SEPTEMBER 2026

Policies and Procedures Manual

Funding

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UNAUA
United Nurses of Alberta

Administrative Costs (Employer)

REFERENCE: DATE OF ORIGIN: JUNE 2014 LAST AMENDED: EXECUTIVE BOARD MEETING - JUNE 2014 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

United Nurses of Alberta and UNA Locals shall be responsible for paying any negotiated Employer Administrative costs.

Attendance At Arbitrations/Hearings

REFERENCE: DATE OF ORIGIN: JUNE 2022 LAST AMENDED: EXECUTIVE BOARD MEETING – JUNE 2022 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Provincial funding is available for attendance at Professional Disciplinary Hearings, WCB/Insurance Appeals, Professional Responsibility Mediations, Independent Assessment Committee Hearings, Grievance Arbitrations and Grievance Mediations as follows:

Professional Disciplinary Hearings

UNA will provide counsel for the defendant.

Provincial Funding will be provided for the witnesses as required by UNA counsel/Labour Relations Officer (LRO). Funding for expenses will be in accordance with UNA policy.

Workers Compensation Board (WCB)/Insurance Appeals

UNA will provide counsel for the appellant. The appellant will be funded for travel and accommodation if funding is not available from other sources.

Grievance Arbitration, Dispute Resolution Advisory Committee (DRAC)/Mediation

Grievors and Local representatives serving as witnesses or advisors should seek payment from the Employer if they are scheduled to work on the days of the hearing/mediation. Grievors and Local representatives serving as witnesses or advisors will receive salary continuance/replacement for arbitration/mediation preparation and attendance at the hearing, provided they are not funded by the employer. No Provincial funding will be provided for attendance for Local members who are not grievors, witnesses or otherwise required by counsel/LRO to attend. Funding for expenses will be in accordance with UNA policy. A Local whose representative is on a full-time union LOA but would otherwise be eligible for employer funding may request provincial reimbursement.

Labour Relations Board (LRB) Hearings

Provincial funding will be provided for members required to attend LRB hearings.

Professional Responsibility Voluntary Mediation/Independent Assessment Committee

One Local Representative and up to a maximum of two members attached to the Professional Responsibility Concern presented to a mediation or Independent Assessment Committee (IAC) hearing will receive salary continuance/replacement for the dates of the mediation or IAC hearing. A Local whose representative is on a full- time union LOA may request provincial reimbursement. Funding for expenses shall be in accordance with UNA Funding Policy 10 - Expenses.

Bank Transactions

REFERENCE: DATE OF ORIGIN: JUNE 2022 LAST AMENDED: EXECUTIVE BOARD MEETING - JUNE 2022 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Any two of individuals holding the position of President, Vice-President, Secretary/Treasurer, Executive Administrative Assistant (EAA) or Director of Finance and Administrative Services (DFAS) of the United Nurses of Alberta are authorized in the name of, the United Nurses of Alberta to conduct transactions with the appropriate financial institution.

Collective Bargaining Fund

REFERENCE: DATE OF ORIGIN: JUNE 2017 LAST AMENDED: EXECUTIVE BOARD MEETING - JUNE 2017 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

A Collective Bargaining Fund shall be maintained by United Nurses of Alberta.

Contributions to the Collective Bargaining Fund shall be allocated from dues revenue and determined on an annual basis by the Executive Board. Funds will be determined through annual budget planning and will be allocated to cover anticipated costs for negotiating cycles.

In addition, prior to the commencement of Provincial group bargaining United Nurses of Alberta shall endeavor to have a minimum of three million dollars in the Collective Bargaining Fund.

1. Purpose of the fund shall be to cover all expenses incurred due to collective bargaining and shall include:
    p. Negotiating committee salary replacement, expenses and any additional staff support.
    q. Delegate meeting expenses.
    r. Meeting room expenses related to negotiations.
    s. Media campaigns related to the bargaining process.
    t. Any legal costs related to negotiations authorized by UNA.
    u. Grants to Locals and Districts for strike prep, strike action or lockout. (Refer to Negotiations "Monies During a Strike or Lockout").
    v. Strike or lockout pay (Refer to Negotiations "Strike Pay/Lockout Pay").
    w. Donations to other trade unions and allied organizations (Refer to Funding "Donations").
    x. Interest Free loans to other trade unions (Refer to Funding "Interest Free Loans").
2. Except when UNA or the Executive Board of UNA is meeting, the Executive Officers shall be authorized to approve the expenditures of funds from the Collective Bargaining Fund for the purpose of convening meetings or rallies during a strike, when such meetings or rallies are recommended by a Negotiating Committee.
3. Joint Committee activities inclusive of sub-committees shall be funded from the Collective Bargaining Fund.
4. Essential Services Task Force Representatives, as determined by the Essential Services Steering Committee, shall be funded from the Collective Bargaining fund.

Credit Cards

REFERENCE: DATE OF ORIGIN: JUNE 2023 LAST AMENDED: EXECUTIVE BOARD MEETING – NOVEMBER 2025 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Credit Cards For UNA Business

Upon application to the Director of Finance and Administrative Services, Credit Cards for UNA business are available for Executive Board Members, Provincial Negotiating Committee Members and UNA Joint Committee Members. Up to two Local Executive Officers of a Local may apply for a credit card, subject to the approval of the Secretary/Treasurer of UNA.

