a list of vacancies that require filling at the Worksite AGM. Include application deadline.
2. Circulate Nomination Forms to interested candidates (RHNC – 6).
3. Poll the Membership to ensure that a sufficient number of candidates put forward their names.
4. Complete a written report for the Worksite AGM package.
5. Ensure Members working at the time of the Worksite AGM have the opportunity to vote by Proxy (Form RHCN – 7). A Member may carry up to two (2) Proxy Votes to the AGM. (Only Members working at the time of the AGM can vote by proxy).
6. Conduct elections as required at each Worksite AGM and report the results to the Membership.
7. For positions which are up for election that receive an honorarium and if more than one member applies for that position, each nomination may be required to submit a summary of qualifications by the nomination deadline that was agreed upon the Worksite Executive.
 - a. Note: Regarding President Nomination: if more than one member applies, a speech may be presented by each nominee at the Worksite AGM.

4.B UNION/MANAGEMENT COMMITTEE:

- In accordance with Article 11 of the Collective Agreement between the Worksite and RHC, there shall be a Union/Management Committee.
- Consists of the President, Vice-President, and one additional person appointed by the Executive.
- Meets at the request of either party subject to five (5) days' notice being given but not less than bi-monthly unless otherwise agreed.

Duties:

1. Attend meetings of the Committee.
2. A Member of the Worksite shall Co-chair the Committee.
3. Receive from the Membership, articles of concern to be included as agenda items for the meeting(s).
4. A record of the Minutes of all meetings of the Committee shall be kept by Management and circulated to Committee Members.
5. Report to the Executive through the President.
6. The chair-person or delegate will report to the Membership in writing at the Worksite AGM.
7. Refer to RHC Corporate Policy and Procedure Manual for further details regarding the committee.

4.C WORKPLACE SAFETY & HEALTH COMMITTEE:

- The Workplace Safety and Health Committee is established following provincial legislation.
- Three (3) Members are elected by the Membership of the Worksite, each for a two (2) year term. Two (2) are elected on even years and one (1) is elected on odd years.
- Terms run from September 1st to August 31st.

Duties:

1. Attend meetings of RHC's Workplace Safety and Health Committee.
2. Assist in identifying safety and health concerns within the Centre.
3. Assist in the development of practical procedures to help achieve the highest possible degree of safety and health within the workplace.
4. Promote education and training programs to develop detailed knowledge of safety and health issues within the Centre.
5. Post minutes of Workplace Safety and Health Committee meetings on RHC Intranet.
6. Report to the Executive Committee.
7. Report to the Membership in writing at the Worksite AGM.
8. Perform duties as assigned by the Committee.
9. Refer to RHC Corporate Policy and Procedure Manual for further details regarding this committee.

Note: Provincial legislation allows for two (2) paid days of Safety & Health Education, paid by the Employer, each year.

4.D NURSING ADVISORY COMMITTEE:

- In accordance with Article 1103 of the Collective Agreement between the Worksite and RHC, there will be a Nursing Advisory Committee.
- The Worksite representatives to the Nursing Advisory Committee will be the President, the Vice-President and one (1) alternate, an appointed Member of the Executive.
- Meets at the request of either party subject to five (5) days' notice being given but not less than bi-monthly unless otherwise agreed.

Duties:

1. Review and make recommendations relative to those unresolved issues related to workload and staffing.
2. Provide a forum for discussion and recommendations relative to nursing professional practice.
3. The Chair and Secretary of the Nursing Advisory Committee shall rotate yearly between the Worksite and Management.
4. Report to the Membership in writing at the Worksite AGM.
5. Refer to RHC Corporate Policy and Procedure Manual for further details.

4.E WORKSITE 1a BURSARY COMMITTEE:

Worksite 1a assists its Members through the Worksite 1a Bursary Fund. Funds for the bursaries are allocated from Worksite dues rebated by MNU. Bursaries are intended to be used by Members to further their education in Health or Labour related studies. The number of bursaries and the amount of each bursary will be decided by the Executive each year as part of the Worksite 1a budget approval process.

- Worksite 1a Bursary Committee shall consist of the Vice-President (chair) and if required two (2) other members from the Executive appointed each January.
- In the event that a Member of the Committee is themselves applying for a Worksite 1a Bursary in any given year, they shall disqualify themselves and be replaced on the Committee by another Member of the Executive.

