

Your Union & You





Welcome to the Saskatchewan Union of Nurses

We are only as strong as we are united, as weak as we are divided.

~ J.K.Rowlings

SUN: YOUR UNION & YOU

What's Inside

SUN welcomes you

- Fast facts
- Helping you improve your workplace
- Helping you create change
- Your role as a SUN member
- Past, present & future
- Where does your union dollar go?

Leadership that cares

- Your frontline leaders
- Your provincial and regional leaders
- SUN regions
- SUN regional map

Your contract matters

- Know your Collective Agreement
- Grievances protecting your rights
- Nursing Advisory Process defending your professional practice
- WSRs effective communications
- Bargaining

How your union supports you

- Education creating a knowledgeable membership
- Member Communications
- Public relations
- Health and safety
- Additional services

At A Glance

- Membership checklist
- Contact list

Where there is unity there is always victory.

~ Publilius Syrus

SUN Fast Facts

Today, SUN represents almost 10,000 Registered Nurses (RNs), Registered Psychiatric Nurses (RPNs), Registered Nurse (Nurse Practitioners) (RN(NP)s), and graduates of these programs. Registered nurses work in rural and urban:

- Acute care hospitals;
- Long-term care facilities;
- Home care services;
- Integrated facilities;
- Public and mental health services;
- Schools; and
- Canadian Blood Services offices.

On behalf of our members, SUN's work covers areas including, but not limited to:

- Labour Relations;
- Government Relations;
- Professional Practice;
- Pension & Benefits;
- Occupational Health & Safety;
- Union and Leadership Education; and
- Member Communications and Public Relations.

Helping You Improve Your Workplace

SUN works to bring you and other SUN members together to ensure we maintain "Healthy Members, Healthy Union, Healthy Communities". (SUN's Mission Statement.)

We're registered nurses standing strong for the ability to provide quality safe patient care, and for competitive wages, benefits and safe working conditions. We work in hospitals, in mental health settings, in the community, in long-term care and in schools.

SUN will support you in achieving:

- Fair treatment in your workplace
- Protection from favourtism and harassment
- A voice to improve your working conditions
- Respect for your education and experience
- A partnership with your employer to help provide better care
- Decent wages, benefits and pensions

Helping You Create Change

SUN will support you and provide resources to assist you in resolving issues in your workplace. Resources may include hired staff and/or elected representatives. SUN is responsible for the negotiation of your workplace rights. When those rights are infringed upon, the Union works with you to have those rights reinstated.

The Union will also assist you with resolving professional practice issues. We believe that every registered nurse should be able to work in accordance with their practice standards and deliver safe and quality patient care.

Your Role as a SUN Member

- Meet your Local President and keep in contact
- Read your Collective Agreement
- Check your SUN bulletin board regularly
- Check SUN's website frequently at www.sun-nurses.sk.ca
- Read SUN's newsletter SUNSpots
- Stay up-to-date by receiving and reading SUNBurst emails
- Attend meetings at your worksite and in your region
- Vote in SUN elections
- Consider participating on a Local and/or Provincial committee or on your Local Executive

SUN - Past, Present & Future

Founded in 1974

SUN was officially born on January 19, 1974, although much of the groundwork had been laid by the Saskatchewan Registered Nurses' Association (SRNA) in the late 1960s and early 1970s. A 1973 Supreme Court decision which ruled that the SRNA could not effectively represent the average nurse due to its primary composition of nurses in management positions, was the final impetus for SUN's official formation.