Credit Cards for UNA business are to be returned to Provincial Office at the conclusion of the Member's term of office. Executive Board Members, Provincial Negotiating Committee Members, UNA Joint Committee Members, Local Executives and Staff must submit itemized credit card receipts.

Credit Card receipts must be uploaded in DMS within 30 days of receiving the invoice from finance.

Recurring charges on a Local Credit Card must be approved at a Local General Meeting and reviewed annually at the Local Annual General Meeting. Motions must be submitted to UNA Secretary/Treasurer and Director of Finance and Administrative Services.

Outstanding Debts

Any member or staff who possesses a credit card supplied by UNA and incurs an outstanding debt to UNA on that credit card will have the card revoked. They may, three (3) months from the date that the outstanding debt is paid, reapply to the Finance Committee for return of the card(s). Any further outstanding debts will result in the card(s) being revoked permanently.

For any debt to UNA by a member or staff, payment is due in full upon receipt of the first invoice.

District Funding

REFERENCE: DATE OF ORIGIN: JUNE 2024 LAST AMENDED: EXECUTIVE BOARD MEETING – JUNE 2024 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Funding for District Meetings shall be according to the UNA annual budget. This shall include but not limited to:

a. District Committee members as defined in Appendix 'C' Bylaw I in the UNA Constitution shall be provincially-funded.

b. Meeting expenses.

c. The District Secretary shall be funded for 8.0 hours annually.

d. UNA promotional items up to a maximum of $500 per year.

e. Other expenses requested by the District must be approved by the Executive Officers. These may include bereavement or retirement gifts.

Donations

REFERENCE: DATE OF ORIGIN: JUNE 2022 LAST AMENDED: EXECUTIVE BOARD MEETING – JUNE 2025 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Canadian Nursing Unions

Donations of up to $20,000 may be made by the Executive Officers on behalf of UNA members in the event of a strike or lockout of a Canadian Nursing Union. Additional donations may be made pending a positive response to an Executive Board poll.

Trade Unions and Organizations

1. Donations to other Trade Unions may be made with the approval of the Executive Board or pursuant to the direction of the membership at an Annual or Special Meeting of the UNA. Donations will be up to a maximum of $20,000. Donations shall be made from Program 30, Group 6, in the first instance, and if necessary additional funds may be drawn from the Collective Bargaining Fund as per Funding-5.
2. Subsequent donations to the same Trade Union, inclusive of nursing unions, may be made from the Collective Bargaining Fund to a maximum of $20,000 dollars. In order for a subsequent donation to be considered, there must be an exceptional situation for the Trade Union.
3. Donations may be made to allied organizations with the approval of the Executive Board or pursuant to the direction of the membership at an Annual or Special Meeting of the UNA. In order for a donation to be considered by the Executive Board, the organization must be considered to share the objective of advancing the social, economic and general welfare of nurses and other allied personnel. The donations will be to a maximum of $75,000. Donations shall be made from Program 30, Group 6, or Program 80, Group 5.

Charitable Donations

UNA shall not make charitable donations except in lieu of a fee for a service rendered to UNA, or in the case of a bereavement, a donation in lieu of flowers. UNA Locals and Districts shall decide their own policies regarding charitable donations.

In order for a donation to be considered, it must be approved by Board Polling except that the Executive Officers do not need approval of the Executive Board to make donations of $1,000.00 or less.

Humanitarian Donations

Donations may be made to organizations in instances of human tragedy with the approval of the Executive Board or pursuant to the direction of the membership at an Annual or Special Meeting of the UNA. In order for a donation to be considered by the Executive Board, the tragedy must be exceptional and far reaching. Donations will be to a maximum of $30,000. The donations shall be made from Advocacy and Affiliate Fund or International Solidarity Fund.

Dues Cessation

REFERENCE: DATE OF ORIGIN: FEBRUARY 1999 LAST AMENDED: EXECUTIVE BOARD MEETING – FEBRUARY 1999 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

In the event of cessation of dues collection by the Employer it is expected that all duespayers shall pay their dues directly to the UNA Local. The Local Executive shall be responsible for coordinating the collection of dues and all applicable levies. The Local Treasurer shall forward the applicable dues and provincial levies to UNA Provincial Office with duespayer lists.

Locals are encouraged to use ward rep systems in the collection of these dues.

UNA Provincial Office will provide a dues collection kit to assist Treasurers and Local Executive.

Executive Officer Funding

REFERENCE: DATE OF ORIGIN: JUNE 2024 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025 LAST AMENDED: EXECUTIVE BOARD MEETING – JUNE 2025

The Executive Officers shall be considered on Union LOA from their Nursing Employers and are entitled to maintain their current status of Employment and are entitled to all rights as stated covering Union LOA in their current collective agreements. The length of such LOA shall be consistent with the term of the elected position.

If the Executive Officers should elect to have their Nursing Employer continue paying the regular salary for periods of leaves of absence due to union business, UNA shall reimburse the Employer including any applicable administrative costs.

Salary Replacement (Remuneration)

The President's remuneration shall be at the highest Basic Rate of Pay within a negotiated United Nurses of Alberta Collective Agreement, plus an additional 20%. The President shall be funded 1.0 full-time equivalent.

The Vice-Presidents and Secretary/Treasurer remuneration shall be at the highest Basic Rate of Pay within a negotiated United Nurses of Alberta Collective Agreement, plus an additional 6%. The Vice-Presidents and Secretary/Treasurer shall be funded 1.0 full-time equivalent.

