



**Registered  
Nurses'  
Union**

Newfoundland & Labrador

# **POLICY MANUAL**

Last Revised: September 2025

# FAQ – September 2025 Updates

## Why am I seeing these changes now?

- Some of the policies first appeared in draft versions earlier in 2025.
- Others are a result of Constitutional Amendments and Resolutions which were passed at our Biennial Convention in the Fall of 2024.
- Other changes are the result of our annual review in line with good governance.
- All draft edits have now been consolidated and formally approved by the Board of Directors as of September 2025.

## How can I tell when these policies were changed?

- All Policies have a heading that includes original approval and effective dates, as well as the Revision history, including the most recent date of revision.
- Any policies that have been amended or are new are listed below.
- Any policies that do NOT apply to Branches have been noted as such throughout the Policy Manual.

## Where can I find more detail?

For the full section-by-section record of changes, see the list below:

### Section 2 – RNU Provincial Board of Directors:

- 2.4.4 Regional Meetings
- 2.8.4 Bullet 4 Regional Representatives
- 2.12 Guidelines for BOD Members attending Education Seminars/Conferences
- 2.13 Education for Provincial Board
- 2.14 Orientation of Provincial Board of Directors
- 2.16. Policies applying to the Position of Full-Time President
- 2.18 Travel for BOD
- 2.19 RNU Board of Directors Complaint & Disciplinary Process

### Section 3 – Standing Committees of Provincial BOD

- 3.7.8 People and Culture Committee (P&C)

### Section 4 – Branches

- 4.5.1 Branch Elections

### Section 6 – Education

- 6.5.10 RNU Scholarships (NEW)
- 6.5.11 RNU Scholarships (NEW)

### Section 8 – Collective Bargaining

- 8.3.3 Provincial Negotiating Team
- 8.8.9 Conducting a Tentative Agreement Ratification Vote (NEW)

### Section 9 – Finance and Expenses

9.3.2(i) Expense Policies  
9.10 Stale Dated Cheques (NEW)

Section 11 – RNU Biennial Convention  
11.1.7 RNU Convention  
11.1.17 RNU Convention (NEW)  
11.1.27 RNU Convention  
11.2.27 RNU Convention Rules and Order of Business

Section 13 – Council of Presidents  
13.1.3Bullet #5 (NEW)

Section 15 – Board of Directors Election  
15.1.4 Eligibility for Elected Positions (NEW)

Section 16 – Job Action  
16.2.8 Defense Fund Policy

Section 18 – Office Management  
18.12 Four-Day Work Week Pilot Project (NEW)

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## RNU VISION STATEMENT

The Registered Nurses' Union Newfoundland & Labrador....

- Is a membership driven, proactive and democratic Union, sensitive and responsive to ever-changing needs in an evolving health care system.
- Maintains mutual trust, respect, support and understanding, while valuing diversity and creativity.
- Is dedicated to providing an environment conducive to participation, learning and personal growth.
- Advocates a high quality, publicly funded health care system, in partnership with the public, communities, and health care professionals.

## RNU OBJECTIVES

As per *Article 1.2 of the RNU Constitution*, the Union has as its objectives:

- a. the advancement of the social, economic, and general welfare of its members;
- b. the promotion of the education of its members in all matters relating to their social and economic welfare;
- c. the promotion of the highest standards of health care; and
- d. the promotion of unity within the nursing profession and other allied fields through cooperation with, and support of, other organizations sharing these objectives.

## RNU TERMINOLOGY

In adherence to clarity and consistency within this policy manual, the Registered Nurses' Union of Newfoundland and Labrador (RNU) acknowledges the necessity of standardized language and terminology.

To facilitate efficient communication and comprehension, the following abbreviations and acronyms will be utilized throughout this manual:

**RNU:** Registered Nurses' Union of Newfoundland and Labrador. This acronym shall represent the collective body of the Union, encompassing all members and organizational functions.

**BOD:** Provincial Board of Directors. The abbreviation BOD will specifically refer to the governing body responsible for strategic decision-making and oversight within the RNU.

# Section 1 – General Policies

## 1.1 – SCENT FREE POLICY

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** December 2005  
**Effective Date:** December 2005  
**Date Approved:** December 2005

**Purpose:**

This policy promotes a safe and healthy workplace and environment for employees, members and guests that have sensitivities to scented products.

**Policy:**

- In order to provide employees, members and visitors with a healthy and safe environment, the use of scented products at Provincial Office, or RNU sponsored events, must be avoided.
- Wherever possible, the RNU will find and use environmentally friendly and fragrance free or unscented products. Employees are to avoid wearing scented products in the workplace.
- Wherever possible, major cleaning, renovation and construction jobs will be scheduled for when the least number of individuals are present in the workplace and adequate notice will be provided.
- RNU will take appropriate measures to inform members and/or visitors/guests of this policy prior to visiting Provincial Office and/or attending an RNU sponsored event.
- For responsibilities and guidelines refer to the Operation Health and Safety (OHS) manual.
- Scent-free signs shall be displayed in Provincial RNU Office.
- Members and/or guests shall be reminded of the scent-free policy in communications prior to an RNU sponsored event.
- Members and/or visitors will be asked to leave if they do not comply with this policy.

## Section 1 – General Policies

### 1.2 – PROTECTION OF THE ENVIRONMENT

**Last Revised Date:** March 2024  
**Previous Revision Date(s):**  
**Effective Date:** December 2005  
**Date Approved:** December 2005

**Purpose:**

Climate change affects the health and wellbeing of our members.

RNU endeavors to place a lens on all activity and is committed to sustainability and minimizing the environmental impacts of our operations.

**Policy:**

- The RNU supports the use of environmentally friendly materials and methods of communication when practical.
- All photocopying will be double sided.
- Documents will be provided electronically when practical to do so.
- Recycling program at RNU office.
- The Provincial Board of Directors and staff are provided Smart Devices for use and materials are provided electronically *Section 2 – RNU Provincial Board of Directors – 2.15 Smart Devices for BOD use, Section 18 – Office Management 18.14 – Corporate Cell Phone Policy, and 18.2 – Information Systems and Technology.*

## Section 1 - General Policies

### 1.3 – RESPONSE TO MEMBERS INQUIRIES DURING BUSINESS HOURS

**Last Revised Date:** March 2024

**Previous Revision Date(s):** February 2024; December 2005

**Effective Date:** January 2003

**Date Approved:** December 2002

#### **Purpose:**

The Registered Nurses' Union Newfoundland & Labrador is committed to responding to member inquiries in a timely manner.

#### **Background:**

The staff of the RNU recognizes that members who are seeking advice and support would like information as soon as possible. However, with the potential of over six thousand (6,000) members seeking assistance from RNU staff and given the amount of work that takes place outside the RNU office (negotiations, meetings, hearings etc.), it is not always possible to immediately speak to a staff member or have inquiries answered on the same day they are made.

#### **Policy:**

- All members are encouraged to contact their Branch Shop Steward or Branch Executive prior to contacting their assigned Labour Relations Officer (LRO).
- If the Branch representative does not feel confident representing the member, they shall inform the assigned LRO by telephone and/or email. If they contact the LRO by email they are to follow up by telephone to ensure the LRO has received the message.
- General inquiries may be sent to the assigned LRO or to [info@rnunl.ca](mailto:info@rnunl.ca). This email is monitored during business hours.
- Except in extenuating circumstances, RNU staff are committed to responding to all inquiries within three (3) business days of receiving the inquiry. All inquiries will be prioritized. To assist in prioritizing inquiries, members are asked to provide detailed information outlining their issue(s). If sufficient information is not provided, the inquiry will be treated as non-urgent and prioritized accordingly.
- Urgent inquiries shall be made by telephone and/or e-mail to the assigned Labour Relations Officer (LRO) who monitors their email during business hours.
- For critical incidents after business hours please refer to *Section 1.4 – Response Guidelines for Work-Related Crisis or Critical Incidents Which Happen Outside of RNU's Regular Business Hours*.

## Section 1 – General Policies

### 1.4 – RESPONSE GUIDELINES FOR WORK-RELATED CRISIS OR CRITICAL INCIDENTS WHICH HAPPEN OUTSIDE OF RNU’S REGULAR BUSINESS HOURS

**Last Revised Date:** March 2024

**Previous Revision Date(s):** September 2019; March 2015

**Effective Date:** March 2011

**Date Approved:** March 2011

**Purpose:**

- The normal business hours of the RNU are Monday to Friday, 9:00 a.m. until 4:30 p.m.
- Many RNU members work 24/7 and on occasion they are involved in a work-related crisis or critical incident that requires support and/or guidance after regular office hours.
- If a work-related crisis or critical incident occurs outside of regular business hours, the following are guidelines to assist the member and branch volunteer in their response until Union Office reopens.

**Policy:**

**Guidelines:**

1. Member involved:
  - Contact your Shop Steward or Branch Executive member about the incident as soon as reasonably possible.
  - Make detailed notes about the incident.
2. Branch Representative:
  - The first priority is to support the member involved. Emotional support is critical in this situation and is one of the best ways for the volunteer to be their advocate.
  - Email or leave a phone message for the assigned LRO to inform the LRO of the situation. The LRO will contact the volunteer directly when the office reopens but the volunteer should also call to ensure the LRO has received the message.
  - If the volunteers does not feel confident in representing the member in meetings with management, the LRO will intervene with the employer to represent the member. The volunteer will be encouraged to participate in these meetings as a learning process.
  - If the Employer should demand a meeting with the member prior to the volunteer contacting the LRO and the volunteer does not feel comfortable in this situation, the volunteer should:
    - a. Request that management delay the meeting. This request is more than reasonable, and the volunteer should feel confident in making the request.
    - b. If management insists the meeting go ahead, attend the meeting with the member and provide emotional support.
    - c. Challenges to the employer’s position are not required at this meeting. This is the initial meeting, and any challenges can be done in future meetings after your LRO is involved. It is acceptable for the member to refuse to answer questions in this initial meeting until you can consult with your LRO. We would caution that, as in

all situations, RNU members have a professional and ethical obligation to their patients. Nurses must make personal decisions as to whether refusing to answer a question could jeopardize a patient, which in turn could impact the outcome of any related CRNNL complaint(s) and/or investigation.

- d. The volunteer should take detailed notes during the meeting or immediately thereafter. Be sure to include date, time, people present and your signature.

3. Canadian Nurses Protective Society:

- In critical incidents that involve professional practice issues, or the risk of legal liability, individual members can also contact the Canadian Nurses Protective Society (CNPS). CNPS is a not-for-profit organization that offers legal advice, risk management services, legal assistance and professional liability protection related to nursing practice to eligible Registered Nurses.
- CNPS's hours of operation are 0830 to 1630 EST (1000 to 1800 NL time), Monday through Friday. CNPS's contact numbers are 1-800-267-3390 (toll free) or (613) 237-2092 and their website is <http://www.cnps.ca>.

4. Other Resources:

- Your Regional Representative and Provincial Executive may be able to offer you support and advice as well.
- The email addresses for the Provincial Board are available on *myRNU* at <https://rnunl.ca/who-we-are/people/board-of-directors/>.

## Section 1 – General Policies

### 1.5 – CONFLICT OF INTEREST

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019
<b>Effective Date:</b>	December 2005
<b>Date Approved:</b>	December 2005

#### **Purpose:**

Decisions of Union Representatives must be made, and seen to be made, in a fair and impartial manner so that union members can have trust in the decisions, and confidence in the process for arriving at decisions.

#### **Policy:**

1. A conflict of interest occurs when a Union Representative's private affairs or financial interests are in conflict or could result in a perception of conflict with the duties and responsibilities of their position in such a way that their actions or conduct could undermine or compromise confidence in their ability to discharge their responsibilities or undermine the trust union members place in the RNU. Under this policy, union representatives are defined as elected representatives at both the branch and provincial level and RNU staff.
2. A Union Representative, who believes they have a conflict of interest, a potential conflict of interest, or a perceived conflict of interest on a particular issue must declare their conflict of interest prior to discussion of or action on the issue.
3. If the conflict of interest is clear, the Union Representative must withdraw from the discussion and action on the issue.
4. Where a Union Representative believes there is a perception of or a potential conflict of interest, the conflict must be raised before the issue is discussed and the potential or perception of conflict must be ruled on by the Branch President (if branch issue) or Provincial President and/or Provincial Board of Directors before the issue is discussed.
5. Failure to disclose a perceived conflict of interest or known conflict of interest may result in disciplinary action up to and including removal from elected RNU position as per *Roberts Rules of Order, Newest Edition*.

## Section 1 – General Policies

### 1.6 – ALCOHOL, TOBACCO, AND CANNABIS AT RNU SPONSORED EVENTS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2022; March 2020
<b>Effective Date:</b>	June 1985
<b>Date Approved:</b>	June 1985

**Purpose:**

To provide direction on alcohol, tobacco, and cannabis consumption at RNU sponsored events.