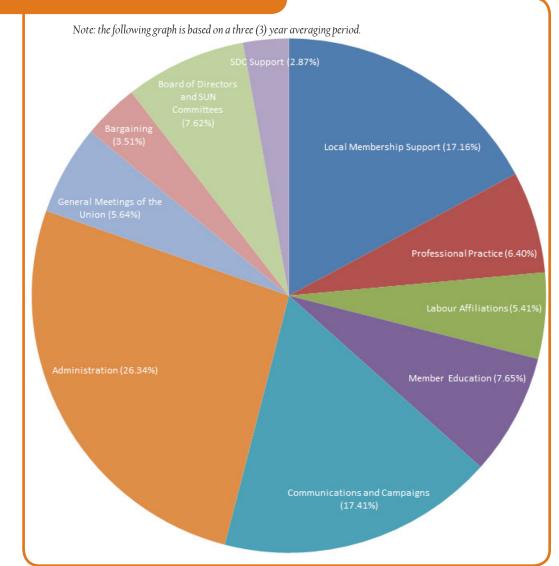
Since 1974, SUN has sought to effect social change beneficial not only to its members, but to society as whole, by affiliating on a provincial and national level with other professional and labour organizations. SUN joined the Saskatchewan Federation of Labour in 1996 and the Canadian Labour Congress in 1997.

The National Federation of Nurses Unions was formed in 1981 with SUN as a founding member. The NFNU is currently known as the Canadian Federation of Nurses Unions (CFNU) which provides a voice on national issues for almost 200,000 Canadian nurses.

The commitment of SUN to protect registered nurses' ability to provide safe patient care continues to be a constant theme in SUN's past, present and future objectives.

For a detailed account of SUN's history, visit: http://sun-nurses.sk.ca/about-us/ history.

Where Does Your Union Dollar Go?



All About Your Union Dues

When you are hired at a facility where registered nurses are covered and protected by a SUN Collective Agreement, union dues become a condition of your employment. In 1944, union dues were introduced through labour legislation, which identified that all employees who benefit from the wages, benefits and conditions provided in a Collective Agreement should contribute to the ongoing cost of maintaining and improving it.

Dues are the Union's only source of funding. Without dues the Union could not function. The dues formula is proposed, discussed and voted on by your fellow members at a general meeting of the Union. Today, SUN Provinical dues are set at 1.8% of your regular salary.

To ensure that Locals have money to support their work and activities, each Local is to establish their own dues rate in addition to the dues you pay to SUN Provincial. The minimum Local dues rate is \$5.00 per member per month.

Both sets of dues will be deducted from your pay cheque in the same way as deductions are made for income tax, pension contributions, and EI premiums, and are sent to the Union by your Employer. Union dues are tax deductible.

Your union dollar contributes to SUN's on going work in the following ways:

- Local Membership Support grievances/arbitrations, benefits, legal assistance fund
- Professional Practice nursing advisory and professional practice support and research
- Labour Affiliations to support SUN's involvement in the CFNU, SFL and CLC
- Member Education ongoing union and professional practice education for members
- Communications and Campaigns membership communications, public relations
- General Meetings of the Union Annual Meeting and Bargaining Conference
- Collective Bargaining costs of maintaining and improving Agreement(s)
- Board of Directors and SUN Committees to support the work of elected members
- SUN District Council Support

Your Frontline Leaders

Local Presidents and Local Executives are frontline leaders in SUN. They will be one of the first SUN representatives you meet when you become a SUN member. They are also the first people you should contact about any workplace issues or questions about your Collective Agreement.

Local Presidents and Local Executives are everyday SUN members like you, who have been elected to help you defend your contract rights, meet your professional standards and improve your working conditions.

Check your SUN Local bulletin board or contact the SUN Provinical office for a list of your Local Executive names and contact information.

How to contact SUN Provinicial:

Regina Office

2330 2nd Avenue Regina, Saskatchewan S4R 1A6 Phone: (306) 525-1666 Toll Free: 1-800-667-7060 Fax: (306) 522-4612 regina@sun-nurses.sk.ca

Saskatoon Office

204-440 2nd Avenue North Saskatoon, Saskatchewan S7K 2C3 Phone: (306) 665-2100 Toll Free: 1-800-667-3294 Fax: (306) 665-9755 saskatoon@sun-nurses.sk.ca

Your Provincial and Regional Leaders

SUN President

Your SUN Provincial President represents all SUN members. She provides overall vision, leadership and is the official spokesperson for your Union. All SUN members can vote for your President every two years. The President reports to and chairs your SUN Board of Directors.