If the Executive Officers choose to have their nursing Employer continue paying their regular salary, the Executive Officers salary shall be topped up from their basic rate of pay up to their applicable rate under this policy.

All Executive Officers shall be paid for each day worked on the same basis as a full-time Employee under the AHS/UNA agreement with the following exceptions:

1. No overtime shall be paid for hours worked beyond 7.75 hours per day and an average of 38.75 hours per week. No overtime shall be paid for schedule changes, meal breaks, callback, etc.
2. No premiums are paid for shift work, weekends, in-charge, on call, etc.
3. Payment for 7.75 hours, at the applicable rate shall be payment for all hours worked in a day.

Vacation

The President shall be entitled to:

a. five (5) weeks vacation, or

b. the vacation entitlement the member would receive from the nursing Employer (whichever is greater);

plus two (2) additional weeks.

The Vice-Presidents and Secretary/Treasurer shall be entitled to a minimum of five (5) weeks vacation or the vacation entitlement the member would receive from the nursing Employer whichever is greater.

Health Care Benefits/Pension

Executive Officers are entitled to the same benefits provided to full-time Employees under the facilities collective agreement.

UNA shall make arrangements with the nursing Employers to pre-pay applicable portions of pension and benefits for the period of union LOA.

In the event that an Executive Officer is not eligible for these benefits from the Nursing Employer, then the Executive Officer may opt into UNA's Employee benefits package.

Sick Leave

The Executive Officers are covered by the same policy as all UNA members doing Union business.

Expenses

The Executive Officers are entitled to claim for expenses on the same basis as UNA members with the following additions:

1. When the Executive Officers are required to do UNA business through meal periods, they may claim expenses and the expenses of any guests of UNA's.
2. Any Executive Officer residing outside a 50 (fifty) kilometer radius of Edmonton shall be entitled to one of the following accommodation options:
   a. UNA monthly lease arrangement
   b. Accommodation allowance

   These costs shall be based on the average cost of a one bedroom apartment within a 6 km radius of the Provincial Office.

The salary, benefits, and expenses budgeted for the Executive Officers shall be for all days worked and claimed for UNA business, including attendance at Annual and delegate meetings, Board meetings, Committees of the Board and negotiations.

Vehicle Allowance

Executive Officers who use their personal vehicles for business authorized by the Union shall receive $162.50 per month on account of that requirement.

Executive Officers who use their personal vehicles for business authorized by the Union shall be required to submit proof of financial responsibility when the vehicle is used on such business. The Union shall reimburse the Executive Officer as follows:

Cost of Business Use Insurance Coverage $_____ (Basic Age Group - Good Driving Record)
LESS
Cost of Personal Use Insurance Coverage $_____ (Basic Age Group - Good Driving Record)
EQUALS $_____.

Reimbursement to a maximum $500 or in accordance with Union Policy, whichever is greater, upon submission of receipts for annual insurance policy.

Professional Fee Reimbursement

All Executive Officers who, because of Union duties, are unable to work for their Employer at least 684.6 or more regular hours per year shall receive annually the amount specified in the Provincial Multi-Employer Collective Agreement, toward the payment of Professional Registration Fees.

Outgoing Executive Officer(s) Funding

The outgoing Executive Officer(s) shall be funded for a period of up to three (3) weeks to facilitate the orientation and transition of newly elected Executive Officer(s).

Expenses

REFERENCE: DATE OF ORIGIN: FEBRUARY 2024 LAST AMENDED: EXECUTIVE BOARD MEETING - MARCH 2026 REVIEWED: EXECUTIVE BOARD MEETING - MARCH 2026

Authorized Expenses

Executive Board Members and Negotiating Committee

Executive Board and Negotiating Committee Members may claim for salary replacement/continuance, travel, meals, accommodation, and dependant care costs as identified in this policy for the Annual Meeting, Board Meetings, Special Meetings, Committee Meetings and District Meetings when such attendance is required.

Board Members may claim, as an authorized expense, postage charges incurred when doing Executive Board business. Actual receipts are not necessary for these expenses but an itemized breakdown of each expense is necessary.

Provincially Funded UNA Events

Provincially funded members who attend UNA events may claim for salary replacement/continuance (see Funding 20), travel, meals, accommodation and dependant care costs as identified in this policy.

Accommodation(s)

1. Hotel Expenses, substantiated with receipts, incurred by members and staff while doing authorized UNA business, shall be paid by the UNA.
2. Any expenses incurred other than basic room charges and/or the applicable tax and parking, shall not be considered as an allowable expense under Section #1 - Accommodation(s).
3. A provincially funded member who would otherwise be eligible for hotel accommodation and who chooses to stay at a private residence, may claim up to $50.00 per day.
4. UNA Provincial Meeting Accommodation

   Unless otherwise approved by the Executive Board, only those provincially funded members residing outside of the host city shall be eligible to have their accommodations provincially funded for any meetings of UNA (i.e. Board, Annual, Demand Setting, Reporting or Special Meetings). For Delegate Meetings of UNA each Local not entitled to delegate accommodation shall be eligible for one (1) provincially funded room for that Local's use.

Meals

Meal reimbursement rates shall be as follows:

- Breakfast $15
- Lunch $20
- Supper $30

for a maximum of $65/day.

A meal(s) which is catered, included in a hotel accommodation rate, or in any other way supplied by UNA is not an allowed expense.