Duties:

1. Notify the Membership minimum of thirty (30) days prior to the Annual General Meeting of the number of bursaries available and encourage Members to apply. Include application deadline.
2. Circulate a Worksite 1a Bursary Application Form (RHCN – 1a) along with a copy of the FAQ (RHCN – 1b) to Members upon request.
3. Ensure each successful applicant is currently enrolled in an education program, or provides proof of completion of an education program within the past year.
4. Select from amongst the qualified applicants, the Members who will receive a Bursary.
5. Bursaries will be awarded based on the criteria outlined on Form RHCN – 1b.

Note: Three (3) Bursaries of up to Five Hundred Dollars (\$500) are usually awarded yearly at the Worksite AGM, but the number of bursaries and the amount of each may be changed based on the number of requests and the financial status of the Worksite.

4.F WORKSITE AGM COMMITTEE:

- Consists of all the members of the Executive.

Duties:

1. Plan and organize the Worksite AGM.
 - Date, time, location
 - Select menu;
 - Prepare tickets and posters;
 - Post notice of meeting on Worksite bulletin board;
 - Sell tickets (Monies collected given to Treasurer);
 - Arrange for door prizes and giveaways;
 - Arrange for speakers as required;
 - Invite all living Honorary Life Members, and other guests as suggested by the Worksite President.
2. Plan and present a budget to the Executive for approval. (All expenditures require a receipt.)
3. Assist with registration and smooth running of the Worksite AGM.
4. Report to the Executive Committee through the Secretary of the Worksite.

Note: The Worksite 1a AGM is to be held no later than the second Monday of March each year.

4.G AD HOC COMMITTEE:

- The Executive Committee may, from time to time, appoint Ad Hoc Committees. Such committees will be appointed to complete a specific task.
- When appointing an Ad Hoc Committee, the Executive Committee will do so by resolution.
- The resolution will contain:
 - The specific task;
 - The length of time designated to complete the task;
 - The number of Members to sit on the Ad Hoc Committee;
 - The reporting mechanism.

5. MNU AGM VOTING DELEGATES:

- Worksite 1a is entitled to send Voting Delegates to the MNU AGM, the number is determined by the MNU.
- Salary and Benefits for Worksite 1a Voting Delegates attending the MNU AGM will be funded by the MNU.
- Voting Delegates are the Site President, Vice-President, and MNU Board Member (if representative worksite is Riverview Health Centre, and either 1 or 2 other delegates determined by the Worksite Executive. Total number of voting delegates allowed is determined by MNU each year which is based on the local membership total.
- Worksite 1a will send Alternates to the MNU AGM, the number is determined by the Worksite budget. In order for Executive members and Workplace Safety and Health members to be eligible for funding, alternates need to attend 50% of Site executive meetings within the last year. Workplace Health and Safety also needs to attend 50% of related committee meetings.

- Such Alternates will be appointed by the Executive.
- Salary and Benefits for Sit 1a Alternates attending the MNU AGM will be funded by the Site.
- Transportation and meal cost are covered according to the policies of the MNU and Site 1a.

Duties:

1. Represent Worksite 1a at the MNU AGM.
2. Meet with the Membership of Worksite 1a prior to the MNU AGM to receive direction on how to vote on proposed resolutions.
3. Attend the MNU AGM.
4. Keep informed throughout the year on issues of concern to Worksite 1a and the MNU.

6. WARD REPRESENTATIVES:

Ward Representatives act as a liaison between the Site Executive and the Membership.

Duties:

1. Inform Members of all general meetings of the Site.
2. Inform Members of upcoming Union-related Workshops.
3. Distribute Union-related materials to the Members as directed by the Executive.
4. Bring Members' work-related concerns to the Executives' attention.
5. Direct Members to the Site President or Vice President regarding contract interpretation and possible grievances.
6. Encourage Members to participate in the affairs of the Site.
7. At the direction of the Executive, collect data that reflects certain trends on the units – e.g. Overtime.

7. EXECUTIVE INFORMATION PACKAGE:

Members of the Executive will be supplied with an E-COPY of:

- The Worksite Handbook.
- The Worksite Constitution.
- All Worksite Forms.
- A list of all current Executive and Committee Members including telephone numbers and email addresses.