**Policy:**

1. Consumption of alcohol and/or recreational cannabis in any form at any RNU sponsored event shall follow the current Provincial Legislation and guidelines set by the hosting facility and is subject to the *Criminal Code of Canada*.
2. RNU President and/or Executive Director to decide what constitutes a RNU sponsored event.
3. Alcohol:
  - RNU may provide drink tickets to each Board and/or staff member and/or invited guests, at RNU sponsored events, at the discretion of the President and/or Executive Director.
4. Taxis:
  - RNU encourages participation of staff and Board members at RNU Board and staff dinners, as well as other RNU sponsored events.
  - In keeping with Provincial Legislation and the *Criminal Code of Canada*, RNU does not condone the operation of any motorized vehicle while under the influence of any substance.
  - RNU will provide taxis for Board and/or staff members at Board and staff dinners.
  - RNU may provide taxis for Board and/or staff members at other RNU sponsored events, at the discretion of the President and/or ED.
5. Tobacco:
  - Consumption of tobacco products in any form shall follow current provincial legislative and guidelines set by the hosting facility.
  - This policy also applies to vaping, e-cigarettes, and any other related product.

# Section 1 General Policies

## 1.7 – GENDER DIVERSITY

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

- To prevent stigmatization by fostering dialogue and understanding of gender diversity in public healthcare and our workplaces;
- To foster an environment where people can be who they are without fear of unwanted consequences; and
- To ensure employees, community partners, and clients of all diverse genders are treated with dignity and respect.

**Policy:**

RNU is committed to fostering a safe and welcoming work environment and does not tolerate discrimination based on sex, sexual orientation, gender identity, or gender expression.

RNU respects individual identities and believes that a person's identity, including their gender identity, is for them alone to determine.

This Policy focuses on ensuring a safe, inclusive and productive workplace environment for two-spirit, trans, non-binary, and other gender diverse employees.

Our commitment to respecting diversity extends to our workforce, where we strive to create an inclusive environment that reflects the diverse communities we serve.

We also understand health is a fundamental right, and access to healthcare should be equitable for all. We're dedicated to advocating for public healthcare services that address the unique needs of every individual, regardless of their gender identity or gender expression.

With empathy and care, we're breaking down barriers to ensure healthier lives for all.

1. RNU will foster a workplace that is welcoming and safe for people of all genders.
2. RNU will check in with all new employees about their pronouns regardless of whether they may be cisgender or gender diverse.
3. RNU will respect and protect the privacy of gender diverse employees.
4. RNU will coordinate training for all current and future employees focused on gender inclusion.
5. RNU will support employees who are transitioning at work.

6. RNU will participate in appropriate gender diverse and inclusive events and activities, such as Pride Parades, throughout NL.
7. RNU members participating in activities celebrating and/or recognizing gender diversity on behalf of RNU are encouraged to reach out to RNU Communications team with details and requests for RNU promotional merchandise at [communications@rnunl.ca](mailto:communications@rnunl.ca) as per *Section 5-Communications 5.5 – Promotional Merchandise*.
8. RNU will consult with Subject Matter Experts (SME's) regarding the implementation of Gender-Based Analysis + (GBA+) and Diversity, Equity, and Inclusion (DEI) practices to all policies, hiring practices, labour relations, and work of RNU.

## Section 1- General Policies

### 1.8 – MEMBER IN GOOD STANDING

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

To provide a clear definition of a member in good standing.

**Policy:**

A member in good standing includes any person who has fulfilled the requirements for membership, as per *Article 2* of the *RNU Constitution*, and who neither has voluntarily withdrawn from membership nor has been censored, fined, suspended or expelled by the RNU after appropriate proceedings consistent with RNU's Constitution and Policies, as per Robert's Rules of Order, 12<sup>th</sup> Edition.

## Section 1 - General Policies

### 1.9 – MEMBERSHIP CONTACT INFORMATION

**Last Revised Date:**

**Previous Revision Date(s):**

**Date Approved:** March 2024

**Effective Date:** March 2024

**Purpose:**

To provide clarity on who is responsible for updating membership contact information:

**Policy:**

1. All members of RNU are responsible to provide Provincial Office with their contact information, including name, address, phone, email, and designation (Graduate Nurse/Registered Nurse/Nurse Practitioner).
2. All members of RNU are responsible for providing updated contact information when their information changes.
3. RNU administrative staff are responsible for verifying new members by verifying CRNNL licensure and cross-referencing membership dues list.
4. Members can provide/update their information by:

**Mail:** Registered Nurses' Union NL  
P.O. Box 416  
St. John's, NL A1C 5J9

**Phone:** 709-753-9961 or 1-800-563-5100

**Email:** [info@rnunl.ca](mailto:info@rnunl.ca)

OR

**Drop off at RNU Provincial Office:** 229 Major's Path, St. John's, NL

## Section 1 - General Policies

### 1.10 – NON-PARTISAN

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

To clarify RNU's position regarding political party affiliation.

**Policy:**

1. RNU recognizes the diversity of opinion among our members and respects their right to contribute to and vote for the political party and candidate of their choice.
2. RNU does not follow or support a single political ideology or party.
3. RNU commits to work with all governments and politicians from all parties to advocate effectively in the best interest of our members.

## Section 1 – General Policies

### 1.11 – MEMBER OBSERVERS AT BOARD OF DIRECTORS MEETINGS

<b>Last Revised Date:</b>	September 2019
<b>Previous Revision Date(s):</b>	December 2008
<b>Effective Date:</b>	December 2004
<b>Date Approved:</b>	December 2004

#### **Purpose:**

We are committed to our vision that the RNU is a membership driven, democratic union dedicated to providing an environment conducive to participation, learning and personal growth.

#### **Policy:**

Board of Directors meetings shall be open to RNU members as observers.

#### **Procedure:**

The following guidelines will apply:

1. Observers must be members in good standing. *Section 1 - General Policies 1.8 – Member in Good Standing.*
2. Members who wish to attend must apply, in writing, to the Provincial President at least six (6) weeks in advance of the Board of Directors meeting. Attendance will be granted based on the following criteria:
  - Order in which requests are received;
  - Geographical representation;
  - Budget limitations; and
  - Prior attendance as an observer.
3. A member can attend only one meeting per Board of Director term.
4. The maximum number of observers will be two (2) per BOD meeting.
5. A yearly budget will be set to support members attending as observers. Expenses covered include those allowed under the *Member Expense Policies*.
6. The member will have no vote at the meeting. Voice will be granted at the discretion of the Chair.
7. The member may be asked to leave for in-camera sessions.
8. There shall be an electronic database of members who have attended Board meetings as

observers.

## Section 2 – RNU Provincial Board of Directors

***(This section, in its entirety, is not applicable to branches)***

### 2.1 – BOARD OF DIRECTORS ROLES AND ORDER OF BUSINESS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	December 2005
<b>Effective Date:</b>	June 1986
<b>Date Approved:</b>	June 1986

#### **Purpose:**

To provide clear expectations and direction regarding the role and responsibilities of the RNU Board of Directors.

To provided direction on how the business of the Board is conducted.

#### **Policy:**

1. The Provincial Board of Directors shall meet at the call of the Provincial President at least four (4) times each year. The Provincial President may also call the board into emergency sessions if required and shall call emergency sessions when requested individually in writing by more than half the board members. The Provincial Board of Directors shall meet as per *Section 2 Provincial Board of Directors, 2.3 – Attendance at Board Meetings*.
2. When in session a majority of the Provincial Board of Directors shall constitute a quorum and official action may be taken by a majority of those present. The rules and order of business shall be in accordance with *Roberts Rules of Order, 12<sup>th</sup> Edition*. A majority is defined as “more than half”.
3. Board members are required to uphold RNU policies, Constitution, guidelines, and Board Norms at all times.
4. Board members are required to make decisions in the best interests of RNU members.
5. Board members are required to maintain confidentiality as per *Section 10 – Privacy/Confidentiality*.
6. When not in session, the Provincial Board of Directors may act on all matters of any nature requiring board action by e-mail, video/telephone conferencing. Such action so taken by the members of the provincial Board of Directors shall constitute action of the board as though it were a formal session, and it shall be reviewed at the next meeting and shall be part of the minutes. The rules for quorum and majority shall apply.
7. No monies of the Union shall be expended without prior authorization through budget, or approval by the Provincial Board of Directors, or unless specifically provided for by convention. The manner and method by which monies are withdrawn, or cheques issued, shall be determined

by the Provincial Board of Directors.

8. Board members shall not be eligible to hold executive positions at the branch level but may hold the position of Shop Steward for their local branch.
9. Board members are required to submit a quarterly report outlining accomplishments and activities completed in between board meetings.
10. Board members are required to attend Council of Presidents Meeting.
11. Board members will have an orientation at Provincial Office where they will shadow the President and Executive Director as well as engage with RNU staff to better understand the roles, responsibilities and day to day work. *Section 2 – RNU Provincial Board of Directors 2.14 – Orientation of Provincial Board of Directors.*

## Section 2 – RNU Provincial Board of Directors

### 2.2 – BOARD OF DIRECTORS MEETINGS MINUTES

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** December 2005  
**Effective Date:** June 1986  
**Date Approved:** June 1986

**Purpose:**

The RNU is committed to open and transparent governance.

**Policy:**

1. Upon written request to the President, detailed minutes of the Board of Directors meetings are available to any member after they have been approved by the Board.
2. Detailed minutes would include all materials that were included in the Consent Agenda and Dropbox, excluding anything deemed confidential.
3. Approved Board of Director meeting minutes are to be uploaded to RNU's electronic database at Provincial Office.
4. Approved Board of Director meeting minutes are to be uploaded to *myRNU*.

## Section 2 – RNU Provincial Board of Directors

### 2.3 – ATTENDANCE AT BOARD MEETINGS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	December 2005
<b>Effective Date:</b>	December 1989
<b>Date Approved:</b>	September 1989

#### **Purpose:**

Representation by elected representatives at Board of Directors meetings ensures that the views of members in all regions are heard.

#### **Policy:**

1. Board members are required to attend all sessions of the Board meeting. Unapproved absences could lead to refusal of payment of leave and expenses.
2. Any member of the Board of Directors who is absent for three (3) consecutive board meetings, without just cause, shall resign their BOD position.
3. Levels of Meetings:
  - Quarterly
    - a. These meetings are scheduled for the upcoming year at the December board meeting and are mandatory.
    - b. These meetings will be in person except for one (1) which will be chosen by the BOD at the December BOD meeting for the upcoming year.
  - Emergency
    - a. Emergency meetings are called when necessary. As much notice as possible is provided.
    - b. These meetings are mandatory.
    - c. These meetings will be virtual, unless an in-person is required.
  - Monthly Updates
    - a. Board members are expected to make every effort to attend but are not mandatory.
    - b. Monthly meetings MAY be scheduled at the December BOD meeting for the upcoming year.
    - c. These updates will be provided virtually or by email.
  - Sub Committee Meetings
    - a. These meetings are mandatory.
    - b. Frequency and nature of meetings as determined by the committee terms of reference.
    - c. These meetings will be virtual.
    - d. In-person attendance may be approved at the discretion of the President.
  - Regional Meetings

- a. Refer to policy Section 2-RNU Provincial Board of Directors 2.4 Regional Meetings.
  - b. These meetings are mandatory.
- External Committee Meetings.
  - a. These meetings are mandatory.
  - b. Frequency and nature of meetings as determined by the committee terms of reference.
  - c. For Committees of NLFL refer to *Section 14 – External Organizations, 14.4 – RNU Representation on Federation of Labour Committees.*
- 4. All meeting absences must be requested in writing and approved by the President.
- 5. As much notice as possible should be given for all absences, especially those known in advance.
- 6. Reasonable requests shall not be denied.
- 7. Denials by the President may be appealed to the Board of Directors.

## Section 2 – RNU Provincial Board of Directors

### 2.4 – REGIONAL MEETINGS

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; September 2019; September 2007
<b>Effective Date:</b>	September 1996
<b>Date Approved:</b>	September 1996

#### **Purpose:**

Regional Representatives are key partners in RNU's connection with members at the regional level and the RNU is committed to supporting this role.

#### **Policy:**

1. Regional meetings shall occur at least quarterly, prior to scheduled board meetings.
2. Meetings can be held in person or virtually over RNU platform. Help with scheduling meetings can be obtained through the Executive Assistant at Provincial office.
3. Each region shall be allowed one dinner meeting per year for Branch Presidents. The budget will be set as per the dinner per diem. *Section 9 – Finance and Expenses 9.3 – Expense Policies.*
4. A budget of fifty dollars (\$50) per meeting is available for refreshments for regional meetings. Extra funds may be provided at the discretion of the President.
5. When Regional Representatives attend an annual branch meeting in their region a budget of fifty dollars (\$50) is available for refreshments/giveaways.