SUN Board of Directors

The 12 member Board is responsible for managing the affairs of the Union, including allocating finances; enforcing SUN policies; directing the Negotiating Committees; establishing procedures concerning collective agreements and strikes; hiring senior staff; establishing committees and any other Union business. Board members are elected for a two-year term.

The SUN Board of Directors is composed of the following:

- President
- First Vice-President
- Second Vice-President
- Base Hospital Representatives (2)
- SUN Regional Representatives (7)

As per Bylaw 5.05.4, each Base Hospital and Regional Representative is responsible for establishing and maintaining communications between the Union and Locals in their respective regions/hospitals.

Your Leadership - cont'd

SUN District Councils

SUN District Councils (SDCs) enable communication among the Locals contained in the designated areas within SUN regions. Each Local elects a member to represent their concerns at SUN District Council meetings. One of these members is elected as Chairperson of the SDC. SDC Chairpersons meet throughout the year with the SUN Board of Directors.

SUN Locals

SUN's present elected organizational structure consists of 222 Locals situated in seven different SUN regions as identified by SUN.

SUN's Governing Body

The governing body of the Union is a general meeting of the Union. All policies, rules and regulations passed by the members in attendance are applicable to Locals, SUN District Councils, committees and directors of the Union.

SUN's Constitution requires that an Annual Meeting be held each year during the month of April. All members are welcome to attend and are entitled to one vote on each issue raised.

Executive Director(s)

SUN employs an Executive Director and other directors to lead your Union's professional and office administration staff at SUN's Provincial and regional offices. SUN's Directors are responsible for carrying out and overseeing the Strategic Direction set by the Board of Directors; participate in discussions with government and employer representatives to address and/or resolve concerns of broader membership.

SUN Regions

To ensure adequate representation for our almost 10,000 members, SUN has broken the province into districts and regions. The make up of SUN's regional representation is as follows:

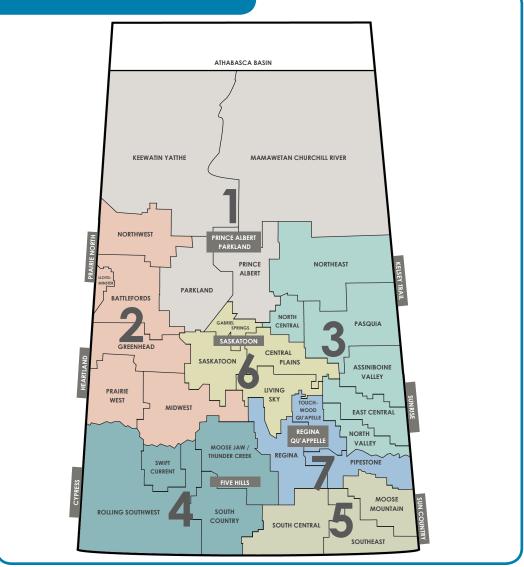
SUN Region	Health Region(s)	SUN District(s)	
1	Keewatin Yatthé, Mamawetan Churchill River, PA Parkland	Keewatin Yatthé, Mamawetan Churchill River, Prince Albert, Parkland	
2	Prairie North, Heartland	Northwest, Lloydminster, Battlefords, Greenhead, Prairie West, Midwest	
3	Kelsey Trail, Sunrise	North Valley, East Central, Assiniboine Valley, Pasquia, North Central, Northeast	
4	Cypress, Five Hills	Moose Jaw/Thunder Creek, South Country, Swift Current, Rolling Southwest	
5	Sun Country	South Central, Southeast, Moose Mountain	
6	Saskatoon (Excluding Base Hospitals)	Saskatoon, Gabriel Springs, Central Plains, Living Sky	
7	Regina Qu'Appelle (Excluding Base Hospitals)	Regina, Touchwood Qu'Appelle, Pipestone	

See the next page for a visual representation.

What about the Base Hospitals?

