NEW MEMBER
CHECKLIST



The articles cited are from the Provincial Collective Agreement, and not all agreements contain the same provisions. Be sure to check your Collective Agreement. Contact UNA with any questions.

- [ ] **Submit a UNA membership application** and find out your Local number.
- [ ] **Download the UNA app** to access searchable versions of all UNA collective agreements as well as news and other resources..
- [ ] **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** by providing a portability letter from your previous employer(s), and apply for the Long Service Pay Adjustment (LSPA) within 90 days of reaching 20 years of nursing experience. (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 , including for missed breaks. (ARTICLE 7)
- [ ] **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 or responsibility 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)