

# Manitoba Nurses Union

301-275 Broadway  
Winnipeg, Manitoba

Web Site: [www.nursesunion.mb.ca](http://www.nursesunion.mb.ca)  
E-mail: [mnu@mb.sympatico.ca](mailto:mnu@mb.sympatico.ca)



(tel)204-942-1320 (fax)204-942-0958

Dear Member:

I am very pleased to welcome you into the membership of Manitoba Nurses Union.

The MNU has gained a reputation throughout Manitoba as a strong advocate for nurses and patients. Our collective agreements contain some of the best provisions for nurses across Canada. We are proud of the achievements made by nurses working for nurses.

I hope that you will become an active MNU member and join thousands of nurses in Manitoba who work to ensure nurses receive the respect and recognition we deserve.

MNU leaders and staff are looking forward to working with you. Please contact the MNU provincial office or your worksite executive if you have any concerns or questions.

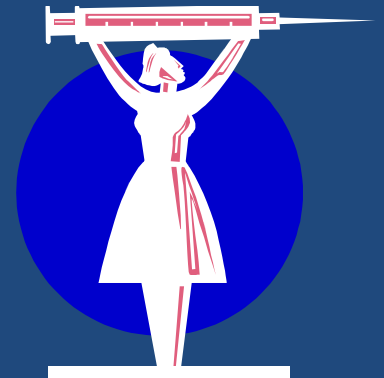
I look forward to working with you in the future.

In solidarity,

Sandi Mowat  
President

# MANITOBA NURSES' UNION

## HEALTH SCIENCES CENTRE LOCAL 10





## LOCAL/WORKSITE 10

Located at 770 Notre Dame Avenue  
(across from the Medical Apartments)

Hours

8:00 – 4:00 Mon.- Fri.

Phone 204-783-4338

Fax 204-772-7294

Contact us at [mnu10@mts.net](mailto:mnu10@mts.net)

VISIT OUR WEBSITE AT [www.mnu10.ca](http://www.mnu10.ca)

PRESIDENT

Lana Penner

VICE PRESIDENT

Shelley Trapp-Armstrong

**EXECUTIVE ASSISTANT – SANDRA MOFFAT**

# EXECUTIVE & COMMITTEES

- PRESIDENT --- LANA PENNER
- VICE-PRESIDENT – SHELLEY TRAPP-ARMSTRONG
- SECRETARY/TREASURER – CARINA KIRK
- MNU BOARD REPS. -- KIM FRASER & CHERYL LANGE
- PCBC REP – BRENDA THOMAS
- CENTRE UNION REPS
  - GENERAL/ REHAB – KIM KRAHN
  - WOMENS – LYDIA DANILIS
  - CHILDRENS – KATHLEEN STARK
  - ANNE THOMAS – JANET ZORICA
  - PSYCHHEALTH – LISA AAB

## FINANCE COMMITTEE

- Carina Kirk
- Brian Goldstein
- Cheryl Lange

# Meetings

- Executive Meetings are held on a regular basis (please call the office for dates)
- General Meetings are held quarterly
- Local Annual General Meeting held in March
- Provincial AGM held in April/May

*open to all members*



# Calendar of Events

- Dual Dues Rebate: You can only apply for a double dues refund during the refund period. Please check the website for dates
- February Vacation Planning begins
- March 31 All Overtime banks paid out
- Stats to be taken by March 31
- April 1 Vacation Planner posted
- Education Conference in September/October
- Christmas hours due out by Nov.15
- Overtime payouts may occur throughout the year at the request of the nurse

# Educational Funding



- ❖ HSC \$200.00 Educational Allowance for MNU members
- ❖ MNU 10 Educational Trust Fund
- ❖ WRHA Continuing Education Fund
- ❖ Keith Lambert Memorial Scholarship Fund – (Labour Oriented Programs only)
- ❖ See the Nursing Education Funding handout for further information



# KNOW YOUR CONTRACT

- Present contract expired March 31, 2017
- Article 12,13 Grievances
- Article 15 Shift Schedules
- Article 16 Overtime
- Article 17 Premiums
- Article 18 Standby
- Article 21 Vacation
- Article 22 Recognized Holidays
- Article 23 Income Protection
- Article 34/35 Part-time/casual nurses



## NURSING WORKLOAD/STAFFING REPORTS

- When and How Should a WSR be completed?
- It should be completed every time an unsafe situation, or the potential for an unsafe situation, related to workload and/or staffing occurs in the workplace.
- The first step, whenever reasonably possible, is to discuss the situation with the immediate supervisor in an effort to resolve the concern. This is the preferable time to complete the form.
- One form is to be completed per situation and signed by all of the nurses involved.
- Reminder: Do not identify patients/residents or doctors involved. Avoid abbreviations.
- If space is inadequate, additional forms can be completed and attached. **The WSR # must be noted on all additional papers.**
- The vouchers on the reverse side of the cover page take the place of having multiple copies and provide a tracking mechanism for all of the parties. It is important to include all of the information indicated on the voucher.
- Once the form is completed, the vouchers are detached and distributed as follows:
  - One to be kept by the author;
  - One to the Local/Worksite President or designate;
  - One to the Nursing Administration Office.