The five base hospitals in the province are located in the Saskatoon Health Region (Royal University Hospital, Saskatoon City Hospital, and St. Paul's Hospital) and the Regina Qu'Appelle Health Region (Regina General Hospital and Pasqua Hospital). The base hospitals located in the Saskatoon Health Region are part of SUN Region 6, and those located in the Regina Qu'Appelle Health Region are part of SUN Region 7.

SUN Regional Map



Know Your Collective Agreement ...

...Your Work Life Depends On It

Your Collective Agreement is the result of hard work and long hours by members like yourself who were elected to represent your interests at the bargaining table. The contract negotiated with your Employer sets out your wage rates, your benefits, your hours of work, your vacation and all the rules governing your rights in the workplace including seniority, promotion and discipline. It also sets out your Employer's rights in managing the workforce.

All Collective Agreements, except Athol Murray College of Notre Dame and Regina Public School Board, require your Employer to provide you with a copy of your Collective Agreement at the time of hiring. Your Local Executive will also be able to provide you a copy.

The best way to learn about your contract rights is to read your Collective Agreement. If you have any questions or encounter a problem in your workplace, the first person to contact is your Local President or a member of your Local Executive.

For more challenging issues, your Local President will consult with an Employment Relations Officer (ERO). SUN's EROs are experts on contract administration and on using the grievance/arbitration system to ensure members are treated fairly.

Grievances - Protecting Your Rights

If your Employer doesn't follow your Collective Agreement or you disagree with their interpretation, you have the right (and the responsibility) to bring the situation to the Employer's attention. If the issue isn't resolved, a formal complaint - a grievance - may be filed by your ERO. Grievances can involve differences over wage rates, vacation leave, work schedules, performance appraisals or disciplinary measures.

On some occasions, if the issue remains unresolved after exhausting the grievance process outlined in your Collective Agreement, the issue may be taken to a third party (mediation or arbitration) for a binding ruling. A binding ruling is a decision that must be adhered to, in contrast to a recommendation that may or may not be accepted and/or implemented.

Got Questions? We Can Help.

From time to time, SUN members run into professional practice issues and/or have questions about their Collective Agreement they are unable to answer on their own. During such situations, your Local Executive and/or the dedicated staff at SUN Provincial are available to assist you.

- 1. First contact your Ward/Unit Representative or Local President for assistance.
- 2. If they are not available to assist you, contact SUN Provincial; your question will be placed in a queue and forwarded to the staff member best suited to answer your question whenever possible calls are answered the same day. Please see the back page of this booklet for contact information.
 - To help the staff handle your call effectively, please be prepared to answer a few questions from our receptionist. She will ask for your name, the name of the facility you work at, a brief description of the problem, a phone number where you may be reached, and a convenient time to return your call.

Nursing Advisory Process

Defending Your Professional Practice

Most SUN Collective Agreements include a Nursing Advisory Process to resolve problems affecting your ability to meet professional standards. Often the issues involve inadequate staffing or excessive workloads preventing you from providing the standard of care required by the Saskatchewan Registered Nurses' Association (SRNA) or by the Registered Psychiatric Nurses Association of Saskatchewan (RPNAS).

Documenting these incidents is critical. SUN provides Work Situation Report (WSR) forms which help document the pertinent details of your situation. Many SUN members have been successful in using WSRs to improve professional practice conditions – increasing staffing, securing needed equipment and improving the work environment in other ways.

Documenting new, ongoing, and/or reoccurring concerns and issues is a crucial piece in building the research and evidence required to effect change and improve your working conditions. The Nursing Advisory Process provides defined steps for advocating for change, using WSRs. These steps, if available, are outlined in your Collective Agreement. Your Local President can help you decide when and how to file a WSR.

SUN is here to assist you in addressing your concerns through the professional practice team and/or the labour relations team. Please do not hesitate to contact us. For SUN Provincial contact information, please see the back of this booklet.

