

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** or ask for a copy of your Collective Agreement from your employer. The app is word-searchable and also has news and other items.
- Get Involved!** Attend your UNA local's meetings and participate.
- 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)
- 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. Provide a portability letter from your previous employer(s). (SHIFT DIFFERENTIAL - ARTICLE 28; VACATION - ARTICLE 17; WEEKENDS - ARTICLE 7; 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.** If you encounter unsafe or unprofessional staffing or practices, contact your Local UNA representative. UNA's Professional Responsibility (PR) process offers a way to raise concerns. (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. Additionally, each unit must have a “charge” document that outlines responsibilities of the nurse in charge, including the required orientation. (ARTICLE 16)