

# NEW MEMBER CHECKLIST



All articles cited are from the Provincial Collective Agreement.

- ☐ **Sign a UNA membership application** and find out your Local number.
- ☐ **Download the UNA app** which contains searchable copies of all Collective Agreements. You can also ask for a copy of your Collective Agreement from your employer.
- ☐ **Get Involved!** Attend UNA meetings, events, & workshops.
- ☐ **Be aware of your seniority date.** If you think your seniority date is incorrect, contact your UNA Local.
- ☐ **Get your educational allowances** by giving your new employer a copy of your degree or diploma, plus all nursing certificates. (ARTICLE 26)
- ☐ **Receive recognition for previous experience** and provide a portability letter from your previous employer(s) to ensure you receive the correct rate of pay. (ARTICLE 27)
- ☐ **Maximize your income** by getting an extra 2% pay through an RRSP or TFSA paid by the employer. (ARTICLE 29)
- ☐ **Save your “letter of hire,”** containing position details, which your employer is required to provide you with when you are hired or transferred. (ARTICLE 14)
- ☐ **Check your pay slips** to ensure you are receiving the correct pay, increment, vacation accrual, overtime, shift premiums and allowances. Keep these records for five years. (SHIFT DIFFERENTIAL & WEEKEND PREMIUM - ARTICLE 28; VACATION - ARTICLE 17; WAGES - SALARY APPENDIX; OVERTIME - ARTICLE 8)
- ☐ **Don’t work for free!** Ensure you are paid for all the hours you work and that your employer has the information it needs to budget properly. If your employer withholds pay or does not comply with the agreement, contact your UNA local.
- ☐ **Have union representation.** If you are called to any disciplinary meeting, you have the right to be accompanied by a UNA representative. If you’re not sure if it is disciplinary, ask and contact your UNA Local. (ARTICLE 23)
- ☐ **Report Professional Responsibility Concerns (PRCs).** If you have concerns regarding patient/client/resident quality of care, report them through the PRC process. (ARTICLE 36)
- ☐ **Stay safe at work.** Talk to your UNA Local and address issues through the Occupational Health and Safety Committee. (ARTICLE 34)
- ☐ **Get charge pay** if you are placed in charge. Each unit must have a “charge” document that outlines responsibilities of the nurse in charge, including the required orientation. (ARTICLE 16)