8. WORKSITE AGM PACKAGE:

- The Worksite shall supply an AGM package to each Member attending the Worksite AGM.
- The package will contain, but not be limited to:
 - Notice of meeting.

- Agenda.
- Minutes of last meeting.
- Reports:
 - President
 - Treasurer (including Licensed Accountant's review of Worksite Finances)
 - Nominating Committee
 - Vice-President
 - MNU Board
 - Worksite Committees
 - Bursary Committee

9. **REQUEST FOR FINANCIAL ASSISTANCE:**

- Financial assistance may be available to Members of Worksite 1a to pursue Labour-related Education.
- A Member wishing to apply for such assistance must submit a completed Financial Assistance Request Form (RHCN – 4) to the Treasurer.
- The Executive of the Site shall determine if such assistance will be granted based on:
 - Financial well-being of the Worksite.
 - Type of Labour Education the applicant is planning to attend.
 - Support given to the Worksite by the applicant.
 - In order for Executive members and Workplace Safety and Health members to be eligible for funding, alternates need to attend 50% of Site Executive meetings within the last year. Workplace Health and Safety also needs to attend 50% of related committee meetings.
- The applicant will be notified in writing by the Treasurer as to the decision of the Executive.

10. **CONFERENCE/WORKSHOP ATTENDANCE:**

- a) Based on budgetary considerations, Executive Members will have equal opportunity to be funded to attend at least one (1) in-province Conferences/Workshop per year. Eligibility for out of province workshop attendance will be discussed at the Executive meetings. All such conferences shall be Union or Labour-related. General Membership will be confined to attending only in-province Conferences/Workshops as determined by the Executive, based on budgetary considerations.
- b) For all approved in-province Conferences/Workshops, Worksite 1a will pay salary replacement, travel expenses, meal expenses and registration as required. For all approved out-of-province Conferences/Workshops, Worksite 1a will pay travel expenses, hotel accommodation (room sharing wherever possible) and a daily per diem as per MNU Policy. The Worksite **will** pay salary replacement for out-of-province Conferences/Workshops, but not for traveling time unless the day of travel falls on a previously scheduled day off work.
- c) The Executive will determine which Conferences/Workshops are targeted for the Executive and which are for the general Membership.
- d) For those Conferences/Workshops that are Membership targeted:
 - There will be at least six (6) weeks advance notice.
 - Members must apply stating reason for wanting to attend.
 - Executive will evaluate applications and select successful applicant after closing date.
- e) For those Conferences/Workshops that are Executive targeted:
 - There will be at least four (4) weeks' notice.

- Executive Members will be polled regarding interest and ability to attend.
 - If selection process is required, a sub-committee of the Executive will be struck.
- f) If shorter notice is unavoidable, the President will call an **emergency** Executive meeting. Those present at the meeting will select the attendees for the Conference/Workshop.
- g) In order for Executive members and Workplace Safety and Health members to be eligible for funding, alternates need to attend 50% of Site Executive meetings within the last year. Workplace Health and Safety also needs to attend 50% of related committee meetings.

11. PROCESS FOR FILING A GRIEVANCE:

1. Contact President who will review apparent violations of the Collective Agreement in consultation with the LRO to ensure a violation has actually occurred.
2. If a violation has occurred, the President and LRO will proceed according to ARTICLE 12, *GRIEVANCE PROCEDURE* of the Collective Agreement.
3. LRO may decided to use the Grievance Investigation process (MOU 31) instead of filing a grievance for resolving concerns.

- Note:** (a) In order to ensure understanding of this policy and the process involved, the grievor should refer to Article 12 of the Collective Agreement.
- (b) It is the responsibility of the Union and to ascertain whether a breach of the Collective Agreement has occurred.

Additional Information:

3. Information required when filing a grievance:
 - Who - who is filing the grievance, name, unit, department, job classification.
 - What - nature of the grievance.
 - When - exact time, date, witness if applicable.
 - Where - unit, office, evaluation, anecdotal, etc.
 - Why - why is it a grievance, what Article(s) of the Collective Agreement were violated.
 - How - how should the situation be corrected.
4. Filing the grievance:
 - Informal stage with immediate supervisor.
 - Step 1 - with immediate supervisor outside bargaining unit.
 - Step 2 - with Executive Director.
5. Types of Grievances:

There are three (3) types of grievances:

 - i) **Individual** - when the employer has violated a Member's rights as per the Collective Agreement, e.g. discipline, denial of benefits, etc.
 - ii) **Union** - when a group of Members' (2 or more) rights have been violated by the employer and the result of the violation has affected the group adversely in the same way at the same time.
 - iii) **Policy** - when an action of the employer is in violation of the

Collection Agreement and such action could affect all Members.