## Section 2 – RNU Provincial Board of Directors

### 2.5 – ROLE OF PROVINCIAL PRESIDENT

**Last Revised Date:****Previous Revision Date(s):****Effective Date:** March 2024**Date Approved:** March 2024**Purpose:**

The Provincial President's policy for the Registered Nurses' Union Newfoundland and Labrador (RNU) serves as a comprehensive framework delineating the duties, responsibilities, and accountability of the Provincially Elected President. This policy is crafted with the primary aim of providing clarity and guidance regarding the pivotal role the Provincial President plays within the organization. By outlining specific duties and responsibilities, the policy ensures that the Provincial President is equipped with a clear mandate to provide strategic leadership, develop and implement essential programs and initiatives, and effectively represent the best interests of RNU members. Furthermore, the policy serves as a mechanism for ensuring transparency and accountability, as it sets clear expectations for the President's actions and behaviors, thereby fostering trust and confidence within the membership and stakeholders.

**Policy:**

The Provincial President is elected for a three-year term and holds the singular fully funded elected position within the Provincial Board of Directors. This role entails providing paramount strategic leadership to the RNU by developing and implementing essential strategies and programs aimed at effectively supporting RNU membership. The President is answerable to, and collaborates closely with, the Board of Directors to delineate organizational direction, meticulously considering long-term initiatives. Collaborating closely with the Executive Director, the President translates these initiatives into tangible and cohesive services for the membership. Moreover, the President engages with regulatory bodies, executive employer representatives, peer associations, and other stakeholders to consistently and diligently advocate for the best interests of RNU members.

**Responsibilities:**

- Enforce the organization's constitution, policies, and directives from the Board of Directors and Convention.
- Lead in crafting and executing pivotal policies, programs, and objectives to bolster the organization's enduring prosperity.
- Spearhead the development and execution of strategic plans for the organization, focusing on persistently influencing factors impacting RNU members and staff.
- Lead in crafting and articulating the organization's vision and mission.
- Ensure optimal efficiency and efficacy through a robust management team.
- Cultivate management personnel and implement robust succession plans.
- Cultivate and sustain robust relationships with peers, regulators, employers, and other stakeholders crucial for maintaining the organization's relevance.

- Cultivate a results-driven culture rooted in continuous learning principles, motivating and rewarding employees for both individual and collective contributions.
- Serve as the official spokesperson for the organization.
- Advocate for the interests of RNU members.
- Represent RNU at outside conventions/conferences, such as Canadian Labour Congress (CLC), and other Public Sector Unions etc.

### **Administrative Duties:**

- Exercise supervision over the affairs of the union in accordance with the RNU Constitution Section 7.3.
- Sign official documents on behalf of the union.
- Preside over conventions and all meetings of the Provincial Board of Directors and Provincial Executive Committee.
- Interpret and implement the constitution, subject to appeal to the provincial Board of Directors or convention.
- Act as the main spokesperson for the union, appointing a designate when necessary.
- Represent the union as an officer of the Newfoundland and Labrador Federation of Labour (NLFL), and the Canadian Federation of Nurses Unions (CFNU).

### **Policy Administration and Advocacy:**

- Administer, interpret, and explain policies, rules, regulations, and laws concerning RNU members to various stakeholders.
- Analyze legislation, laws, and public policy and recommend changes to promote and support RNU member interests.
- Deliver speeches, write articles, and present information to promote services and exchange ideas.
- Plan, promote, organize, and coordinate service programs while maintaining cooperative relationships among RNU members and agency participants.
- Prepare, review, and submit reports concerning activities, expenses, budgets, government statutes, and rulings affecting RNU members or program services.

### **Financial Management and Oversight:**

- Direct and coordinate financial activities, manage contracts, and develop budgets for each fiscal year.
- Oversee execution of organizational or program policies.
- Develop Standard Operating Procedures (SOP) in consultation with stakeholders.
- Resolve management conflicts and coordinate Respectful Workplace Investigations.
- Co-sign cheques and oversee investment of surplus funds and defense fund in compliance with the Trustees Act of the Province of Newfoundland and Labrador.
- Analyze financial and operational data and evaluate management programs.

## **Leadership and Human Resources Management (HRM):**

- Serve as a member of the Senior Management Team at RNU office in all aspects of Human Resource Management (HRM).
- Guide, direct, and motivate subordinates, setting performance standards and reviewing organizational performance.
- Evaluate findings of investigations, surveys, and studies to formulate policies and techniques.
- Establish policy and implement policy in consultation with appropriate segments of the organization.
- Serve on various RNU and external committees and provide strategic advice to stakeholders.
- Provide responses to inquiries from members, the public, government officials, and other stakeholders.
- Delegate work or projects to staff and/or members of the RNU Board of Directors.
- Provide oversight to the management of RNU staff and the operations of the RNU Provincial Office.

## **Advocate:**

- **Policy Advocacy:** The Provincial President would engage in advocating for policies at the provincial level that support the rights, working conditions, and professional development of RNU members. This includes lobbying for legislative changes, regulations, and policies that benefit RNU members.
- **Collective Bargaining:** The Provincial President plays a crucial role in collective bargaining negotiations with employers to secure fair wages, benefits, and working conditions for RNU members. They would lead negotiations, representing the interests of the union members to ensure their voices are heard and their needs addressed.
- **Representation:** The Provincial President acts as the primary spokesperson for the union, representing the interests and concerns of RNU members to employers, government officials, regulatory bodies, and the public. They would advocate for the recognition of the valuable contributions of RNU members and promote the importance of safe staffing levels, adequate resources, and supportive work environments.

The Provincial President will engage various committees including but not limited to:

1. Transition Negotiations
  2. Convention
  3. People & Culture
  4. Provincial Executive Committee
  5. Communications Strategy
  6. Senior Joint and Quality of Work Life
  7. Provincial Nursing Network (Co-Chair with Provincial Chief Nurse)
  8. Public Service Pension Plan Sponsorship Committee
  9. Nursing Week activities.
  10. Participate in other Conferences and Committees as required.
- **Professional Development:** The Provincial President advocates for opportunities for professional development and advancement for RNU members. This includes advocating for

access to training programs, continuing education, career advancement opportunities, and support for maintaining professional standards and certifications.

- **Health and Safety:** Ensuring the health and safety of RNU members is a top priority for the Provincial President. They advocate for safe working conditions, adequate staffing levels, appropriate equipment and resources, and policies and procedures that prioritize the well-being of RNU members.
- **Community Engagement:** The Provincial President engages with the broader community to raise awareness of the issues facing RNU members and garner support for the union's advocacy efforts. This includes collaborating with other organizations, participating in community events, and building alliances to advance the interests of RNU members.
- The Provincial President of the RNU would conduct provincial tours by organizing and coordinating visits to various regions within the province where RNU members are located.
- The Provincial President would engage with RNU members to discuss relevant issues, gather feedback, and provide updates on union activities and initiatives. Additionally, the President may use the provincial tour as an opportunity to conduct educational sessions, facilitate discussions on key topics, or address specific concerns raised by members.

### **Champion:**

- **Representation:** The president serves as the primary spokesperson for the union, articulating the concerns and priorities of RNU members to external stakeholders such as employers, government officials, and the public. They ensure that the voices of RNU members are heard and respected in decision-making processes that affect their profession and working conditions.
- **Support:** The president provides support and guidance to RNU members facing workplace challenges or issues such as harassment, discrimination, or unsafe working conditions. They ensure that members have access to resources, representation, and support services to address their concerns effectively.
- **Education and Empowerment:** The president works to empower RNU members by providing them with education, training, and resources to enhance their professional development and advocate for their rights. They promote solidarity and unity among members, fostering a sense of community and collective strength.
- **Community Engagement:** The president engages with the broader community to raise awareness of healthcare issues, promote the value of RNU members, and build alliances with other stakeholders who share common goals. They collaborate with community organizations, advocacy groups, and healthcare providers to address shared challenges and advance common interests.

### **Protect:**

The Provincial President plays a vital role in protecting its members by advocating for their rights, representing their interests, and providing support and resources to ensure their well-being and success in the workplace.

- **Advocating for Safe Working Conditions:** They would advocate for safe staffing levels, appropriate equipment and resources, and safe practices to protect members from workplace hazards and ensure their well-being.

- **Education and Training:** They would oversee educational programs and training initiatives to empower members with the knowledge and skills needed to navigate their careers successfully and advocate for their rights.
- **Political Lobbying and Advocacy:** The Provincial President would engage in political lobbying and advocacy efforts to influence legislation and policies that affect RNU members, such as healthcare funding, patient ratios, and labor laws.
- **Supporting Professional Development:** They would support members' professional development by providing opportunities for continuing education, career advancement, and mentorship.
- **Providing Resources and Assistance:** The Provincial President would ensure members have access to resources and assistance, such as legal advice, financial support, and mental health services, to address their needs and concerns effectively.

### Negotiate:

- **Lead Negotiator:** The Provincial President often serves as the lead negotiator or works closely with the negotiation team to develop negotiation strategies, set bargaining priorities, and represent the union's interests during negotiations with employers.
- **Strategic Planning:** They participate in strategic planning sessions to determine the union's goals and objectives for negotiations, considering factors such as member priorities, industry standards, economic conditions, and organizational needs.
- **Communication:** The Provincial President communicates regularly with union members to keep them informed about negotiation progress, updates, and important developments. This communication helps maintain transparency and member engagement throughout the negotiation process.
- **Decision Making:** The Provincial President plays a key role in making critical decisions during negotiations, such as evaluating proposals from the employer, assessing the potential impact on members, and determining the union's response and counteroffers.
- **Liaison:** They act as a liaison between the negotiation team and the union's leadership, including the executive board and general membership. They ensure that negotiation strategies align with the broader goals and objectives of the union.
- **Conflict Resolution:** In the event of disagreements or conflicts within the negotiation team or between the union and the employer, the president may facilitate discussions, mediate disputes, and work to find mutually acceptable resolutions.
- **Member Engagement:** The Provincial President encourages member participation and involvement in the negotiation process, seeking input, feedback, and support from the membership to strengthen the union's bargaining position and solidarity.
- **Public Relations:** They may engage in public relations activities to garner support for the union's negotiating positions, including media outreach, community engagement, and advocacy efforts to raise awareness of key issues and gain public sympathy.
- **Decision Implementation:** Once a collective bargaining agreement is reached, the president oversees the implementation of the negotiated terms and conditions, ensuring compliance with the agreement and addressing any issues or concerns that arise during the implementation phase.

## Section 2 – RNU Provincial Board of Directors

### 2.6 – PROVINCIAL VICE-PRESIDENT

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	May 2022; September 2019
<b>Effective Date:</b>	May 2012
<b>Date Approved:</b>	May 2012

#### **Purpose:**

To identify the role and responsibility of the Provincial Vice-President.

#### **Policy:**

It is the expectation that if the President is absent or incapacitated, the Vice-President perform all duties of the President. If the office of President falls vacant, be acting President until a new President is elected.

These duties include but are not limited to:

1. The Vice-President will fulfill the role of the backup decision-maker in the absence of the President or Executive Director.
2. Have such powers and perform such duties as may be assigned by the Provincial Board of Directors or the President.
3. Sign cheques with the President, Secretary-Treasurer, Executive Director or Director of Corporate Services when required.
4. Perform the duties of the Secretary-Treasurer in the absence of the Secretary-Treasurer or the inability of the Secretary-Treasurer to act as such at any time.
5. Accountable to approve all financial claim forms along with the finance committee.
6. Represent RNU on the following committees and others as necessary:
  - PEC (Finance),
  - Executive
  - People & Culture
  - Senior Joint Quality Work Life (SJQWL)
  - NL Health Coalition
  - Government Money Purchase Pension Plan (GMPP)
  - Provincial Group Insurance Drug Review Committee.
7. Other duties and responsibilities as assigned by the Provincial President and/or BOD and
8. Submit quarterly reports outlining accomplishments and activities in between BOD meetings.

## Section 2 – RNU Provincial Board of Directors

### 2.7 – PROVINCIAL SECRETARY/TREASURER

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019
<b>Effective Date:</b>	March 2002
<b>Date Approved:</b>	March 2002

#### **Purpose:**

To identify the role and responsibilities of the Provincial Secretary-Treasurer.

