

# SPOTLIGHT

on your UNA contract

Article 14.10 : Promotions, Transfers, and Vacancies  
(UNA Provincial Collective Agreement 2024-2028)

# Document your job

It is valuable and important for every Employee to have written documentation of their position. According to [Article 14.10](#) of the UNA Provincial Collective Agreement, the key document is the 'Letter of Hire' which must include:

- number of hours per shift and shifts per shift cycle
- category (regular, temporary, or casual)
- classification
- date of hire, and transfer
- increment level
- site, or sites if the person is working "at or out of"

It is also important for Employees to be sure their Seniority Date is correct. A Seniority Date is the date an Employee entered the bargaining unit. UNA Local Executive members can confirm this date.

Documentation of each Employee's position can be important if there are layoffs or displacements.



If you have any questions or concerns, please contact your UNA local executive or Labour Relations Officer at 1-800-252-9394.

Read your Collective Agreement online or on the App



[www.una.ca](http://www.una.ca)