For members that are required to travel the day prior to and/or the day after a provincially funded event, the meal allowance shall be inclusive of the time traveled on these days. This funding is applicable when accommodation is required.

Dependant Care

Dependant care expenses over and above those normally incurred by the Member, up to a maximum of one hundred dollars ($100.00) per day may be claimed by Members when they are doing authorized UNA business, and by provincially funded members attending Delegate Meetings, District Meetings, workshops or Affiliate Events. Proof of payment is required.

UNA to Provide child care at all Provincial Delegate Meetings where possible.

Parking

Parking charges (not tickets) incurred while doing authorized UNA business will be paid by UNA (receipts required). Parking may be direct billed to UNA where possible.

Travel Expenses

When traveling on UNA business, members are expected to use the most expedient and cost effective method available.

1. Full plane, train, bus, or taxi fare will be reimbursed (receipts required). Mileage shall be reimbursed at $0.570 per kilometre or Government of Alberta rate, whichever is the greater. Taxis for social events are not an allowable expense.
2. Car Rentals - Prior approval for car rental must be obtained from the Secretary/Treasurer or the Director of Finance and Administrative Services. Approval will only be given in extraordinary circumstances.
3. In the event of unforeseen circumstances, (e.g. workshops, conference, meeting cancellation) those members who have purchased tickets for travel who are not able to refund the ticket or otherwise use the ticket will not incur any costs for the ticket. Any refunds or reimbursements shall be used for future UNA travel.
4. Where travel arrangements to or from UNA authorized meetings are disrupted due to unforeseen circumstances members shall contact the Secretary/Treasurer for authorization of payment for additional expenses.
5. When travel arrangements for provincially funded members are affected by fatigue; medical conditions; and/or distance, an additional night accommodation may be provided. Authorization is required by the Provincial Secretary/Treasurer or designate.
6. For events outside of Alberta, Provincially funded members who elect to claim kilometres versus a more economical mode of transportation:
    a. Shall be eligible to claim up to a maximum of $800.00.
    b. Will not be eligible to claim additional expenses or wages for travel days.

Affiliate Events

Board Members and Members at Large who are authorized by the Executive Board to represent UNA at Affiliate Events may claim for those expenses so authorized by the Executive Board. Expenses may include registration fees, salary continuance/replacement, travel, meals and accommodations. Allowable expenses so authorized will be identified by the Executive Board when attendance at the event is approved. See Committees “Affiliate Board/Standing Committees 1.1.”

Payment of Expense Claims

Payment for approved claims will be issued within 2 weeks of receipt of the Expense Claim form in Provincial Office.

Expense Claims for an event are to be submitted to Provincial Office within sixty (60) calendar days of the event.

Loans

REFERENCE: DATE OF ORIGIN: OCTOBER 2004 LAST AMENDED: EXECUTIVE BOARD MEETING – OCTOBER 2004 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Personal

UNA grants no personal loans.

Interest Free (Trade Unions)

Any request for an interest free loan shall be assessed using the following criteria:

1. Must be a Trade Union or an Affiliated organization.
2. Must be as a result of a strike or lockout or undue financial hardship.
3. Must be in writing. In the event of undue financial hardship not related to strike or lockout, the organization must submit a plan for financial reorganization/stability.
4. Terms and conditions, including repayment shall be established by the Executive Board.
5. Any interest free loan as a result of strike or lockout may be approved by the Executive Officers and taken from the Collective Bargaining Fund.
6. Any other loans must be approved by the Executive Board.
7. For each $50,000 dollars loaned, the Collective Bargaining Fund must have a remaining balance of $500,000.

Local Dues Rebates

REFERENCE: DATE OF ORIGIN: JUNE 2023 LAST AMENDED: EXECUTIVE BOARD MEETING - SEPTEMBER 2025 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

The UNA shall issue to each Local a dues rebate. In the case where a Local is part of a Multi Bargaining Unit, the rebate shall be remitted to the Local of the duespayer's home site. Rebates will be issued to Locals on a regular basis and not less frequently than monthly and shall be calculated on a prorated basis subject to the number of pay-periods in their payroll system and based on the actual number of duespayers per pay-period as follows:

Increase as per Salary Appendix (April 1st, 2024, to March 31st, 2027)

Per Annum Dues Rebates per Duespayer (April 1, 2024 - March 31, 2027)

a. **For Locals Less than 50 Duespayers**

first 1-30 duespayers

Current - 2023	$125.49
Rebates - 2024	$129.25
Rebates - 2025	$133.13
Rebates - DOR	$137.12
Rebates - 2026	$141.24
Rebates - 2027	$145.47

remaining 30-50 duespayers

Current - 2023	$98.60
Rebates - 2024	$101.56
Rebates - 2025	$104.61
Rebates - DOR	$107.75
Rebates - 2026	$110.98
Rebates - 2027	$114.31

b. **For Locals More than 50 Duespayers**

first 1-30 duespayers

Current - 2023	$98.60
Rebates - 2024	$101.56
Rebates - 2025	$104.61
Rebates - DOR	$107.75
Rebates - 2026	$110.98
Rebates - 2027	$114.31

next 31-131 duespayers

Current - 2023	$85.16
Rebates - 2024	$87.71
Rebates - 2025	$90.34
Rebates - DOR	$93.05
Rebates - 2026	$95.84
Rebates - 2027	$98.72

next 132 - 232 duepayers

Current - 2023	$71.72
Rebates - 2024	$73.87
Rebates - 2025	$76.09
Rebates - DOR	$78.37
Rebates - 2026	$80.72
Rebates - 2027	$83.15