#### **Policy:**

The duties of the Provincial Secretary-Treasurer include:

1. Issue the call for, and act as, Secretary at conventions and shall cause the proceedings of all conventions and sessions of the Provincial Executive and Board of Directors to be recorded. Minutes of the Provincial Convention shall be sent to each branch prior to the next convention.
2. Cause to be kept such regular books and records of the Union's finances as shall be set up under the instructions of the auditors as approved by the Provincial Board of Directors.
3. With the approval of the Provincial President, pay all bills, wages and expenses as authorized by the convention and the Provincial Board of Directors and such other payments as may be necessary.
4. Submit quarterly statements to the Provincial Board of Directors and Branch Presidents.
5. In conjunction with the Finance Committee shall cause to have prepared a budget of the anticipated expenses of the Union for the coming year or such shorter period as the Provincial Board of Directors may approve. The budget shall be submitted to the Provincial Board of Directors who must approve it within thirty (30) days of the commencement of the fiscal year, or the expiration of the last interim budget.
6. Have the books of the Union audited each year by a registered firm of chartered accountants selected and approved by the provincial Board of Directors. Such audits shall be furnished to the Provincial Board of Directors and to the Convention.
7. Provide on request a statement of the salaries of the President and staff of the Union.
8. The Secretary-Treasurer (ST) shall:
  - Sign cheques with the President, Executive Director, Director of Corporate Services or Vice-President when required.
  - Review all revenue and deposits

- Record all financial transactions in a manner acceptable to the committee and in accordance with good accounting practices; and
  - Make all books available for inspection by the auditors and/or trustees.
9. The processing, approval and signing of vouchers and cheques.
  10. The ST is a member of the Executive Committee, Chair of Provincial Executive Committee (PEC/Finance), Chair of Defense Fund Committee and other committees of the BOD as selected for each Term of the BOD.
  11. Review and approval of President and Executive Director payroll.
  12. Signing all BOD minutes.
  13. The processing, approval and signing of payroll.
  14. Overseeing the preparation of quarterly financial statements for presentation to the BOD.
  15. Preparing minutes of all Finance Committee meetings.
  16. Preparing minutes of all BOD teleconferences/video conferences.
  17. Accountable to review Stike Policy Manual every three (3) years along with the Finance Committee.
  18. Accountable to approve all Member financial claim forms along with the finance committee.
  19. Submit quarterly reports outlining accomplishments and activities in between BOD meetings.
  20. Provide education to new Branch Secretary-treasurer and President, with other members of the Finance Committee; and
  21. Other duties and responsibilities as assigned by the Provincial President and/or BOD.

## Section 2 – RNU Provincial Board of Directors

### 2.8 – REGIONAL REPRESENTATIVES

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; September 2019; March 2016; December 2014; December 2005
<b>Effective Date:</b>	September 1999
<b>Date Approved:</b>	September 1999

#### **Purpose:**

To identify the role and responsibilities of Regional Representatives on the Provincial Board of Directors.

#### **Policy:**

1. The membership of the union shall be divided into nine (9) regions and shall be defined by motion of the Provincial Board of Directors.
2. The membership of the regions shall be defined by motion of the Provincial Board of Directors.
3. Regional Representatives are required to attend Council of Presidents
4. The Regional Representative's duties include:
  - Represent the interest of all members at the meetings of the Provincial Board of Directors.
  - Bring forward specific issues/concerns of the members in the region they represent at meetings of the Provincial Board of Directors and throughout their Term of Office
  - Establish and maintain communications between the Provincial Board of Directors and the branches in their region.
  - Attend at least one (1) branch meeting per Branch per year in their region, and may attend any other branch meetings in their region, upon invitation of the Branch Executive.
  - Conduct meetings with Branch Presidents in their region as may be required.
  - Participate in policy and strategic plan development.
  - Provide branches with information on pertinent union issues and assist with regional campaigns and branch activities.
  - May, at the request of the Provincial President, act as spokesperson on regional issues.
  - In a region where there are more than one (1) Regional Representative, each branch will be notified of the representative responsible for their branch at the beginning of each year.
  - Submit written regional reports prior to deadlines for quarterly Provincial Board of Directors meetings.
  - Participate in committees of the board, as chosen at the beginning of each term of office, *Section 3- Standing Committees of the BOD, 3.1 Committee Selection;*
  - Represent RNU on external committees as approved by the Provincial Board of Directors.

- Attend nursing week activities and/or branch meetings in their region, when scheduling permits; and
- Other duties as directed by the Provincial President.

## Section 2 – RNU Provincial Board of Directors

### 2.9 – BOARD NORMS

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; September 2019; December 2011; June 2011; May 2006; September 2005
<b>Effective Date:</b>	December 2000
<b>Date Approved:</b>	December 2000

#### **Purpose:**

To summarize the expected conduct of the Board of Directors.

#### **Policy:**

1. Board Norms will be reviewed and revised as necessary on an annual basis.
2. Communication
  - Communication will be open, honest and respectful. A full balanced discussion which encourages all Board members to equally participate is paramount to good communication.
  - Discussions happen as a group and not side conversations outside of formal meetings.
  - RNU Board members are provided with an RNU email address.
  - Communication must follow RNU's policies, refer to *Section 10 – RNU Privacy and Respectful Workplace Policies*.
3. Decision Making
  - Each Board member plays a critical role in decision-making. This role is fulfilled by Board members attending all sessions of the Board meeting, reading pre-circulated information, and being prepared to discuss Board agenda items.
  - We agree to follow the decision-making impact window as a structured decision-making process. This tool is first preceded by the clarifying questions:
    - What is the decision to be made?
    - When does the decision need to be made?
  - In addition, as part of our decision-making process, we agree to develop a plan for communicating the decision when and where appropriate.
  - Though the Chairperson has the responsibility to call for a decision, each Board member shares equal responsibility to identify when an issue has been sufficiently discussed and “diminishing returns” is occurring.
  - The Board strives for decision-making by consensus; though it is recognized voting on decisions will be required. Board members agree to maintain the confidentiality of Board member voting.
  - As a united front, Board members agree to support the final decision of the Board.

- The Board recognizes that if new information becomes available, decisions may be revisited, but this will occur in a timely manner.

#### 4. Policy Development

- We agree that even though Board members are regionally based, each Board member must take a provincial perspective in formulating policies and making decisions.
- The Board agrees to focus on its policy development role in formulating strategic and mid-level policies. We agree to use the Policy Escalator as a tool to assist us in maintaining this important focus as necessary.

#### 5. Resolving Differences

- The Board agrees to focus on the issue, situation, or behavior, never the person.
- Side conversations, texting, cell phone usage and interruptions when a Board member is speaking are considered violations of the norms.
- Conflict is healthy if dealt with in a timely manner, constructively and at the lowest level possible. To protect Board cohesiveness, individual Board members share a responsibility to constructively raise difficult issues, or if necessary, to clarify positive intent.

#### 6. Meeting Structure

- Regional reports to the Board of Directors shall be submitted at least three (3) weeks prior to the start of the Board meeting.
- The Executive Assistant will send email reminders to the BOD for upcoming meetings and when reports are due.
- The financial statement and other information required for decision-making shall be pre-circulated with the agenda, except for information of a confidential nature.
- Agendas, insofar as possible, will include timeframes for breaks, lunches and agenda items. The agenda shall consist of a consent agenda and a business agenda. Consent agenda information shall be circulated five (5) working days prior to the meeting.
- Board Norms will be reviewed at the beginning of each meeting.
- At the conclusion of each Board meeting, a roundtable debriefing will occur. Board members can share their perspectives on what went well and what might be done differently to facilitate good productive meetings and open dialogue.
- We agree that at the end of each Board meeting, an action list will be reviewed and circulated within two weeks.

#### 7. Internal Committees

- We agree that internal committees should follow the decision-making impact window as a basis for analyzing issues and formulating written recommendations to the Board.
- We agree to refrain from unnecessary rework of committee recommendations.
- We agree that committee membership will be determined on the basis of achieving an appropriate match between Board members' skills and committee skill requirements,

while at the same time providing opportunities for developing skills, learning and interests.

- We agree that we will review our committee structure, membership, and terms of reference each term and as required.
- We agree that board norms also apply to RNU Committees.
- We agree that the important focus of committee work is upon functional policies.

## Section 2 – RNU Provincial Board of Directors

### 2.10 – DECISION MAKING IMPACT WINDOW

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** December 2000

**Date Approved:** December 2000

**Purpose:**

To facilitate decision making for the Board of Directors.

**Policy:**

The Board of Directors uses the following decision-making tool to assist them.

# Decision-Making Impact Window

	Vision/Strategic Direction	Internal/External Relationships	Resources
<b>1<sup>st</sup> Screen</b>	Is this decision consistent with our vision and values?	Have we consulted with our internal and external stakeholders?	Do we have the necessary resources? Do we need to reallocate them?
<b>2<sup>nd</sup> Screen</b>	Does this decision advance our strategic direction?	What changes in internal and external systems will be required?	Have we considered the impact upon our human, financial & physical resources?
<b>3<sup>rd</sup> Screen</b>	How will we know if our strategic direction has been advanced?	How will we know if changes in internal & external relationships have been successful?	How will we know that resource impacts have been successfully managed?

## Section 2 – RNU Provincial Board of Directors

### 2.11 – POLICY ESCALATOR

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** December 2000

**Date Approved:** December 2000

**Purpose:**

To help define Board functions.

**Policy:**

The Board of Directors uses the following Policy Escalator.



## Section 2 – RNU Provincial Board of Directors

### 2.12 – GUIDELINES FOR BOARD MEMBERS ATTENDING EDUCATION SEMINARS/CONFERENCES

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; September 2019; December 2017; December 2014; September 2007
<b>Effective Date:</b>	June 2000
<b>Date Approved:</b>	June 2000

#### **Purpose:**

To provide direction to the Education/Scholarship Committee/Board of Directors on the selection of Board Members to attend educational sessions. It is the intent of these guidelines to share educational opportunities as equitably as possible. Board Members have the responsibility to apply to attend seminars/conferences that would be most beneficial to them and their positions.

#### **Policy:**

1. Each Board Member shall have the opportunity to attend one (1) educational seminar/conference prior to a Board Member being given the opportunity to apply for a second (2<sup>nd</sup>) seminar/conference.
2. If the number of qualified applicants exceeds the allotted budget, a hat draw will be made.
3. Invitations accepted by the President to attend other Unions' annual meetings/conventions will be attended by the President. If the President is unable to attend, the hierarchy of the Union will be followed.
4. The following educational seminars/conferences are to be included in these guidelines:
  - Eastern Labor School
  - CFNU Educational Seminar
  - CFNU Biennium
  - CLC Convention
  - Governor General Tour
  - NL Federation of Labor Constitution and Policy Conventions
  - Any other educational seminar/conference two days or longer in duration.
5. The following educational seminars/conferences are to be excluded from these guidelines:
  - One day educational seminars/conferences
  - CRNNL annual meeting

- Member(s) of the Board of Directors attending a meeting/conference as a representative of the President or a specific Board Committee, e.g. member of Education Committee attending a conference to evaluate its effectiveness for RNU members.
  - RNU Biennium
6. The Provincial Vice-President and the Provincial Secretary-Treasurer will be funded delegates to the CFNU Biennial Convention. This is in addition to #1 above.
  7. The Provincial President and Vice President will be funded as one delegate to the CLC Triennial Convention. This is in addition to #1 above.
  8. Funded education sessions attended in previous term(s) of office shall not be considered in the present term of office.
  9. Funded education sessions attended as a member at large, prior to the present term of office, shall not be considered.
  10. In considering Board selection, the paid leave provisions under the Collective Agreement will be maximized to decrease costs to the Union.
  11. Board members attending seminars/conferences will submit a written report to the next meeting of the Provincial Board of Directors.

## Section 2- RNU Provincial Board of Directors

### 2.13 – EDUCATION FOR PROVINCIAL BOARD

**Last Revision Date:** September 2025  
**Previous Revision Date(s):**  
**Effective Date:** March 2024  
**Date of Approval:** March 2024

**Purpose:**

To provide education to the Provincial Board in order to enhance their effectiveness as they fulfill their obligations to the Board and membership.

**Policy:**

1. The Provincial Board shall have the opportunity to attend education and training as per the approved budget.
2. This education shall be in addition to the education provided to Provincial BOD *Section 2 – RNU Provincial Board of Directors, 2.12 – Guidelines for Board Members Attending Education Seminars/Conferences.*

## Section 2 – RNU Provincial Board of Directors

### 2.14 – ORIENTATION OF PROVINCIAL BOARD OF DIRECTORS

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; September 2019
<b>Effective Date:</b>	June 2002
<b>Date Approved:</b>	June 2002

#### **Purpose:**

To ensure continuity and governance of RNU while transitioning to new leadership.

#### **Policy:**

##### Provincial President

- An orientation of up to six (6) weeks shall be provided with the past President. This may be extended upon an approved motion of the Board of Directors.
- Orientation to begin when the newly elected President begins work at Union Office full time.
- Both individuals shall receive the full salary and benefits as outlined in the President's policies.
- If there is a period when the newly elected President is unable to obtain leave from the Employer until after the commencement of the term of office, their regular salary shall be topped up to salary as outlined in the President's policies.