WSRs - Effective Communications

First Step - Speak to your Manager

When a situation arises, it is essential that the registered nurse try to address the issue with his/her Manager. If the Manager is not available, contact the out-of-scope person taking his/her place. If that person happens to not be a registered nurse, doesn't seem to understand the situation from a nursing perspective and/or is unable to resolve the issue, it is appropriate to contact the next most appropriate registered nurse within the administrative team (e.g. director, executive director, etc.) The Collective Agreement states the issue shall be discussed with the designated out-of-scope supervisor/manager within 96 hours.

Standards & Competencies

When documenting your professional practice concerns it is important to explain the registered nursing standards you were unable to adhere to. The following is a list of specific SRNA standards and the related competencies you should consider referring to when completing a WSR.

Source: SRNA Standards and Foundation Competencies document

Concept	Related Competency
Advocacy	7, 9, 14, 61, 69, 79, 82, 83
Assignment/Delegation	75 a, b
Client health outcomes	32, 43, 44, 59, 80
Coordination of care	47, 52, 75
Quality workplace environment	74
Safety of client, self and others	9, 13, 15, 16, 17, 57
Scope of practice	3, 72, 76 e, 85
Staff skill mix	75

Tips for Completing WSRs

Situations that justify completing a WSR include:

- When patient care or safety is jeopardized; and/or
- When you feel you are not meeting your SRNA/RPNAS Standards of Practice, as they represent your professional and legal responsibilities.

How to effectively communicate using a WSR:

- Be objective and factual
- Focus on seriousness of situation
- Don't embellish and dramatize be clear and concise
- Emphasize patient safety
- Explain potential or actual risk/harm to your patient(s)
- Explain the nursing standards you were unable to adhere to
- Provide recommendation on how to address problem

What not to include when completing a WSR:

- Emotions, dramatization or sarcasm
- Don't bring in past situations
- Don't blame or disrespect others
- Don't try to rationalize

Can I be reprimanded for submitting a WSR?

No, you cannot be reprimanded for completing a WSR. It is your right under the Collective Agreement and it is your professional responsibility to address unsafe situations. In addition, intimidating/coercing a registered nurse to not complete a WSR is a form of harassment and is a violation of your Collective Agreement. If you believe you have been reprimanded, intimidated or coerced, contact your Local Representative as soon as possible.

Bargaining

You and your fellow members play a key role in determining what the Union does at the bargaining table. You provide direction by participating in surveys, submitting proposed amendments to the Bargaining Committee, and attending Annual Meetings and/or the Bargaining Conference. In addition, you elect the members of your Bargaining Committee.

Based on your input and a comprehensive environmental scan, the Board of Directors set the direction and the priorities for the next round of negotiations. Your Negotiations Committee, then develops a comprehensive document of like concepts, or principles, that they believe will address the concerns of the membership. This principles package is based on the priorities set by the Board and presented to the membership.

Those members attending the Bargaining Conference, held during the fall before the expiration of the provincial contract, hear, debate and vote on the principles package developed and recommended by your Negotiations Committee. Following the Bargaining Conference, your Committee will begin to prepare for negotiations with the Employer.

After your Committee negotiates with your Employer, the Committee will recommend a tentative deal to settle a contract. You get the final say when you vote for or against the proposed Collective Agreement. Only after a majority of SUN members have voted to ratify it, will your contract take effect.

Bargaining - cont'd

SUN Negotiates 6 Collective Agreements

The majority of SUN members are covered by one provincial Collective Agreement - Saskatchewan Association of Health Organizations (SAHO) and SUN. The SAHO/SUN Agreement applies to Employers and Employees of the province's Regional Health Authorities and their affiliates.

There are two other agreements that provide provincial coverage. The Extendicare and SUN Agreement covers the Employees who work at Extendicares in Saskatchewan. The other is between Canadian Blood Services and SUN, which covers SUN members working either in Regina or Saskatoon collection areas.

SUN's smaller Collective Agreements, but no less important, cover employees who work at:

- All Nations Healing Hospital (ANHH) Fort Qu'Appelle;
- Athol Murray College of Notre Dame; or
- Regina Public School Board.