233 to all remaining duespayers

Current - 2023	$58.27
Rebates - 2024	$60.02
Rebates - 2025	$61.82
Rebates - DOR	$63.67
Rebates - 2026	$65.58
Rebates - 2027	$67.55

Locals with 51-62 duespayers shall receive no less than this amount per annum

Current - 2023	$5,736.83
Rebates - 2024	$5,908.94
Rebates - 2025	$6,086.21
Rebates - DOR	$6,268.79
Rebates - 2026	$6,456.86
Rebates - 2027	$6,650.56

After March 31, 2027, dues rebate amounts will remain at the highest increment shown above until implementation of negotiated wage adjustments to the Salary Appendix of the main provincial Collective Agreement.

Local Funding

REFERENCE: DATE OF ORIGIN: JUNE 2023 LAST AMENDED: EXECUTIVE BOARD MEETING - MARCH 2026 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Local Income Utilization – Guidelines

Local income includes all funding received through Local member funding, rebates and Local dues levies. Local funding/rebates are provided to the Locals to uphold their primary obligations in Collective Agreement administration. In addition, Local funding shall be utilized to uphold the objectives of Locals in accordance with Appendix A, Bylaw 2 of the UNA Constitution:

a. to support the objectives and activities of the United Nurses of Alberta;

b. to promote effective communication between and amongst the UNA, the Local, its members and Employer;

   i. Use a combination of Local Funding and rebates to fund Executive and committee activities. Locals have the option of funding Executive and committee activities based on need rather than providing payment to individuals on a monthly basis. Whenever possible, duties should be delegated so more than one person is responsible for the running of the Local.

   ii. Fund General members to attend District meetings and meetings of the UNA.

c. to advance within its jurisdiction the social, economic and general welfare of nurses and other allied personnel;

   i. Encourage participation at District Labour Councils, fund members to attend AFL and CFNU and CLC events.

   ii. Fund local ads to support local issues (E.g. Long term Care).

   iii. Consider donations to other allied organizations that support the public good and support Workers' rights. Fund members to attend Allied Organization conferences.

d. to regulate within its jurisdiction, relations between nurses and other allied personnel and their Employer;

   i. Support other workers during Labour disputes by donating resources for strike support.

e. to co-ordinate the activities of the Local; and

   i. Fund Local initiatives for Nursing week such as a Local information booth and provide snacks. The local may wish to purchase UNA promotional items for small appreciation items.

   ii. Supply refreshments and food items for local meetings. Locals may have a local dinner meeting.

   iii. A Local may choose to recognize UNA members and Local Executive for their involvement and engagement, or at retirement. Purchased items should promote UNA. These items shall not be cash or cash like items such as gift cards as these items may have tax implications as per Revenue Canada guidelines.

   iv. These items must be included in the Local approved budget, and if not, the items and cost must be motioned and passed at a Local General Meeting.

f. to participate within its jurisdiction in collective bargaining.

   i. Fund members, if required, to assist with Local demand setting and ratification processes.

Local income may be used to fund education that promotes Union activities and Union related issues.

Union Dues are not intended to fund education, that more appropriately, can be funded by the employer or professional body.

UNA recognizes that Members of Locals:

1. Have a commitment to their Employer and thus cannot abuse Employer time, and
2. Have a commitment to their Local Members and thus need time to function in the role of Executive or committees and
3. May wish to participate as an observer at UNA delegate meetings.

Local funding will not compensate for all hours put in on behalf of the Local, but it is intended to decrease the burden of excessive hours by the Members if they were to maintain all hours at the Nursing Employer and carry out Union responsibilities.

Members doing authorized UNA business should suffer no loss of wages because of time spent on UNA business. When a Member of UNA does UNA local business on a non-scheduled day, following the Local's approval, the member has the option to request an LOA from the employer, on a mutually agreed upon day or seek compensation from the Local funding.

Locals are encouraged to divide the funding and delegate duties to different Executive Members and Members at large.

Where possible, Local Executive/Members are encouraged to attend all meetings with the Employer on Employer premises and on Employer time.

The grievance article in the collective agreements provides grievance meeting time at no loss of pay for the participants.

Charitable Donations

All donations made by the Local must be approved through the Budgeting process at an Annual General Meeting of the Local or with a motion passed at a Local General Meeting. Each Local should consider a maximum amount to be spent on each donation.

Donations must be in keeping with the objectives and long and short term goals of the UNA Constitution.

Donations shall be made payable directly to the recipient organization from the Locals Centralized Account. Donations shall not be made by an individual member for reimbursement.

General Rules - Criteria for Maintenance

All Locals will have a Local Annual General Meeting by December 31st of each year as outlined in the Constitution. The approved budget for the next fiscal year shall be submitted via web-based Data Management System (DMS) by January 31st of the following year.

Should the approved budget not be submitted as outlined, the Local Funding will not continue past February 28th. Funding will be reinstated, but will not be retroactive, when the applicable motion and budget are submitted via DMS. All Locals must be compliant with the submission of their annual budget.

Duespayer Calculations

Every January and July, United Nurses of Alberta (UNA) Provincial Office will check duespayer numbers for the previous six (6) months. The following six (6) months of funding will be based on the average number of duespayers in that previous six (6) months.