##### Provincial Vice-President

- An orientation period of up to three (3) weeks shall be provided with the past Vice-President and Secretary-Treasurer. This may be extended upon an approved motion of the Board of Directors.

##### Secretary/Treasurer

- An orientation period of up to three (3) weeks shall be provided with the past Secretary-Treasurer, accountant and Director of Corporate Services. This may be extended upon an approved motion of the Board of Directors.

The Vice-President and Secretary-Treasurer shall receive the benefit of policies pertaining to their position for their orientation period.

##### Board of Directors:

- All the Board of Directors shall have orientation at Provincial Office for a period of up to one (1) week in order to shadow the President and Executive Director and better understand their roles and the operations of Provincial Office, while having an opportunity to engage with all staff in their respective roles.
- All Board members shall be provided with two (2) days of orientation dedicated to Board governance, as well as attend the last scheduled Board meeting in the year prior to their Term starting. All Board members shall receive an orientation binder outlining their role and responsibilities and information required to fulfill their duties.

- Board members elected mid-term shall receive an orientation by the Provincial President and Executive Director or designates.
- Board members will obtain an understanding of the Standing Committees of the Board of Directors.

## Section 2 – RNU Provincial Board of Directors

### 2.15 – SMART DEVICES FOR BOARD OF DIRECTOR’S USE

**Last Revised Date:** March 2024  
**Previous Revision Date(s):**  
**Effective Date:** March 2021  
**Date Approved:** March 2021

#### **Purpose:**

- The intent is to eliminate and reduce print material and to provide board members timely access to board material.
- The device is used to access RNU secure email accounts, for electronic access to board materials, for video conferencing and/or access to the *myRNU* platform.
- Board material is distributed via a secure shared account, such as Dropbox, or other services as recommended by Provincial Office Management.

#### **Policy:**

1. Board members are issued a Smart Device for use per three (3) year term.
2. Board members are expected to set up and configure the device independently, with assistance from Provincial Office if required. Most manufacturers require set up using email account/user profile to access apps etc. and Provincial Office will not be administering these features.
3. It is at the discretion of the management team to determine the replacement or repair option of a device that is physically harmed or incurs damages not covered by warranty. The decision is dependent on replacement costs, availability of other inventory, length of remaining term and budget constraints. Costs will be absorbed by the RNU.
4. Smart devices are returned and/reassigned midterm for issue to the replacement board member.
5. Board members have the option to keep the device for personal use or return it to the Provincial Office. Devices returned to Provincial Office will be reused or disposed of as per prescribed policy. Regardless, the device must have the RNU profile and assigned accounts removed at end of term.
6. Smart Devices will have an extended warranty as available.
7. RNU Executive will be provided with a laptop and phone.
8. Board members are expected to adhere to the instructions in the RNU *Section 18 – Office Management, 18.2 – Information Systems and Technology* and *18.14 – Corporate Cell Phone Policy*, and *Section 10 – RNU Privacy and Respectful Workplace Policies 10.1 – Privacy Policy* with respect to use of RNU equipment, in particular:

- Set password protection on the device to ensure privacy and confidentiality.
- To use the device primarily for its intended purpose, with reasonable personal use.
- To avoid use for inappropriate activities as per policy.
- To provide appropriate protection from physical harm; and
- To contact Provincial Office when service or assistance is required.

## Section 2 – RNU Provincial Board of Directors

### 2.16 – POLICIES APPLYING TO THE POSITION OF FULL-TIME PRESIDENT

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; May 2022; December 2020; October 2020 <i>[to be effective January 1, 2021]</i> ; March 2020; March 2017; June 2016; February 2014; March 2011
<b>Effective Date:</b>	September 1990
<b>Date Approved:</b>	September 1990

#### **Purpose:**

To outline compensation for the position of Provincial President.

#### **Policy:**

The President shall not be entitled to other Registered Nurses' Union of Newfoundland and Labrador (RNU or Employer) Provincial Collective Agreement benefits, monetary or non-monetary unless specific reference is made to the particular benefit(s) in these policies.

#### **1. Salary**

The base salary of the Provincial President shall be one hundred and eighty-six thousand (\$186,000) as of April 1, 2025. The Board of Directors agrees to review the President's salary and benefits each year. At a minimum, wage increases shall consider any future increases as negotiated in the collective agreement between the Government of Newfoundland and Labrador and the RNU hereinafter referred to as the "RNU Collective Agreement".

#### **2. Hours of Work**

The RNU recognizes that the job requirements of the Provincial President do not lend themselves to standard daily hours of work. Normal hours of work for the position shall be forty (40) hours a week. Such hours may occur at variable times. Normal working hours for the Employee are 0830-1730 (Monday to Friday) which includes a one (1) hour lunch break (unpaid) and two (2) fifteen (15) minute paid breaks, however, the RNU agrees to allow a reasonable degree of flexibility in work hours.

#### **3. Compensatory Benefits**

The RNU understands and agrees that there may be times when the President is required to work more than forty (40) hours per week. In recognition of this, and instead of compensatory benefits, there shall be a ten percent (10%) cap on base salary, paid out biweekly to the president. This amount is pensionable.

#### **4. BN/Masters Allowance**

The President shall receive Educational Allowance as per the RNU Collective Agreement.

5. **College of Registered Nurses of Newfoundland and Labrador (CRNNL) Dues**

The RNU shall pay the CRNNL and Canadian Nurses Protective Society (CNPS) dues of the President.

6. **Family Leave**

The President shall be entitled to family leave as per the RNU Collective Agreement.

7. **Meal Allowances**

The President shall be entitled to claim a meal allowance when working on union business through the meal period.

8. **Annual Leave**

- The President shall receive the same annual leave as would be due under the RNU Collective Agreement. Unused annual leave shall be paid for at the time of the President's leaving office or paid out over a period to be specified by the outgoing President at their discretion. A President assuming office in mid-term shall be credited with a prorated annual leave bank, which they may anticipate during their first year in office.
- The President is entitled to carry forward in any year any portion of annual leave not taken in the preceding year (s) to a maximum of three hundred and ninety (390) hours (12 weeks). Amounts exceeding the cap will be paid to the President by mutual consent as either a lump sum or as scheduled bi-weekly payroll payments during the current vacation year.

9. **Statutory Holidays**

Those statutory holidays, which are observed by the unionized staff at the Union Office under the terms of their collective agreement, shall be observed by the President.

10. **Moving Expenses**

- A President moving to St. John's shall be expected to reside within one hundred (100) kilometres of Provincial Union Office unless this requirement is waived by the Board of Directors.
- RNU Board of Directors will discuss and negotiate moving expenses for anyone residing outside of the one hundred (100) kms zone.

11. **Travelling Expenses**

- The RNU shall pay all reasonable expenses of travel, accommodation and meals incurred by the President during business on behalf of the RNU with the exception of those expenses already mentioned herein. The policies stated in *Section 9 – Finances and Expenses* on payment of expenses to members, shall cover the President's expenses.
- When the President is travelling out of province or meeting with counterparts and the meal expenses exceed the daily per diem, the President shall be entitled to claim the amount that exceeds the daily per diem with provision of receipts.

- When the President is traveling on flights with segments of six (6) hours or greater, attending union functions, the business class shall be booked.
- In the case where the President requires accommodations for travel (example-preferred seating), the President must submit written proof of accommodations to the Secretary-Treasurer or designate for approval. Such accommodation shall not be unreasonably denied.

## 12. **Entertainment Expenses**

The RNU shall set up an account for the payment of reasonable expenses of entertaining other persons having business with the Union, upon the presentation of proper receipts in respect of those expenses. The amount is to be set and can be adjusted by the Finance Committee.

## 13. **Sick Leave**

The President shall have sick leave entitlement and be required to provide proof of illness in the manner provided by the *RNU Collective Agreement* except that on securing the position of President, the President shall be granted a bank of twenty-four (24) days sick leave and shall, after the first full year in that position, accrue additional sick leave at the rate of one (1) or two (2) days per month of service in the position of President. The consideration of one (1) or two (2) days of sick leave per month will correlate with their date of hire within the provincial government. A President assuming office in mid-term shall be credited with a prorated sick leave bank which they may anticipate during their first year in office.

## 14. **Parental/Maternity Leave**

The President shall be entitled to parental/maternity leave in the manner provided by the *RNU Collective Agreement*.

## 15. **Dependent Care**

Expenses incurred by the President for dependent care shall be as per *Section 9-Finances* payment of expenses to Members.

## 16. **Compassionate Leave**

The President shall be entitled to compassionate leave as per the *RNU Collective Agreement*.

## 17. **Workers' Compensation**

The President shall be entitled to Workers' Compensation benefits as stated in *The Workplace Health, Safety and Compensation Act, 2022* (the Act) in effect, as of September 1, 2023. For clarification, the President is considered an employee of the RNU.

## 18. **Health Care Related Coverage**

- A new President assuming office shall be obligated to participate in a Group Insurance Plan including a long-term disability plan.

- Should the President elect to obtain coverage from another source instead of the RNU Group Insurance Plan, proof of coverage must be submitted to the RNU. The RNU will contribute the same amounts to such a plan(s) as would be contributed were the President to elect to join the RNU Group Insurance Plan.
- Any extenuating circumstances may be submitted to the Board of Directors for consideration.
- RNU will pay the cost of a recognized wellness initiative up to a maximum of five hundred dollars (\$500). Examples include gym membership, yoga, and fitness classes. Receipts must be provided. The benefit will be paid annually upon proof of payment.

#### 19. **Pension Plan**

The RNU will contribute the applicable employer contributions to the Public Service Pension Plan.

#### 20. **Other Incomes (Salaried Committees/Board)**

The President may, with Board approval, be allowed membership on salaried committees/boards that involve the RNU with the provision that a maximum of two (2) days per month be set aside for participation on such Committees/Boards. These two (2) days shall not include any time for which preparation must be done on work related to the Committee/Board. Work for preparation shall be completed on the President's time, outside of working hours.

#### 21. **Arbitration Procedure**

Any disputes between the Registered Nurses' Union Newfoundland & Labrador and the President concerning these terms of employment shall be referred to arbitration under the appropriate statutory arbitration provisions.

#### 22. **Interim or Acting President**

Should the Vice-President assume the role of President while the President is on extended leave, the Vice-President shall receive the benefits provided in these policies except for the policies covering moving expenses in paragraph 10.

#### 23. **Special Leave Unpaid**

Special leave unpaid may be granted at the discretion of the Board of Directors.

#### 24. **Policy Review**

This policy will be reviewed annually by the People and Culture Committee before the commencement of the March Board of Directors Meeting.

## Section 2 – RNU Provincial Board of Directors

### 2.17 – BOARD SUPPORT POLICY

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; March 2016; December 2014; December 2005
<b>Effective Date:</b>	September 1999
<b>Date Approved:</b>	September 1999

#### **Purpose:**

To acknowledge the work done by the Regional Representatives, Vice-President, Secretary-Treasurer and Committee Chairs outside of their regular working hours.

This policy is in keeping with the research from the organizational review of 2022 and for compensation of work completed.

#### **Policy:**

1. The Provincial Regional Representatives shall be compensated seven thousand dollars (\$7,000) per year, on an annual basis. Regional Representatives who are Chairs of committees shall receive compensation as listed below.
2. The Provincial Secretary-Treasurer shall be compensated twelve thousand dollars (\$12,000) per year, on an annual basis. There shall be no additional compensation for Chairing committees, within the duties of the Secretary-Treasurer.
3. The Provincial Vice-President shall be compensated twelve thousand dollars (\$12,000) per year, on an annual basis. There shall be no additional compensation for Chairing committees, within the duties of the Vice-President.
4. The Chair of People & Culture shall be compensated thirty-five hundred dollars (\$3,500) per year, on an annual basis.
5. The Chair of the Education/Scholarship Committee shall be compensated one thousand dollars (\$1,000) per year, on an annual basis.
6. The Co-Chair of the Convention Committee shall be compensated one thousand dollars (\$1,000) during a convention year. This person is not the Vice-President.
7. The Chair of the Resolution/Constitution Committee shall be compensated five hundred dollars (\$500) during convention year.
8. These payments shall be based on the elected term of office, January 1<sup>st</sup> to December 31<sup>st</sup> each year. The payment will be paid in the fourth (4<sup>th</sup>) quarter of the fiscal year April 1<sup>st</sup>-March 31<sup>st</sup>.
9. The Provincial President has the discretion to approve additional payment/leave to Board members under special circumstances.

10. Should an elected member of the Board not fulfill their term of office their compensation shall be prorated for the year in which they left office.
11. Should a position be filled part way through a calendar year the compensation for the Board member shall be prorated for that year.