- Note:** (a) All grievances must be approved by the LRO.
(b) Union and Policy grievances are filed by the LRO on behalf of the Worksite.
(c) Individual grievances are filed by the LRO on behalf of the individual grievors.

6. Assistance from MNU:

- It is recommended that all grievances be handled by the LRO.
- The LRO shall assist in the preparation of the grievance and may attend at a Grievance Hearing.
- Advisably, only the President will consult with the LRO and relay information pertaining to the grievance.

7. Arbitration:

Because of the cost and precedent setting nature of an arbitration hearing and award referral of unresolved grievances by the Worksite, this must be pre-approved by the Board of the MNU.

8. Completing the Grievance Form:

Be sure the information is complete:

- Name of the Site.
- Name of the employee, department, unit.
- Stage of the grievance (complaint, 1, 2).
- Date.

- Note:** The purpose of filing the grievance in writing is to set the process in motion. Keep it simple. LRO will assist with wording. Wording cannot be changed at a later step or date.
- (a) The nature of the grievance is a brief statement of the facts. They must be basic, non-arguable statements that cannot be refuted.
 - (b) The Settlement Request is a simple statement of claim. It must be as detailed as necessary to state clearly what you want the employer to do. Always ask for full redress.
 - (c) Be sure to complete Signature of Griever and Signature of Union Representative (LRO)
 - (d) A separate grievance form must be submitted for each step of the grievance process.
 - (e) Whenever a reply to a grievance is received, copies will be distributed to parties specified on the bottom of the form.

12. HONORARY LIFE MEMBERS:

- The Worksite may accept Honorary Life Members.
- Restricted to persons who have assisted in and supported the aims and objectives of the Worksite in a significant way.
- Accepted into Membership by a unanimous vote of the Executive Committee.
- Will be presented at the Worksite AGM regarding status as an Honorary Life Member.
- Will be allowed complimentary attendance to all Site AGM's.
- Shall receive all rights and privileges of Membership except they cannot vote within the Worksite and do not pay dues to the Worksite.

Note: Honorary Life Membership may be bestowed upon a Member of the Worksite who is still employed at

RHC, in which case, they will continue to pay union dues and will maintain all rights and privileges of Membership including the ability to vote.

These are the Honorary Life Members of Worksite 1a:

Sheila Sampson - Founding Member (Deceased)

Edith Brown – Founding Member (Deceased)
Ruth Russell – Founding Member (Deceased)
Joan Burleigh- Secretary (Deceased)
Mike Brown - President (Deceased)
Wes Hosler - President
Lacona Cunningham – Vice President(Deceased)
Allan Rosky – Labour Relations Officer
Barb Hooper – Secretary
Ranee Maharaih – Treasurer
Bob Romphf – Labour Relations Officer

13. ABBREVIATIONS USED IN THIS DOCUMENT:

AGM – Annual General Meeting
FAQ – Frequently Asked Questions
LRO – Labour Relations Officer
MHC – Misericordia Health Centre
MNU – Manitoba Nurses Union
NAC – Nursing Advisory Committee
PCBC – Provincial Collective Bargaining Committee
Rep – Representative
RHC – Riverview Health Centre
RHCN – Riverview Health Centre Nurses
RNAC – Regional Nursing Advisory Committee
LTC – Long Term Care
GIP – Grievance Investigation Process

14. SITE FORMS:

RHCN – 1a	Bursary Application
RHCN – 1b	Bursary Application FAQ
RHCN – 2	Death Benefit
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**RIVERVIEW HEALTH CENTRE NURSES
MNU LOCAL 1a
BURSARY APPLICATION**

Applicant's Personal Information:

Last Name:		First Name:		RHC Unit:	
Street/Address:			City/Town:		Postal Code:
Home Phone:		Cell Phone:		E-mail Address:	
Union Involvement: Executive Position: _____ Dates Served: _____ ☐ N/A Committee Name: _____ Dates Served: _____					
Attended Union Meeting in the Past Year: ☐ No ☐ Yes, Approx Date: _____					
Seniority at RHC: ☐ 0-4 yrs ☐ 5-9 yrs ☐ 10+ yrs					
Course Name / Description:					Cost:
Date(s) of Program:			Is Program Labour Related Studies? ☐ Yes ☐ No		
Institution / Organization:					
Copy of Registration must be enclosed : ☐ Yes ☐ No - Please explain why not: _____					

DECLARATION and ACKNOWLEDGEMENT

I declare that the information given on this application is complete and true.

I acknowledge that the personal information provided on this Application is being collected by the RHC Nurses, MNU Local 1a Executive for purposes of administering and funding the Annual Bursary award and for conducting policy analysis and evaluation.

*Applicant's
signature:* _____

Date: _____

Submit completed application including copy of registration to the Vice-President of Local 1a

Incomplete applications will not be processed.

APPLICATION DEADLINE – FEBRUARY 21st

<i>Local 1a Office Use Only:</i>					
Course Category: _____					
POINTS: _____		Union: _____		Seniority: _____	
Approved: ☐ Yes ☐ No		Reason Declined: _____		Labour Related: _____	
TOTAL: _____					



BURSARY APPLICATION FAQ

What is It?

Worksite 1a has implemented an Annual Bursary which will provide non-repayable financial assistance to nurses who have completed, are in the process of completing, or are registered for an upcoming course, seminar or workshop. The bursary is intended to be used by Members to further their education in nursing, labour relations, healing arts, or other related studies. The funds to provide the bursary come from dues rebated by MNU to the Worksite.

Note: If a member is completed their education, they have up to 12 months from time of completion date to apply for this bursary.

Who is Eligible?

Any Member of Worksite 1a who is in good standing with MNU, and is completing a program of study as outlined above.

Selection Criteria?

Bursaries will be awarded based on the following point system, with a maximum of 12 available points.

Past or Present Union Involvement: Total possible = 5 pts.

Service on Executive: Current - 2 pts; in the past 5 years - 1 pt.

Service on Union Committee: Current - 2 pts; in the past 5 years - 1 pt.

Attended a Union Meeting in past year – 1 pt.

Seniority: Total possible = 6 pts.

0-4 years – 1 pt.

5-9 years – 3 pts.

10+ years – 6 pts.

Labour Related Studies: Total possible = 1 pt.

If an applicant was awarded a bursary in the previous year, their application will not be considered unless there are no other applicants to accept the award, at the discretion of the Site Executive.

How much is available?

Usually up to 3 recipients will receive a bursary of up to \$500 each. The number of recipients and the amount of each Bursary may vary as determined by the Worksite 1a Bursary Committee and the Executive.

Any Bursaries not awarded in a given year may be awarded the following year at the discretion of the Worksite Executive.

When are Bursaries awarded?

The Bursary will be awarded to eligible applicants at the Worksite AGM in March of each year.



**RIVERVIEW HEALTH CENTRE NURSES
MNU LOCAL 1a**

RHCN – 1b (Oct 2015)

DEATH BENEFIT

I, _____ am a Member of
(Name in full)

the Riverview Health Centre Nurses, Manitoba Nurses' Union Worksite 1a.

In the event of my death, the Worksite will pay a benefit of Five Hundred Dollars (\$500) to my beneficiary.

I name as my beneficiary:

NAME: _____

ADDRESS: _____

PHONE (Home): _____ (Cell): _____

SIGNATURE OF MEMBER: _____

SIGNATURE OF WITNESS: _____

DATE: _____

Please submit completed form to the Secretary of Worksite 1a



RIVERVIEW HEALTH CENTRE NURSES MNU LOCAL 1a

RHCN – 2 (Oct, 2014)

EXPENSE REIMBURSEMENT

Claimant's Name: _____ Position/Unit: _____ Date: _____

Date	Description of Event	Travel	Parking	Office	Meals	Hotel	Other	Total
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
		\$	\$	\$	\$	\$	\$	
Claimant's Signature: _____								Total \$
Approved by: _____								Chq #
PLEASE ATTACH ALL RELEVANT BILLS & RECEIPTS								Date Paid

EXPLANATION OF EXPENSE CATEGORIES:

Travel: Includes all approved travel costs such as taxi, bus, plane or car. Allowance rate: refer to MNU policy for reimbursement.