The Local has the right to appeal the number of duespayers calculated. The appeal may be done by writing a letter to the UNA Secretary/Treasurer requesting a change in the number of duespayers and a change to the funding rate based on the new calculation.

Funding Formula

The Local Funding rate shall be based on the top level, Head Nurse Rate, plus the Long Service Increment (LSI) in the Alberta Health Services (AHS) Collective Agreement. Any negotiated wage increase shall be applied retroactively where applicable.

a. For Locals with forty-nine (49) duespayers or fewer, the Member funding shall be based on fifteen point five (15.5) hours per month.

b. For Locals with fifty (50) to seventy-four (74) duespayers, the funding shall be based on fifteen point five (15.5) per month for the first forty-nine (49) duespayers, and twelve (12) minutes per duespayer per month for all remaining duespayers.

c. For Locals with seventy-five (75) to one hundred and ninety-nine (199) duespayers, the funding shall be based on twenty-three point two five (23.25) hours per month for the first seventy-four (74) duespayers, and twelve (12) minutes per duespayer per month for all remaining duespayers.

d. For Locals with two hundred (200) or more duespayers, the funding shall be based on forty-six point five (46.5) hours per month for the first two hundred (200) duespayers, and twelve (12) minutes per duespayer per month for all remaining duespayers.

e. **Multi-Bargaining Unit Locals**

   Multi-Bargaining Unit Locals that administer more than one Collective Agreement are entitled to an additional 4.25 hours per month, for each additional separate Employer Agreement. As of December 21, 2025 this funding will not be applied to Locals with Alberta Health Services sites who become Multi-Bargaining Unit Locals as a result of Albert Health Care Refocusing.

f. Any Local that pays their Local Executive Officers at a higher rate of pay than the Provincial amount in Funding–20 (para. 20.2) shall ensure that this is covered by a Local decision that is voted on and passed at the Local's AGM, recorded in the Minutes annually, is renewed every year and is readily accessible to all Members of the Local.

NOTE: *See rates to be used when filling in expense claims.*

Sick Time

Where a Local Executive/Member who is in receipt of Local Funding and is unable to carry out the duties of the position, the Local Executive shall appoint a replacement. If the leave is greater than thirty (30) days, a Local meeting shall be called to determine the reallocation of duties and funding. The Local Executive shall notify Centralized Accounting of UNA as soon as possible with changes in funding allocation.

LOAs From UNA Business

When a member takes an LOA from Local Union business, the Local shall designate a member who will receive the funding in their absence. Such LOA could be for vacation, education, negotiations, etc.

UNA believes in the necessity of members having their designated days of rest. UNA believes no member should have to work more total hours than the member's FTE as a result of performing both union business and working for the member's Employer.

Funded UNA Business during Leave from Employer

Members on Employer sick leave, EI-paid Maternity/Parental Leave, or receiving WCB, STDI or LTDI benefits, shall not receive payment in excess of that allowed under the terms and conditions of their leave, and shall not be paid retroactively at the conclusion of their leave. Expenses shall be paid per UNA policy.

Process of Distribution Of Local Funding

1. On a monthly basis, UNA Provincial Office shall deposit a sum of money equivalent to the applicable number of Local Funding hours for the Local into the Local Centralized Account.
2. Request for funding shall be submitted by the Web-based DMS to Centralized Accounting.
3. Where a Local elects to utilize less than their monthly allotment of Local Funding hours, funds equivalent to the unused hours shall remain in the Local Centralized Account for use at a later time.
4. The hours may be used to fund Local Executive or Members for carrying out the work of the Local, attendance at UNA meetings, or it may be used for other Local activities.
5. All expenditures must be reflected in the Local budget and/or approved at a Local meeting.

Annual Audit Requirement

Locals may be required to submit for audit all of their financial records to United Nurses of Alberta at the end of each fiscal year. The financial records shall include all funds and properties of any nature held by the Local.

Local Budget

1. Each Local will have a Local Annual General Meeting by December 31st of each year as outlined in the Constitution. A copy of the minutes of that meeting and the approved budget for the next fiscal year that was passed at that meeting will be sent, via DMS, by January 31st of the following year.
2. Should the minutes and approved budget not be forwarded as outlined, the Local funding will not continue beyond February 28th. Funding will be reinstated but will not be retroactive, when the budget and applicable motion is submitted via DMS.

Local Grants

REFERENCE: DATE OF ORIGIN: JUNE 2021 LAST AMENDED: EXECUTIVE BOARD MEETING - JUNE 2025 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Travel Grants

Locals with three or more sites may apply to the Provincial Secretary/Treasurer for a travel grant of two hundred dollars ($200.00) per month. In order to be eligible for the grant, the distance between one or more sites shall be 50 kilometers or more.

A motion requesting the grant must be presented and approved at the Local Annual General Meeting (AGM). Once approved, the travel grant must be reflected in the Local's future annual budget.

Office Rent And Maintenance Grant

Locals of over 500 duespayers shall be entitled to a reimbursement of office rent and maintenance costs up to maximum of $15,000.

The actual office rent and maintenance costs shall be included in the Local Annual Budget. The cost shall be reimbursed up to $15,000. These costs do not include telephone, parking and other office expenses.

Start-Up Grants

A newly organized Local shall receive a one-time start- up grant of $2,500.00.