## Section 2 – RNU Provincial Board of Directors

### 2.18 – TRAVEL FOR BOD

**Last Revised date:** March 2025  
**Previous Revision Date(s):**  
**Effective Date:** March 2024  
**Date Approved:** March 2024

**Purpose:**

To provide guidance to BOD members regarding booking of flights and travel while performing work of the BOD.

**Policy:**

1. RNU shall obtain flights with unionized airlines unless there are extenuating circumstances.
2. Board members, excluding the President and Executive Director, shall arrange their flights through an agency approved by RNU.
3. The travel for the President and Executive Director shall be arranged by their Executive Assistant.
4. Members of the BOD with accommodations regarding flights or travel, must submit written proof of accommodations to the President or designate for approval. Such accommodation shall not be unreasonably denied.
5. For flights with segments of six (6) hours or greater, Board members shall have the option of preferred seating.
6. When the Provincial Board of Directors are travelling out of Province or meeting with counterparts and the meal expenses exceed the daily per diem, they shall be entitled to claim the amount that exceeds the daily per diem with provision of receipts.

## Section 2 – RNU Provincial Board of Directors

### 2.19 – RNU BOARD OF DIRECTORS COMPLAINT & DISCIPLINARY PROCESS

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date:</b>	
<b>Effective Date:</b>	March 2024
<b>Date Approved:</b>	March 2024

#### **Purpose:**

The Provincial Board of Director's are required to uphold RNU's policies, Constitution, *Board Norms*, guidelines and procedures in the best interest of RNU's members.

This policy is to provide a complaint and disciplinary process to address complaints regarding a member or members of RNU's Provincial Board of Directors.

Membership of Provincial Board of Directors:

- Provincial President.
- Provincial Vice-President.
- Provincial Secretary-Treasurer.
- One Regional Representative for regions I (1) to VIII (8) plus three (3) Regional Representatives for Region IX (9) which shall be defined as the geographical areas of St. John's; and
- Executive Director who shall be a non-voting member of the Board of Directors.

#### **Definitions:**

- **Investigators:** Executive Director and Chair of People and Culture Committee.
- In the event the Chair of People and Culture and/or the Executive Director are perceived to be in conflict, the Vice-President, a member at large and another member of the People and Culture Committee will function as investigators.
- **Complainant:** Person(s) who files a Complaint Form (*Form 01 – RNU Board of Directors*).
- **Respondent:** Person(s) whom the Complaint is filed against.
- **Board of Directors** refers to RNU Provincial Board of Directors and Executive Director.
- **P&C:** People and Culture Committee.

#### **Policy:**

1. Following receipt of a Complaint Form (*Form 01 – RNU Board of Directors*), RNU's P&C Committee and Executive Director will be accountable and responsible for assessing the complaint(s) to determine if the complaint has grounds to proceed. This determination will be made within seven (7) calendar days.
2. An investigation will be initiated when the complaint(s) potentially violate RNU's policies, Constitution, *Board Norms*, and guidelines and there is sufficient information upon which to base an investigation.

3. The Executive Director and Chair of P&C will function as investigators to fact find and are responsible for reporting findings to the P&C Committee, who will make a determination of breaches.
4. Determining validity of the complaint, breaches of RNU's policies, Constitution, *Board Norms*, guidelines, and/or discipline will be the responsibility of the Executive Director and P&C Committee.
5. The P&C Committee will make a recommendation to the Board of Directors regarding the validity of the complaint and/or discipline, within fourteen (14) days of receipt of a Complaint Form (*Form 01 – RNU Board of Directors*).
6. The Provincial President or designate will call for a Board of Directors meeting to review and/or action the recommendation of the P&C Committee. If a motion for disciplinary action is brought forward by the Chair of P&C or designate, the motion shall be voted upon by the Board of Directors and will require a two-thirds ( $\frac{2}{3}$ ) majority vote.
7. Elected members of the Board of Directors are subject to progressive discipline, up to and including expulsion from the Board. Stipulations of discipline are to be decided by the Board of Directors on a case-by-case basis.
8. Confidentiality is to be maintained throughout the investigation, as per *Section 10 – Privacy, 10.1 – Privacy Policy*.

**Process:**

1. To conduct a fair and thorough investigation, the Respondent will be provided the Complainant's name and the particulars of the complaint. The Respondent will be offered an opportunity to respond.
2. Both the Complainant and the Respondent will be interviewed separately by the Executive Director and Chair of P&C. Individuals who may have relevant information will be asked to participate in the investigation.
3. Each interviewee has the right to be accompanied by a support person if they wish.
4. If deemed necessary, the Board of Directors may issue a notice to the membership to request information.
5. The Provincial President or designate will call for a meeting of the Board of Directors to review and/or action the recommendation(s) made by P&C Committee.
6. In consideration of applicable privacy laws, the Executive Director and Chair of P&C Committee will provide a copy of the investigation determination to the Complainant and the Respondent. A copy of the investigation determination will be kept in a confidential file at RNU Provincial Office.
7. Investigations will be concluded within the prescribed timeline unless documented and extenuating circumstances warrant an extension.

**Accommodation:**

If anyone involved in the investigation process has accommodation needs, they are encouraged to disclose their requirements to the Executive Director and/or the Chair of P&C Committee.

# Form 01 – RNU Board of Directors

## COMPLAINT FORM

### **Preamble:**

The Provincial Board of Directors are required to uphold RNU's policies, Constitution, *Board Norms* and guidelines in the best interest of RNU's members.

*Section 2.19 – RNU Board of Directors Complaint & Disciplinary Process of RNU's Policy Manual* outlines the process for addressing complaints regarding members of RNU's Provincial Board of Directors.

### **Instructions:**

To submit a complaint, one must:

1. Read RNU's policies, Constitution, *Board Norms*, and guidelines which relate to the Provincial Board of Directors, RNU Policy Manual *Section 2 – RNU Provincial Board of Directors*.
2. Contact the Executive Director and Chair of People and Culture Committee at [info@rnunl.ca](mailto:info@rnunl.ca) for assistance in filling out this form.
3. Ensure the contact information that you provide on this form, including email, phone, and/or mailing address are accurate. The contact information you provide on the form will be the method used to communicate with you.
4. Complete the form with as much detail as possible, including any supporting documentation.
5. Follow all instructions on the form.
6. Email the completed and signed form to the attention of the Executive Director and Chair of People and Culture Committee at [info@rnunl.ca](mailto:info@rnunl.ca) or drop it off in an addressed and sealed envelope marked "Attention: Executive Director and Chair of People and Culture Committee, Confidential" at RNU Provincial Office located at 229 Major's Path, St. John's.
7. Maintain confidentiality at all times, as per *Section 10 – Privacy Policy*.

**FORM 01 – RNU Board of Directors, COMPLAINT FORM**  
**CONTACT INFORMATION:**

Last Name	First Name	Middle Name
Phone Number, including area code	Branch and Region	
Email Address		
Mailing Address		

**COMPLAINT INFORMATION:**

<p>Who are you making the complaint against? <i>(Include as much information as possible, including names, roles/titles, etc)</i></p>
<p>When and where did the basis for this complaint occur? <i>(Include date, time, and location)</i></p>
<p>What RNU Policy(s), Constitutional Bylaw(s) or Guideline(s) have been breached by the individual(s)? <i>(Include policy name and number if known)</i></p>
<p>Provide an account of the basis for this complaint, including what happened and when it occurred. <i>(Provide as much detail as possible in your description of the event, attach additional pages if necessary)</i></p>

Please describe any attempts at informal resolution. <i>(NOTE: Informal resolution may not be appropriate for every situation. If you did not seek informal resolution, please leave blank.)</i>	
Were there any other individuals involved? If so, please list. <i>(Include names and contact information, if known)</i>	
Have you discussed the incident with any other individuals? <i>If yes, who?</i>	
Signature of Complainant	Date
Acknowledgement of Receipt <i>(for use by RNU Staff)</i>	
Received By	Date

## Section 2 – RNU Provincial Board of Directors

### 2.20 – MINI OVATION AWARD

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

To acknowledge the work done by outgoing Provincial Board of Director members on behalf of RNU membership.

**Policy:**

1. Each outgoing Provincial Board member will be presented with a mini ovation award at the end of their election term.
2. Presentation will take place at the last scheduled quarterly meeting before the new term of office and shall coincide with orientation for newly elected Board members.
3. If the outgoing Board member is not in attendance at the last quarterly board meeting for that term, the award will be mailed to them.

## Section 2 – RNU Provincial Board of Directors

### 2.21 – PERSONAL RELATIONSHIPS AND FRATERNIZATION

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

1. The RNU Provincial BOD is committed to:
  - Respecting the inherent right of RNU members to form personal relationships of their choosing;
  - Respecting the privacy of the personal relationships of RNU members; and
  - Upholding *RNU's Constitution*, policies, Board Norms, guidelines and procedures.
2. Fraternization creates unhealthy situations for workplace morale and creates a conflict of interest, plus the chance for coercion and/or preferential treatment.
3. Decisions made at the BOD must be made, and seen to be made, in a fair and impartial manner so that RNU members can have trust in the decisions, and confidence that the decision-making process was in the best interest of RNU members.
4. This policy applies to all members of the RNU Board of Directors, regardless of gender or sexual orientation, authority, or responsibility. The policy aims to maintain a productive and inclusive workplace.

**Definition of Fraternization:**

Fraternization refers to personal relationships, including, but not limited to, romantic, sexual, or dating relationships.

**Policy:**

1. Fraternization between BOD members or between BOD members and staff of RNU are not permitted.
2. Any BOD member or staff member who engages in Fraternization referred to in #1 must disclose their relationship immediately to the Provincial President or designate.
3. Fraternization between two (2) BOD members will result in one (1)/both resigning their position on the RNU BOD.
4. Fraternization between a BOD member and staff member of RNU will result in the BOD member resigning their position on the RNU BOD.

5. Members of RNU BOD must disclose any relationships with other BOD members or RNU staff. These relationships include but are not limited to familial relationships, and close friendships.

## Section 2 – RNU Provincial Board of Directors

### 2.22 – RACI Tool Guiding BOD Governance

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

To provide a Tool guiding the Board of Directors' Governance and delegated authorities.

**Policy:**

The Board of Directors will refer to this Tool when developing or implementing policies and guidelines, delegating authority, and decision making.

**RACI Tool:**



**R** = depending on the nature of the HR process or decision, “Responsibility” would be exercised by any number of RNU stakeholders (the Chair of the P&C Committee, the P&C Committee itself, the President). Please note however, that core operational and administrative execution of approved HR policies and practices would typically be the purview of the Executive Director, and/or delegated by the ED to management and/or staff. The Board, however, would be informed on progress and applications accordingly, and continue to exercise a fiduciary “oversight” responsibility on all HR operational decisions and activities.

**A** = the authority to approve all types of HR and organizational policies and “strategic” HR decisions, and related accountabilities thereof, are generally “owned” by the Board. As the Board’s delegated and specialized standing committee, the P&C Committee provides specialist advice and guidance to the Board in support of its policy and strategy decision making authorities. Accountability for operational and administrative HR decision making should be delegated to the ED, but subject to and consistent with pre-determined and approved Board policies. As noted above, the ED is accountable for providing “information” updates to the Board and Committee (e.g. quarterly) to ensure that the Board is aware of key HR operational and administrative activities and decisions, and that related HR policy instruments and delegations are being exercised appropriately.

**C** = “consultation” would vary by specific HR policy, program, and practice, and would also vary by designated process participant.

**I** = “informed” would also vary by HR program and participant – for example, the Board would be “informed” by the Chair of the P&C Committee on the outcome of mid-year performance reviews conducted for each of the excluded managers/leaders.

## Section 3 – Standing Committees of Provincial BOD

(This section, in its entirety, is not applicable to branches)

### 3.1 – COMMITTEE SELECTION

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:**

March 2024

**Date Approved:**

March 2024

**Purpose:**

To provide clear procedure for selection to RNU Board of Directors Standing Committees.

**Policy:**

1. During board orientation, Board of Director members elected for the upcoming term will review the Committees.
2. Board of Directors for the upcoming term will email their top three (3) selections with qualifications to the President.
3. The Executive Committee will review requests and balance out the Committee's needs with qualifications, experience, and requirements to ensure knowledge transfer and consistency.
4. Committee Selection will be communicated to the board prior to the January 1<sup>st</sup> start of Board of Director Term.
5. The term of committee membership shall align with RNU Provincial BOD term of office.

## Section 3 – Standing Committees of Provincial BOD

### 3.2 – EXECUTIVE COMMITTEE

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2007
<b>Effective Date:</b>	December 2005
<b>Date Approved:</b>	December 2005

#### **Purpose:**

To provide clarity on the role of the Executive Committee, which serves as an advisory committee to the President.