Parking: Reimbursement made for approved events. Receipt required except when parking meter is used.

Meal Allowance: Breakfast -- up to \$15.00 Lunch -- up to \$20.00 Dinner -- up to \$40.00

Receipts required for greater amounts

Note: OUT OF PROVINCE meal allowance is \$100.00 per day. Receipts required if over \$100.00.

Hotel: The local will pay all approved hotel and lodging. Usually the claimant pays the bill and a copy of the receipt is submitted for reimbursement. The Worksite can pre-pay the bill if arrangements are made for this. Individuals who arrange accommodation with family or friends in lieu of hotel will be reimbursed \$50.00 per night.



**RIVERVIEW HEALTH CENTRE NURSES
MNU LOCAL 1a**

Submit completed form to the Treasurer of Worksite 1a

RHCN – 3(July 2018)

FINANCIAL ASSISTANCE REQUEST

DATE: _____

NAME: _____

ADDRESS: _____

PHONE (Home): _____ **(Cell):** _____

(Unit): _____

E-MAIL: _____

DETAILED DESCRIPTION OF REQUEST (use back of page if necessary):

TOTAL AMOUNT REQUESTED: _____ **APPLICANT'S SIGNATURE:** _____

Submit completed form to the Treasurer of Worksite 1a

WORKSITE OFFICE USE ONLY	
AMOUNT DISBURSED: _____	CHECK #: _____
SIGNATURE FOR EXECUTIVE COMMITTEE: _____	
TREASURER'S SIGNATURE: _____	



RIVERVIEW HEALTH CENTRE NURSES MNU LOCAL 1a

DATE: _____

RHCN – 4 (Oct, 2015)

MEMBERSHIP APPLICATION



MANITOBA NURSES' UNION APPLICATION FOR MEMBERSHIP (Please Press Firmly)

I, _____ hereby
(print name in full)
make application to be a member of the Manitoba
Nurses' Union, the parent body, and to be a member of the
_____ Local
(herein referred to as the 'Local')

and I agree to be bound by the Constitution and By-Laws of the Manitoba Nurses' Union and the Local. I also authorize and direct the Manitoba Nurses' Union and/or the Local to act as my Collective Bargaining Agent in all matters relating to my employment and I undertake and agree to pay such initiation fees, monthly dues and assessments as may be due and to sign such documents as may be necessary to authorize and instruct my employer to deduct from my salary such amount of fees, dues and/or assessments as may be due by me from time to time and to remit same forthwith to the Manitoba Nurses' Union or the Local, as my employer may be duly directed. I confirm that I have been provided with information respecting initiation fees if any and that I have been made aware of the Union's dues structure and how union dues are determined. I herewith pay the required initiation fee. I also authorize and direct my employer to release to the Union, my Social Insurance number and Registration / License numbers and any union dues information related thereto.

DATED the _____ of _____,
(day) (month) (year)

Mailing Address of Applicant: _____

Postal Code _____ Home Phone No: _____

O.R.T. ☐ L.P.N. ☐ R.P.N. ☐ R.N. ☐

Registration/License No. _____

Full-time ☐ Part-time ☐ Casual ☐

Facility: _____

Nursing Unit or Program: _____

Social Insurance Number: _____

Employee I.D. Number: _____
(if applicable)

Signature of Applicant: _____

WHITE COPY - Local YELLOW COPY - M.N.U.



MANITOBA NURSES' UNION TEMPORARY MEMBERSHIP CARD

_____ is hereby
accepted as a member in good standing of the Manitoba
Nurses' Union and of _____ Local.

_____ Local.

(local signature)

on behalf of Local _____, of the Manitoba
Nurses' Union

Date _____



Manitoba Nurses Union (MNU) Membership application (please press firmly)

Name _____

Address _____

Postal Code _____

Home Phone Number _____

Email address _____

Employee I.D. _____

Facility _____

FT ☐ PT ☐ Casual ☐ Gender: F ☐ M ☐

O.R.T. ☐ L.P.N. ☐ R.P.N. ☐ R.N. ☐

Registration/License No. _____

Social Insurance Number _____

I hereby apply to be a member of the Manitoba Nurses Union (MNU), the provincial / governing body, and of Local / Worksite # _____. I authorize, of my own free will, the union and its agents or representatives, to bargain collectively on my behalf with my employer and where deemed advisable to apply for certification. I understand that this commitment will continue in full force and effect until revoked by me in writing to the union. I acknowledge that I have been made aware of the MNU's dues structures, including how dues are assessed, changed, when they start, double dues, and I understand the process.