Local Crisis Grants

Criteria For Approval Of Requests For Funding

1. A written request for funding shall be submitted to the UNA Executive Officers and assigned District Representative. This request shall include the following information:
    a. A copy of the Local Meeting minutes containing the motion for the request for crisis funding;
    b. Full disclosure of all Local funds and accounts;
    c. A description of the "Crisis" and an explanation of the Local's need for funding.
2. The Executive Officers and the District Representative shall review the request and authorize funding as deemed appropriate.
3. The Secretary/Treasurer shall report on the Funding at each Executive Board Meeting and the Annual General Meeting.
4. If the Local's request for funding is denied, the Local may submit a written appeal to the UNA Executive Board at the next regular meeting.

Allocation Grant

A Local that receives a newly-organized group of Employees pursuant to an allocation under Procedure–18.2 or 18.3 may apply for an allocation grant of up to $1,500. A written request for funding shall be submitted to the UNA Secretary/Treasurer and assigned District Representative. This request shall include the following information:

- A copy of Local Executive Meeting minutes containing the motion for the request for allocation funding; and
- Full disclosure of all Local funds and accounts.

The Secretary/Treasurer and the District Representative shall review the request and authorize funding as deemed appropriate.

Miscellaneous Meetings

REFERENCE: DATE OF ORIGIN: JUNE 2005 LAST AMENDED: EXECUTIVE BOARD MEETING - JUNE 2005 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

The Executive Officers may approve funding for meetings which are deemed necessary, but for which no other funding is available.

Observer Funding
Annual General Meeting/Demand Setting Meeting/Reporting Meeting

REFERENCE: DATE OF ORIGIN: JUNE 2015 LAST AMENDED: EXECUTIVE BOARD MEETING - JUNE 2015 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Annual General Meeting

Locals/Provincially Administered Units with seventy-five (75) members or less as per Annual General Meeting delegate timelines shall be eligible for one (1) provincially funded observer to attend an Annual General Meeting.

Provincial Demand Setting Meeting/Reporting Meeting

Single Bargaining Unit Locals with seventy-five (75) members or less as per Annual General Meeting delegate timelines shall be eligible for one (1) Provincially Funded Observer to attend the Provincial Demand Setting Meeting/Reporting Meeting.

Single Bargaining Unit Locals not participating in Provincial Negotiations are entitled to one (1) Provincially Funded Observer to attend the Provincial Demand Setting Meeting/Reporting Meeting.

Multi Bargaining Unit Locals with no Bargaining Units participating in Provincial Negotiations are entitled to one (1) Provincially Funded Observer to attend the Provincial Demand Setting Meeting/Reporting Meeting.

Multi Bargaining Unit Locals with one (1) voting delegate shall be entitled to one (1) Provincially Funded Observer to attend the Provincial Demand Setting Meeting/Reporting Meeting. It is recommend the observer be a member of the Bargaining Unit not participating in Provincial Negotiations.

Multi Bargaining Unit Locals with 2 or more voting delegates shall not be entitled to a Provincially Funded Observer to attend the Provincial Demand Setting Meeting/Reporting Meeting.

Pensions Liability

REFERENCE: DATE OF ORIGIN: FEBRUARY 2012 LAST AMENDED: EXECUTIVE BOARD MEETING FEBRUARY 2012 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Position

UNA recognizes that members who take Leaves of Absence (LOAs) for Union business may be penalized by having their pensionable service adjusted by the length of their LOAs and further penalized by not being eligible to buy back this service.

UNA shall provide assistance in the purchasing of pensionable service in the Local Authority Pension Plan (LAPP), Public Service Pension Plan or applicable plan and this assistance will take the following form:

1. For those members whose LOAs do not exceed the five (5) year limit under the plans, UNA shall pay the Employer's portion for years two, three, four and five of LOA taken for Provincially funded union business. Locals are responsible to pay the Employer portion for Locally funded LOAs.
2. For those members who take LOAs for union business and who exceed the five (5) year limit, UNA shall pay into an Registered Retirement Savings Plan (RRSP), an amount equal to what the Employer's portion would be if the member were eligible to buy back the lost pensionable service for Provincially funded Union business.

   To qualify for 1 and 2 above the member must:

   a. Take LOAs for Union business.
   b. Apply yearly to the Secretary/Treasurer by June 30 of the following year.
   c. Provide proof of participation in the applicable plan.
   d. Provide proof of application for the buy back.
   e. Where applicable provide RRSP information.
   f. Provide proof of the calculation of the "Employer's portion".

Program 90 Days

REFERENCE: DATE OF ORIGIN: NOVEMBER 2010 LAST AMENDED: EXECUTIVE BOARD MEETING NOVEMBER 2010 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

The approval for use of Program 90 Days, may be granted by the Executive Board or the Secretary/Treasurer. The use of these days is documented in the Program 90 Days list in the monthly financial statements.

District Representatives will apply to the Secretary/Treasurer, or the designate, to access a Local Visit Day, Affiliate Day or Miscellaneous Day.

District Representatives shall submit an electronic expense claim form via Web-based Data Management System (DMS) to access the monthly District Representative Funding as allocated in the Budget.

Program 90 Days that are allotted in the Budget to District Chairpersons are to be used at the Chairpersons' discretion, up to the number of days allotted.

The Finance Committee shall make recommendations to the Executive Board regarding any changes in the distribution of Program 90 days set out in the Budget.