#### **Policy:**

##### 1. Membership:

- Provincial President– Chair
- Provincial Secretary–Treasurer
- Provincial Vice-President
- The Executive Director
- Chair of P&C Committee

##### 2. Meetings:

- A minimum of one (1) meeting shall be held on a quarterly basis, preferably between each Board meeting.
- Additional meetings shall be scheduled at the discretion of the Chair.

##### 3. Duties:

- Provide advice to the President on issues in between board meetings.
- Complete special projects as directed by Provincial Board of Directors.
- To provide quarterly reports of accomplishments and activities to the BOD

## Section 3 – Standing Committees of Provincial BOD

### 3.3 – FINANCE COMMITTEE (PEC)

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; December 2011
<b>Effective Date:</b>	March 2005
<b>Date Approved:</b>	March 2005

#### **Purpose:**

To provide clear expectations and direction regarding the role and responsibilities of the Provincial Executive Committee (PEC) will serve as the Finance Committee.

#### **Policy:**

As per the Terms of Reference (TOR).

#### **Terms of Reference:**

##### 1. Membership

- Provincial Secretary-Treasurer – Chair of Committee
- Provincial President
- Provincial Vice-President
- Plus two (2) members of the Provincial Board of Directors
- The Executive Director shall be a non-voting member.
- Ex-Officio Member - RNU Director of Corporate Services as required.

##### 2. Meetings

- Regular meetings take place in conjunction with Board meetings.
- Teleconference/video conference as required to be scheduled at the discretion of the Chair.

##### 3. Duties

- Prepare a yearly budget for approval by the BOD.
- Review quarterly Financial Statements in detail prior to each BOD meeting and report variances to BOD.
- Review report of yearly Branch Financial Statements (audits) to ensure compliance.
- Provide recommendations on financial issues and policies to the Provincial Board of Directors and Committees of the Board.
- Coordinate negotiating of RNU staff Collective Agreement, and work contracts for the Executive Director, Director of Corporate Services, Executive Assistant, Director of Communications and any other positions which are non-union.
- Complete special projects as directed by Provincial Board of Directors.

- The Chair shall set meeting times, organize the agenda, and ensure minutes are recorded.
- Accountable for approving membership expense claims.
- Shall act as the Defense Fund Committee.
- Shall review *Strike Manual* every three (3) years.
- To provide quarterly reports of accomplishments and activities to the BOD.

## Section 3 Standing Committees of Provincial BOD

### 3.4 – EDUCATION/SCHOLARSHIP COMMITTEE

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; December 2017; December 2014; December 2011; March 2011; September 2007; March 2006
<b>Effective Date:</b>	May 2002
<b>Date Approved:</b>	May 2002

#### **Purpose:**

To provide clarity on the role and responsibilities of the Education/Scholarship Committee.

#### **Policy:**

##### 1. Membership:

- A minimum of four (4) members from the Provincial Board of Directors, with a minimum of one (1) member being a previous Education/Scholarship Committee member. *Section 3 – Standing Committees of Provincial BOD, 3.1 – Committee Selection*
- Research/Education Specialist (ad hoc as required).

Chair shall be appointed as per *Section 3 – Standing Committees of Provincial BOD, 3.1 – Committee Selection*.

- The Chair shall set meeting times, organize the agenda, and ensure minutes are recorded.
- An Administrative Assistant will be assigned as staff support for the Committee meetings.
- Meetings shall take place in conjunction with Provincial Board of Directors meetings.
- Ad hoc meetings via telephone/video conference if required, at the discretion of the Chair.

##### 2. Duties:

- To review and recommend applicants from members at large to attend RNU funded education sessions (i.e. ELS, CFNU).
- To review and recommend Board members for attendance at educational conferences/Conventions, as per *Section 2 – RNU Provincial Board of Directors, 2.12 – Guidelines for Board Members Attending Education Seminars/Conferences* and *2.13 Education for Provincial Executive and People and Culture Committee*.
- To work with Research/Education Specialist to make recommendations on education sessions for RNU Convention, Eastern Labour School, and other education sessions as directed.
- To provide support at education sessions during RNU Convention and other education sessions as directed.
- To review the Regional Representative/Branch Executive Orientation resources every three (3) years.
- To track Board of Directors attendance at education sessions per term.

- Evaluates policies for BOD attendance at education sessions every three (3) years, prior to beginning of new term.
- To review and award scholarships *Section 6 – Education, 6.5 – RNU Scholarships*.
- Allocate and monitor scholarship budget.
- Review and bring forth recommendations regarding the scholarship and Ovation awards, including application forms and policies, to the Provincial Board of Directors for approval.
- To review nominations and award Ovation Awards *as per Section 6 – Education, 6.6 – Ovation Awards* and *Section 2 – RNU Provincial Board of Directors, 2.20 – Mini Ovation Awards*.
- Other projects as assigned by Board.
- To provide quarterly reports of accomplishments and activities to the BOD.

## Section 3 – Standing Committees of Provincial BOD

### 3.5 – CONVENTION COMMITTEE

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; December 2011
<b>Effective Date:</b>	December 2011
<b>Date Approved:</b>	December 2011

#### **Purpose:**

To provide clarity on the role and responsibilities of the Convention Committee.

#### **Policy:**

A Convention Committee shall be appointed by the Board to oversee the planning of the RNU Convention.

#### 1. Membership:

- As per the Terms of Reference (TOR).
- Four (4) members from the Provincial Board of Directors at large *Section 3 – Standing Committees of Provincial BOD, 3.1 – Committee Selection*
- Two (2) members from the membership at large
- Executive Assistant
- President
- There shall be two (2) Co-Chairs
- Vice President shall serve as Co-Chair along with a returning member of the Convention Committee *Section 3 – Standing Committees of Provincial BOD, 3.1 – Committee Selection*
- Research and Education Specialist
- Communications Specialist
- Chair Education/Scholarship Committee ad hoc as required

#### 2. Meetings:

- Schedule in conjunction with Provincial Board of Directors Meetings.
- Co-chairs may meet more frequently as required.
- Chairs shall set meeting times, organize the agenda and ensure minutes are recorded.

#### 3. Duties:

- Liaise with Education/Scholarship Committee regarding education sessions and past education and/or Convention evaluations.
- Liaise with the Resolution/Constitution Committee as required.
- Make recommendations to Board around Convention activities including fun night, charity events, registration fee, promotional materials, theme and entertainment.

- Communicate with branches as required. (example: fun night)
- Co-Chairs to ensure all Convention material is disseminated according to Constitutional guidelines and *Section 5 – Communications 5.5 – Promotional Merchandise*.
- Co-Chairs to liaise with the Director of Corporate Services regarding RNU staff involvement and their assigned roles.
- Secure donations from branches/community with the assistance of administrative staff.
- Ensure guests are accommodated.
- Review past evaluations.
- Ensure recommendations are within the RNU budget.
- Co-Chairs to provide monthly reports to Provincial Board of Directors and at quarterly Board meetings, in a Convention year.

## Section 3 Standing Committees of Provincial BOD

### 3.6 – RESOLUTION/CONSTITUTION COMMITTEE

**Last Revised Date:** March 2025  
**Previous Revision Date(s):**  
**Effective Date:** March 2024  
**Date Approved:** March 2024

**Purpose:**

To provide clarity on the role and responsibilities of the Resolution/Constitution Committee.

**Policy:**

1. The Committee members shall be selected as per *Section 3 – Standing Committees of Provincial BOD, 3.1 – Committee Selection.*
2. The Committee shall consist of four (4) Board members, including the Chair.
3. The Committee is responsible for preparing Resolutions and Constitutional Amendments from the Board of Directors prior to the deadlines set forth in the Constitution and policy.
4. The Committee shall work with RNU staff to ensure that information regarding Resolutions and Constitutional Amendments, including the three (3) categories of Resolutions and deadlines for Resolutions and Constitutional Amendments to be received at RNU office, are communicated to delegates in a timely manner.
5. The Committee shall act as a resource for RNU delegates at Convention.
6. The Committee shall work with RNU staff to ensure that Constitutional Amendments are emailed to Branch Presidents a minimum of twenty-one (21) days prior to the opening of Convention.
7. The Committee shall conduct a review of the Constitution in the year prior to the RNU Convention.
8. Other work as directed by President and/or Board of Directors.
9. Shall provide a written report as required on accomplishments and activities in the year of the Convention to the Board of Directors.
10. Collaborate with the following BOD Committees and others as needed: Convention Committee, People and Culture Committee, Executive Committee, Finance Committee, and RNU staff in the year of the Convention as required.

## Section 3 – Standing Committees of Provincial BOD

### 3.7 – PEOPLE AND CULTURE COMMITTEE (P&C)

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	
<b>Effective Date:</b>	March 2024
<b>Date Approved:</b>	March 2024

#### **Purpose:**

In the context of RNU's commitment to excellence of member services, governance effectiveness and brand integrity, and the related importance of optimal engagement, wellness and performance of its employees, the RNU has approved the implementation of a "People and Culture" (P&C) standing Committee of the Provincial Board of Directors.

As the key agent on behalf of the RNU Board of Directors, the P&C Committee is accountable for providing related focus and oversight on all aspects of HR strategy and leadership, culture and organization, and enabling policies and practices, to ensure that the strategic intentions of RNU and its organization are met. In this regard, the P&C Committee may also serve in an advisory capacity, representing and leading select Board and organizational change management initiatives.

A core part of the Committee's mandate is to also ensure that enterprise-wide HR risks are identified and managed accordingly, that constructive and healthy labor relations are in place between the RNU and its employees, that effective HR management practices are deployed and produce desired outcomes, that guiding legislative and regulatory requirements are complied with, and that contemporary strategic leadership practices such as succession planning, performance management, and training/development are in place

The core goals of the P&C Committee are to:

1. Represent the interests and fiduciary role of the Board of Directors with respect to all aspects of RNU organizational human resources management and internal labor relations; and
2. Provide oversight and advice to management with respect to Human Resources and Labor Relations operations in accordance with defined strategy, policy and regulatory requirements.

#### **Policy:**

As per the Terms of Reference (TOR).

1. The People and Culture (P&C) Committee is responsible for balancing the essential obligations of effectiveness and economy it has to the membership through the Board, as well as working collaboratively with RNU Board, management and staff to provide feedback and support in their professional development and growth as they fulfill their roles on behalf of RNU. Within its overall purpose, policy and procedures, the effectiveness of the Committee's work on behalf of the Board is enhanced and supported by the values, behaviors, and protocols which the Board applies and models in carrying out its mandate.
2. Committee Membership:

- Chair of the P&C Committee who is selected by Executive as per *Section 3 – Standing Committees of Provincial BOD, 3.1 – Committee Selection*
  - President of RNU
  - Vice-President RNU
  - Two (2) Committee members (Board members) as per *Section 3 – Standing Committees of Provincial BOD, 3.1 – Committee Selection*
  - Executive Director/designate as an ex officio, non-voting Committee member
3. Ensure that RNU members are provided with quality services in a timely and cost-effective manner.
  4. Manage a comprehensive performance management program as per the Terms of Reference and HR Strategic Plan.
  5. Ensure that clear and balanced feedback is provided to the BOD, staff and management as per Terms of Reference.
  6. Promote a positive, values-based culture, and constructive labor relations climate between RNU and all employees.
  7. Promote a safe workplace that is ergonomically sound and psychologically healthy and safe.
  8. The P&C Committee Chair or designate and Executive Director are accountable and responsible to assess and investigate complaints made under *Section 2.19 RNU Provincial Board of Directors Complaint & Disciplinary Process*. If the Chair of P&C and/or Executive Director are in conflict *Section 1 – General Policies, 1.5 – Conflict of Interest*, designates shall be selected by P&C.
  9. The members of the Committee will be required to attend meetings and will have the opportunity to attend education and relevant events as per the approved budget and *Section 2 – RNU Provincial Board of Directors, 2.13 Education for Provincial Executive and People and Culture Committee*. Such education will be chosen to enhance the effectiveness of Committee members as they fulfill their obligations to the Board and Membership.
  10. The Committee meets at least quarterly. It may also meet on an ad hoc basis by telephone/video conference as needed.
  11. The Committee shares information with the Board as per *Section 10 – RNU Privacy and Respectful Workplace Policies, 10.1 – Privacy*.
  12. The Committee uses the consensus model of decision making. A quorum of the Committee will be as per *Roberts Rules of Order, 12<sup>th</sup> Edition*.
  13. The Chair of P&C shall have quarterly correspondence with the Executive Director to ensure operational alignment and regular communications between meetings. These discussions will also occur on an as needed basis.
  14. Duties:
    - To review, assess, and make recommendations to the Board for approval on proposed HR strategies, policies, and practices.