Applicant signature _____

DATED the _____ of _____,
(day) (month) (year)

MNU signature _____

DATED the _____ of _____,
(day) (month) (year)

The Manitoba Nurses Union abides by the rules and regulations of the Personal Information Protection and Electronic Documents Act (PIPEDA) with regard to capturing, retention and destruction of personal information. This personal information will be used to maintain a record of members at each local/worksites, process dues and send union related materials to the member. Questions about the collection can be addressed to the Privacy Officer of the MNU (942-1320 or 1-800-665-0043).

white copy - Local yellow copy - MNU



**RIVERVIEW HEALTH CENTRE NURSES
MNU LOCAL 1a**

Submit either form completed to the Secretary of Worksite 1a

RHCN – 5 (Oct, 2014)

NOMINATION FORM

I, _____, a Member in good standing of the

Riverview Health Centre, MNU Worksite 1a, hereby submit my name in nomination for the position of:

Signature

Date

PLEASE PRINT

NAME: _____

ADDRESS: _____

PHONE (Home): _____ **(Cell):** _____

(Unit): _____

E-MAIL: _____

for **NOMINATING COMMITTEE**



**RIVERVIEW HEALTH CENTRE NURSES
MNU LOCAL 1a**

Submit completed form to the Vice-President of Worksite 1a

RHCN – 6 (Oct, 2014)

PROXY VOTE

I, _____, a Member in good

standing of Site 1a, will be working at the time and date of the Worksite Annual

General Meeting. I hereby give my **proxy vote** to:

_____, to vote for me at the

Worksite Annual General Meeting.

Signature of Member Giving Proxy Vote

Date



RIVERVIEW HEALTH CENTRE NURSES MNU LOCAL 1a

RHCN – 7(Oct, 2014)

WELCOME NEW MEMBERS

Worksite 1a (previously Local 1a) has a proud tradition. Worksite 1a was founded in 1965, the first local formed in Western Canada. It represented Registered Nurses employed by the City of Winnipeg at the (then) Winnipeg Municipal Hospital and the Public Health Department. In 1976, Licensed Practical Nurses joined the Local. In 1994, Riverview Health Centre Nurses, Worksite 1a, was born when Riverview Health Centre disengaged from the City of Winnipeg. Worksite 1a represents Registered Nurses employed by Riverview Health Centre.

Worksite 1a Executive meets monthly from September to June. The Annual General Meeting is held in March. General Membership meetings are held during the year as the need arises. Union bulletin boards are in the basement of the East/West building and at the entrance of the Princess Elizabeth building displaying a listing of the current Executive Members', news of upcoming meetings and elections, as well as general information. A binder is located on each of the units with more information. A quarterly newsletter is circulated to keep you informed. Newsletters are also available on our website.

Since 1994, Worksite 1a has been a Member of the Provincial Collective Bargaining Committee (PCBC) of Manitoba Nurses' Union. As such, we are governed by the contract negotiated at "Central Table". A Local Negotiating Committee helps keep Members abreast of new proposals and negotiation events as they occur. Our representative on the committee represents Long Term Care which includes Riverview Health Centre.

Please complete following: the online MNU Membership application and the Worksite's Death Benefit form which you can return the Secretary. As an employee of RHC, Membership dues are deducted from your pay each pay period. As a Member of Worksite 1a, you are entitled to vote and hold office. You need to be a member of the union in each facility that employs you.

On behalf of the Membership, **WELCOME ABOARD!** And remember, your union is only as strong as the Members who support it.

President,
Riverview Health Centre Nurses

Website:<http://www.riverviewhealthcentrenurses.com>



RIVERVIEW HEALTH CENTRE NURSES MNU LOCAL 1a

RHCN – 8(July 2018)