To view a copy of these Collective Agreements visit: http://sun-nurses.sk.ca/labour relations/collective agreements

Education

Creating A Knowledgeable Membership

Whether you're an interested member or a member of your Local Executive; a new grad; in the middle of your career or nearing retirement, you are encouraged to participate in SUN's education program.

Internal Education Opportunities

Each fall a two day labour school is offered to SUN members, offering three levels of union education. Core elements of each level are information about SUN, labour relations, and professional practice. Additional topics may include occupational health and safety or current challenges facing SUN members (healthcare cuts; privatization and the future of medicare; and the future of registered nursing.)

In odd numbered years (2015, 2017, etc.) an Education Day is attached to the beginning of SUN's Annual Meeting. This day can be a day of guest presenters, or a day of self-selected workshops or a combination of both. Topics for presentations are selected based on member and organizational needs.

Locals or SUN District Councils (SDC) are encouraged to include an education item on their meeting agendas. Consider asking your SUN Employment Relations Officer (ERO) or a member of our Professional Practice team to speak on a topic or to explain certain articles or processes in the Collective Agreement or your Board Representative to cover issues that pertain to SUN.

Questions? Contact SUN's Education Officer in the Regina office at 800.667.7060 or 306.525.1666.

Education - cont'd

External Education Opportunities

The CFNU holds a Biennial Meeting in odd numbered years. This Meeting attracts close to 800 nurses from across Canada. The first two days of the Meeting are dedicated to providing workshops for the attendees. Topics are selected that will be of interest to seasoned and new members alike.

Nurses' unions from Alberta, Saskatchewan and Manitoba plan and deliver, in even numbered years, the CFNU Prairie Labour School. Hosting of the school rotates through the three provinces and follows the same methodology of workshop selection as the biennial education days.

SUN recognizes the importance of labour education for a strong and healthy Union and may provide financial assistance for members to attend education events delivered by the Saskatchewan Federation of Labour (SFL), and the Canadian Labour Congress (CLC). Examples of external educational opportunities, include but are not limited to: Prairie School for Union Women, SFL/CLC Spring School, SFL Occupational Health & Safety Conference.

Member Communications

Communication is a key component to building a healthy and strong Union, to empowering our members, promoting the registered nurse profession, and educating the public on the valuable role our members and our Union play.

Keeping you informed on the political, professional and labour relations issues SUN members face on a day-to-day basis, is of great importance to SUN. Ensuring our members have the necessary information to make an informed decision and/or to take action in addressing a concern is something SUN takes pride in.

SUN's Communications department is constantly looking at new ways to engage and stay connected with our members. SUN's member communication channels include, but are not limited to:

- SUNBurst emails
- SUNSpots magazine*
- CONTACT leadership newsletter*
- Direct mailings
- Website www.sun-nurses.sk.ca
- Facebook www.facebook.com/SUNnurses
- Twitter www.twitter.com/SUNnurses

* SUNSpots and CONTACT are available for viewing on our website under Communications

Public Relations

Promoting The Registered Nursing Profession & More

Registered nurses are one of the most valued and trusted professions – SUN's goal is to keep it that way. SUN's Public Relations team focuses on increasing public awareness on the value and the role of registered nurses on the healthcare team. Through media relations, advertising campaigns – such as Making The Difference, and social media, SUN is able to promote the registered nursing profession, address key issues facing the healthcare system and care providers, and weigh in on the hot topics.

As a trade union, it is important for SUN to also join in the conversation on critical issues facing all working people, unionized or not. Issues such as labour legislation, occupational health and safety, and privatization are issues that affect everyone. The rights of all working people need to be defended and unions have a proud history of doing just that.

SUN believes that in order to have healthy members and a healthy Union, we also need to have healthy communities. It is this vision that drives SUN to advocate for and support social and community initiatives. As registered nurses we know first-hand that building strong and healthy communities can go a long way to addressing the social determinants of health and the overall well-being of the people we care for.