Provincially Administered Unit (PAU)

REFERENCE: DATE OF ORIGIN: JUNE 2016 LAST AMENDED: ANNUAL GENERAL MEETING - JUNE 2016 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

1. All funds will be administered by UNA Provincial Office.
2. Any expenses incurred by the Site Representative for work on behalf of the Provincially Administered Unit Site must be pre-approved by the assigned District Representative and the Secretary/Treasurer of UNA or designate.
3. The assigned District Representative is required to request Provincially Administered Unit days/bargaining unit days as per Funding Policy 18.
4. Funding for Site Reps for work completed on behalf of the site shall be allocated from Program 80 Group 3: Additional Member Assistance.
5. District Representative funding shall be allocated from Program 90 days

Salary Continuance/Replacement

REFERENCE: DATE OF ORIGIN: JUNE 2023 LAST AMENDED: ANNUAL GENERAL MEETING - JUNE 2023 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

The UNA supports the negotiation of salary continuance (paid union leave of absence) with the Employer, for all union Leaves of Absence (LOAs). For members not covered by salary continuance in a collective agreement they shall be paid their basic rate of pay plus an additional fifteen percent (15%) for LOAs taken for provincially funded events. Non LOA days shall be paid at their basic rate of pay.

Members doing authorized UNA business should suffer no loss of wages because of time spent on UNA business. When a member of UNA does UNA business on a non-scheduled day the member has the option of requesting an LOA on a mutually agreed alternate day.

When applying for Union LOAs, please reference https://help.una.ca/dms-web-loa-requests/ .

UNA believes in the necessity of members having their designated days of rest.

UNA believes no member should have to work more total hours than the member's FTE as a result of performing both union business and working for the member's Employer.

Introduction

1. Elected Representatives who are required to attend the following meetings shall be paid for each day of attendance at those meetings.
   - Annual Meeting
   - Demand Setting Meetings (Negotiations)
   - Reporting Meetings (Negotiations)
   - Negotiating Committee Meetings
   - Joint Committee Meetings
   - Executive Board Meetings
   - Trial Committee Meetings/Hearings
   - District Meetings Meetings/Hearings
2. Payment shall be based on basic rate of pay unless otherwise approved by Letters of Understanding in a Collective Agreement, Local authorization or UNA policy.
3. For Provincially authorized LOAs that exceed one (1) month's duration (eg. compressed negotiations). UNA shall make arrangements with the health care Employers to pre-pay applicable portions of benefits for the period of the LOA.

Abutting Shifts

Where the Elected Representative is scheduled to work the night shift that commences the night of the meeting and the member takes an LOA for part or all of shift, the member shall be paid for the length of the LOA.

If the length of time between:

a. The end of a member's scheduled evening shift at the health care Employer and the time the member has to leave home to attend a provincially funded meeting is less than ten (10) hours, or

b. The time the member arrives at home from attending a provincially funded meeting and the beginning of a member's scheduled shift at the health care Employer is less than ten (10) hours.

The member shall be entitled to payment for the shift, if a LOA has been taken. An LOA Authorization must be obtained from UNA via DMS.

Where the elected representative is required to take an LOA for a shift or part of a shift, to accommodate district or provincially arranged group travel to an approved provincially funded function, the member shall receive payment for the length of the LOA. Approval must be obtained from UNA via DMS.

For any other situation, where an LOA is required for travel purposes to provincially funded functions, approval must be obtained from UNA via DMS.

Members on Employer sick leave, EI-paid Maternity/Parental Leave, or receiving WCB, STDI or LTDI benefits, shall not receive payment in excess of that allowed under the terms and conditions of their leave, and shall not be paid retroactively at the conclusion of their leave. Expenses shall be paid per UNA policy.

Canceled Meetings

If a meeting is canceled and the member is unable to cancel an LOA, the member shall receive payment as though the member had attended the meeting.

Overtime

There shall be no overtime provision for doing UNA business. There shall be no reduction in payment when a meeting is adjourned early.

Named Holidays

UNA members doing authorized UNA business on a Named Holiday shall receive payment at the applicable premium rate in the current UNA AHS Collective Agreement.

Absences From Meetings/Provincially Funded Functions

1. A provincially funded member shall not be able to claim for full payment if the member arrives late or leaves a meeting before the scheduled adjournment time or the end of the meeting whichever is earlier. The reduction shall be based on their basic rate of pay.
2. A provincially funded member who has taken an LOA and is unable to attend a meeting by reason of illness or disability or essential health appointment that cannot be rescheduled, and is unable to obtain reimbursement from the Employer, shall be reimbursed as if the member had been in attendance at the meeting. A letter indicating the reason for such absence must be submitted to the Secretary/Treasurer of UNA.

Social Advocacy/Special Projects

REFERENCE: DATE OF ORIGIN: JANUARY 2014 LAST AMENDED: ANNUAL GENERAL MEETING - JANUARY 2014 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

On an annual basis, the Executive Board shall allocate resources for social advocacy/special projects to support Long-Term Goal #9 of the UNA Constitution.

Trust Fund - Scholarships/Bursaries/Grants

REFERENCE: DATE OF ORIGIN: FEBRUARY 2012 LAST AMENDED: ANNUAL GENERAL MEETING - FEBRUARY 2012 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

UNA Nursing Scholarships/CFNU Scholarships/Labour College of Canada Bursaries/International Solidarity Grants

UNA has a trust fund that can be utilized to provide UNA Nursing Scholarships, CFNU Scholarships, Labour College of Canada Bursaries and International Solidarity Grants.

See Procedure "Scholarships/Bursaries/Grants"