- ❖ The completed form is given to the supervisor with whom the situation was discussed.
- ❖ Nurses should not be afraid to file a WSR. Remember, this is a joint Union/Management form and is for the use of management as well as the union. It is to be supported by management. They cost share the production of the form and participate in negotiating the language.
- ❖ Once the supervisor completes the response s/he makes a copy for her/himself, and gives the white copy to the Local/Worksite President and the green copy to the Nursing Administrator.
- ❖ The Local/Worksite President or designate is responsible for providing a photocopy of the form to the Author and faxing a copy to MNU. Be sure the WSR # is on the second page when faxing to the office.

**Remember! The WSR is there to protect the quality of your working life, and the quality of care you provide to patients!**

### **The Importance of a Local/Worksite Tracking Process**

Each worksite should establish a process to track the outstanding WSRs (as identified by the vouchers) to make sure that they are being addressed in a timely fashion.

**“Your silence will not protect you”**

# DISABILITY MANAGEMENT

This Team Aids Nurses In A Smooth And Safe Return To Work After A Medical Leave.

Disability Management Team  
consists of:  
Union Rep  
Disability Management Person  
The Unit Manager  
MPI/WCB/HEB Rep if applicable

## If you go off work due to illness or injury you must

- ▶ Get a medical note and send to Department of Occupation Health (6<sup>th</sup> floor Isabel Stewart Bldg) Medical note should NEVER be given to the Manager. The OHN or disability manager from that department will be in contact with you.
- ▶ Notify your manager of the dates you will be away.
- ▶ If you are going to be off for any length of time, you need to complete an LOA form. At this time you also need to make arrangements with the Benefits department to prepay your benefits/and or parking.
- ▶ At approximately the 8<sup>th</sup> week mark the benefit department will send notification to HEB who will then send you out documents that require completion by yourself, your physician and your manager.
- ▶ When you are ready to return to work, a medical note is required from your physician stating that you are ready to return to work listing any restrictions you may have. The medical note MUST be clear and concise. The best form a modified duty form.
- ▶ A meeting will be set up with the Disability Team to initiate your return to work program, which is meant to be safe for you and your patients.
- ▶ Return to works can be as little as a couple of weeks or up to several months.

# ATTENDANCE SUPPORT AND ASSISTANCE PROGRAM (ASAP)

**THIS PROGRAM IS NON DISCIPLINARY  
IT IS MEANT TO BE SUPPORTIVE**

Developed with the goal of assisting employees to achieve regular attendance at work.

ASAP involved a consistent approach to monitor, evaluate, discuss, document, report and follow-up on an employee's attendance so that attendance is improved.

- Step 1: Communicate the Concern – Initial Meeting usually between you and your Manager
- Step 2: Formal Attention to Attendance (will occur at the Human Resources office and you will have Union Representation).
- Step 3: Notice of Possible Termination
- Step 4: Assessing Ongoing Viability of Employment

# SOCIAL MEDIA

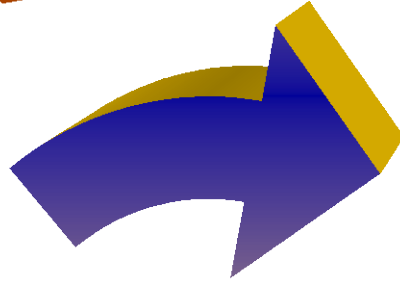
## Facebook



**Did you know that when you access computers at work, the use of that computer is being monitored by EHEALTH, and at any given time they can pull up records of who was on the computer and what was being viewed.**

- We understand that Facebook is a way of communicating with friends and family.
- Nurses need to be aware that any blogs made no matter how innocent, may be deemed inappropriate by someone else.
- Often times when you are on Facebook you might comment on a status update and anybody can view, respond and print off this conversation. I encourage members to remove any acknowledgement of where you work from your Facebook profile, as this could identify where you work, patients, patients' family or co-workers.
- If you make statements that are derogatory or inflammatory and an investigation finds a nurse responsible for their actions, Human Resources may discipline the individual. The discipline for Facebook comments range from a Letter of Direction up to and including suspension and or termination from the Center.

# FLOW OF INFORMATION



PROVINCIAL MNU

LOCAL MNU



LOCAL 10 MEMBERS