Health and Safety

Keeping Well At Work

Working in healthcare can be dangerous to your own health and safety. Toxic chemicals and drugs, infectious agents, stress, shift work, radiation and ergonomic hazards are just a few of the risks you face every day. Inadequate staffing levels and increasing workloads add to the problem.

You may be concerned about the lack of lifting devices. Or you may be experiencing symptoms of chemical exposure. Or you may have discovered a faulty piece of equipment or you are assigned a violent patient. In order to keep your patients safe, you and your co-workers need to be safe. Report hazards to your immediate supervisor, your Local President and/or any member of your workplace Occupational Health Committee. (Remember to check the Occupational Health and Safety Article in your Collective Agreement, too.)

If you are injured at work it is important to report all accidents and injuries promptly to your Employer, no matter how minor they may seem. Frequently, claims for workers' compensation benefits are denied as a result of delayed and improper reporting of workplace injuries. Members of your Local Executive can be a valuable resource when filing compensation claims.

If your claim is denied, or if you have questions about; workers' compensation, long term disability, or returning to work after an injury or illness, contact SUN Provincial for further assistance, please see the back of this booklet for contact information.

Additional Services

Legal Assistance for Disability Appeals

SUN may provide legal assistance to SUN members who have been denied disability benefits, have exhausted the appeals process, and who choose to challenge the denial through a lawsuit. See SUN Membership Policy 006-M-2007 for more details.

Legal Assistance Fund for Professional Associations Referrals

If you are faced with a complaint from your professional association about your professional conduct or practice, SUN may help you cover the cost of some of your legal fees. See SUN Membership Policy 07-M-2007 for more details.

SUN Policies can be found at: www.sun-nurses.sk.ca/about-us/policies

ATAGLANCE

Member Checklist

□ Get a copy of your Collective Agreement from your Employer				
□ Read your Collective Agreement				
□ Locate and check the SUN bulletin board in your workplace				
□ Familiarize yourself of who sits on your Local Executive and their contact information				
□ Visit SUN's website, www.sun-nurses.sk.ca				
☐ To receive information from SUN electronically, send your email address to database@sun-nurses.sk.ca				
🗌 Read SUN's newsletter – SUNSpots				
□ Attend SUN Local meetings				
□ Familiarize yourself with the grievance process in your Collective Agreement				
☐ If your Collective Agreement includes a Nursing Advisory Process, find out how to use it and where the WSRs are kept in your workplace				
□ Make sure you understand your paycheque				
☐ Know your eligibility requirements, if any, for the disability plan, life insurance, core dental, extended healthcare and enhanced dental and pension plans				
Check out SUN's Facebook page - www.facebook.com/SUNnurses				
☐ Follow us on Twitter - www.twitter.com/SUNnurses				
☐ If your contact information changes, including name, address, phone, or email, send updates to database@sun-nurses.sk.ca				

ATAGLANCE

		Quick Reference - C	Quick Reference - Contacts	
My Local H	Executive is:			
President:				
	Phone/Email:			
Vice-President:				
Unit Rep:				
-				
OH&S Rep:				
Ĩ				
NAC Chair:				
Provincial Co	ntacts:			
My Board Rep	presentative is:			
, 1				
My Local SDC	Representative is:			
,				
			J	



sun-nurses.sk.ca



Search: SUNnurses

Regina Office

2330 2nd Avenue Regina, Saskatchewan S4R 1A6 Phone: (306) 525-1666 Toll Free: 1-800-667-7060 Fax: (306) 522-4612 regina@sun-nurses.sk.ca

Saskatoon Office

204-440 2nd Avenue North Saskatoon, Saskatchewan S7K 2C3 Phone: (306) 665-2100 Toll Free: 1-800-667-3294 Fax: (306) 665-9755 saskatoon@sun-nurses.sk.ca

New Member Booklet - Printed December 2014 sun-nurses.sk.ca/communications/pamphlets-forms