- In collaboration with the Executive Director, and in accordance with RNU's HR Strategic Plan, the P&C Committee will review quarterly reports and recommendations made by the Executive Director.
- In collaboration with the Executive Director, P&C Committee members will review, assess and provide recommendations on strategic HR issues and priorities.
- Investigate complaints regarding RNU Board members *Section 2 – RNU Provincial Board of Directors, 2.19 – RNU Board of Directors Complaint & Disciplinary Process.*
- Evaluate the Policies for the RNU President, Board of Directors and Branches annually and make recommendations to the Finance Committee.
- Participate in the recruitment process for management positions.
- Lead compensation reviews of management positions with the Executive and present recommendations to the Finance Committee.
- Accountable for the implementation of the performance management strategy as part of the HR strategic plan.
- The Chair of P&C or designate will participate in staff contract discussions.
- Oversee the review of RNU's volunteer structure.
- Each member of P&C will have educational opportunities as per *Section 2- RNU Provincial Board of Directors, 2.13 Education for RNU Executive and People & Culture Committee* as per approved budget.
- The Chair of P&C shall sit as a member of the Executive Committee.
- Other duties as determined by the BOD and/or President, and in consultation with the Executive Director.

## Section 4 – Branches

### 4.1 – BRANCH MEMBERSHIP

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019
<b>Effective Date:</b>	December 2013
<b>Date Approved:</b>	December 2013

#### **Purpose:**

To provide direction on RNU Branch formation and membership

#### **Policy:**

1. The Provincial Board of Directors may designate any group eligible for membership as a branch and may alter the designation as is deemed necessary in accordance with policies set from time to time by the Provincial Board of Directors.
2. When a branch is not active, the branch shall be declared inactive upon motion of the Provincial Board of Directors.
  - Before a branch shall be declared inactive the union shall provide a minimum of sixty (60) days' notice of intention by mail or email to all members in the branch whose names, addresses or emails appear on the Union's records.
  - If within sixty (60) days the members of the branch object and elect officers in accordance with Section 4 – *Branches*, 4.5 – *Branch Elections* the branch shall not be declared inactive.
  - Once a branch has been declared inactive, the union is authorized to recover all funds and property of the branch, and the former members of the branch shall assist the union in transferring all funds and property to the Union.
  - A certified copy of the motion declaring the branch inactive together with a certified copy of the Constitution and policies shall be sufficient authority for any bank or credit union to transfer funds and/or property of the branch to the Union.
  - Where a branch has been declared inactive, the Union may alter the designation of another branch in the geographic area to include the members of the branch that has been declared inactive. The Provincial Board of Directors reserves the right to redirect funds and property recovered from an inactive branch to such branch or branches whose designation may be altered to include the members of the branch that has been declared inactive.
3. The Board of Directors shall determine the worksites that comprise a particular branch and the assignment of members to existing branches. Any variations to this policy shall require approval of the Board of Directors.
4. When individual members move from one worksite to another, they must become members of the branch in the new worksite. It is the responsibility of the members to ensure they are paying local dues to the correct branch.

5. When a unit is moved from one worksite to another, the members working on that unit shall become members of the branch in the new worksite provided there is an existing branch.
6. If there is no existing branch in the new worksite, members shall be encouraged to establish an RNU branch for that worksite.
7. If a new branch is not established, the Board of Directors has the option of assigning the members to another branch.
8. Naming of branches:
  - The name of this branch shall be: Registered Nurses' Union Newfoundland and Labrador, Branch # \_\_\_\_\_.
9. The objectives of the branch are to:
  - support RNU in reaching the objectives set out in Article 1 of the *RNU Constitution*.
  - support RNU in upholding RNU's Vision and Position Statements.
  - provide an opportunity for its members to influence and shape their future through free democratic trade unionism; and
  - encourage the settlement by negotiation and mediation of all disputes between the members and their employer.

## Section 4 – Branches

### 4.2 – MEMBERSHIP MEETINGS

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

To guide branch governance regarding how branch meetings and business are conducted.

**Policy:**

1. Each branch shall hold a minimum of four (4) membership meetings per year. Membership meetings may be conducted in person, by telephone/video conferencing, or any combination of these mediums.
2. A general meeting for the purpose of electing Officers and Shop Stewards shall be held by December 1<sup>st</sup> of the last year of the term as per *Section 4.5 – Branch Elections*.
3. All meetings of the branch shall be conducted in accordance with the basic principles of parliamentary procedure. In situations not covered by policy the *RNU Constitution* may provide guidance but if the situation is not dealt with there, Roberts' Rules of Order 12<sup>th</sup> Edition will be consulted and applied.
4. A quorum for the transaction of business at any membership meeting shall be five percent (5%) of the membership including at least two (2) members of the branch executive or four (4) members, whichever is greater.
5. Voting at membership meetings may be conducted in person, by telephone/video conferencing or any combination of these mediums.
6. RNU office can provide assistance for virtual secret ballot voting if known in advance of the meeting. If the branch does not have access to a process for virtual secret ballot voting the motion requiring a secret ballot shall be set over for the following meeting.
7. The order of business at membership meetings is as follows:
  - call to order.
  - reading of minutes of previous meetings.
  - matters arising out of the minutes.
  - treasurer's finance report.
  - communications.
  - executive committee report.
  - reports of committees and delegates.
  - nominations, elections, or installations.
  - unfinished business.

- new business.
  - adjournment; and
  - the order of the agenda may be changed with the approval of the members in attendance.
8. The branch may act on matters requiring branch action by e-mail in accordance with *Section 4.10 – Branch E-mail Motions*. Such action so taken by members of the branch shall constitute action of the branch as though it were a membership meeting, and it shall be reviewed at the next meeting of the branch and shall be part of the minutes. The requirement for quorum as well as the requirement for a majority of those who vote shall apply.

## Section 4 – Branches

### 4.3 – BRANCH REVENUE AND EXPENDITURE OF BRANCH FUNDS

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

To provide guidance and direction on branch finances for the Branch Executive and Branch Treasurer. Please note: Branches who are not compliant with RNU's financial policies *Section 4 – Branches* and *Section 9 – Finances*, will not be eligible for any RNU provincially funded delegates to attend union functions until the Branch is compliant. (This includes funded delegates to RNU's Biennial Convention).

**Policy:**

1. All branches are required to develop a yearly budget, financial audit and policies for expenditure of branch funds.
2. The fiscal year of the Union shall be April 1 to March 31 as per *Article 2* of the *RNU Constitution*.
3. For the transition to the new fiscal year the branch shall prepare an eight (8) month budget from August 1, 2024 to March 31, 2025. From there on the budget year shall be April 1-March 31.
4. Except for ordinary expenses and bills as approved at membership meetings, no sum over one hundred dollars (\$100) shall be voted for the purpose of a grant or contribution to a member or any cause outside except by notice of motion.
5. Policies for the expenditure of, and accounting for, branch funds shall be developed by the branch and approved by motion at a branch meeting. Branch funds, including branch assessments, can only be used for purposes consistent with the objectives of the union as outlined in *RNU Constitution Article 1.2*. Branches may vote to pay honorariums to a member(s) of the Branch Executive or Shop Steward(s). Any question as to whether a proposed expenditure is consistent with the Constitution may be referred to the Provincial President for an interpretation in accordance with *Section 2 – RNU Provincial Board of Directors, 2.5 – Role of Provincial President*.
6. The branch membership shall elect or select at least one trustee or auditor to conduct an annual review or audit (Financial Statement) of the branch financial records in accordance with policies set by the Provincial Board of Directors. A copy of the review or audit signed by the President or Vice-President, the Secretary-Treasurer or Treasurer, and the trustee or auditor (three signatures) shall be sent to provincial union office on an annual basis and shall be made available to any branch member requesting same. Branch audits are to be submitted by July 31<sup>st</sup> of each year. Policies and motions approved by the Branch membership regarding expenditure of Branch funds shall accompany the Branch Audit Once completed branches qualify for an annual stipend from RNU, *Section 4.7 –Branch Stipends*.

7. Where a branch is not in compliance with *Section 4 – Branches, 4.3 – Branch Revenue and Expenditure of Branch Funds*, the union shall withhold branch stipends until such time as the branch is in compliance with this policy. The branch shall be given written notice of non-compliance and shall be allowed a period of sixty (60) days in which to comply. Where a Branch does not comply the issue of non-compliance will be deferred to the Provincial BOD for discussion and action. When branch assessments are being remitted directly to the branch by the employer, the Union will request the employer remit directly to the Union pursuant to this section. Any branch assessments or stipends withheld by the Union pursuant to the provision shall be held in trust for the branch and shall be released to the branch once this policy has been complied with to the satisfaction of the Union.
8. A branch may establish dues higher than those set by the Union (branch assessment) and any such higher dues must first be approved by a referendum of branch members or a motion passed at a meeting of the branch advertised for that purpose, as per *Article 2.5 of the RNU Constitution*.

## Section 4 – Branches

### 4.4 – BRANCH OFFICERS

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

The branch is the key point of communication and problem-solving for members. The Branch Executive is collectively responsible for the day-to-day business of the union within the branch's worksite.

**Policy:**

1. The objectives of the branch are:
  - to support the RNU in reaching the objectives set out in *Article 1 of the RNU Constitution*.
  - provide an opportunity for its members to influence and shape their future through free democratic trade unionism; and
  - encourage the settlement by negotiation and mediation of all disputes between the members and their employer.
2. The officers of the branch shall be:
  - the President
  - Vice-President
  - Secretary-Treasurer
3. The offices of the President and Vice-President may be combined on motion of the branch.
4. The office of Secretary-Treasurer may be divided on motion of the branch.
5. The branch shall have the option of electing a Chief Shop Steward as an officer of the branch.
6. Any other additional officers shall require prior approval of the Board of Directors.
7. Shop stewards shall be elected by the membership in numbers as set down by the Collective Agreement.
8. The Branch Executive shall have full power and authority to set up committees of the branch and to appoint the members of each committee from the members of the branch, the chairperson to be chosen by the Branch Executive. The chairperson shall not vote unless there is a tie vote in which case the chairperson shall cast the deciding vote. The Branch Executive may delegate any of its powers to any such committees. These committees shall be subject to any restrictions or regulations imposed

upon them by the Branch Executive.

9. The Branch Executive is required to develop a yearly budget, financial audit and policies for expenditure of branch funds.

10. Duties of Officers:

- The President shall:
  - a. Enforce the *RNU Constitution*, and policies.
  - b. Preside at all membership and executive committee meetings and preserve order.
  - c. Decide all points of order and procedure (subject always to appeal to the membership).
  - d. Shall not have the right to vote on any question unless there is a tie vote in which case the president shall cast the deciding vote.
  - e. Ensure that all officers perform their assigned duties.
  - f. Fill committee vacancies where elections are not provided for.
  - g. Sign cheques with the Branch Vice-President or Secretary-Treasurer when required and ensure that the branch funds are used only as authorized or directed by the Constitution, policies or vote of the membership.
  - h. Be allowed necessary funds, not to exceed fifty dollars (\$50) monthly, to reimburse any officers for expenses, supported by receipts, incurred on behalf of the branch.
  - i. Have first preference as a voting delegate to the provincial convention.
  - j. Work with the branch executive to develop a yearly budget, financial audit and policies for expenditure of branch funds.
  - k. Disseminate information regarding Provincial Board of Directors' election when shared by provincial office.
  - l. Provide quarterly reports to the Regional Representative for their region; and
  - m. Inform their Regional Representative of dates for their quarterly branch meetings and upcoming branch functions.
- The Vice-President shall:
  - a. If the President is absent or incapacitated, perform all duties of the President.
  - b. If the office of President falls vacant, be acting president until a new president is elected.
  - c. Sign cheques with the President or Secretary-Treasurer when required.
  - d. Perform the duties of the Secretary-Treasurer in the absence of the Secretary-Treasurer or the inability of the Secretary-Treasurer to act as such at any time; and
  - e. Work with the branch executive to develop a yearly budget, financial audit and policies for expenditure of branch funds.
- The Secretary-Treasurer shall:
  - a. Sign cheques with the Branch President or Vice-President when required.
  - b. Receive all revenue and deposit promptly all money with a bank or credit union.
  - c. Record all financial transactions in a manner acceptable to the committee and in accordance with good accounting practices.
  - d. Make all books available for inspection by the auditors and/or trustees.
  - e. Keep full and accurate account of the proceedings of all membership and executive committee meetings.

- f. Record and forward all additions to by-laws or policies to the Provincial Board of Directors for approval.
- g. Answer correspondence and fulfil other secretarial duties as directed by the executive committee.
- h. File a copy of all letters sent out and keep on file all communications.
- i. Prepare and distribute all circulars and notices to members.
- j. On termination of office, surrender all books and other properties of the branch to the successor.
- k. Assist in the conduct of an annual audit by a member of the branch who is not a member of the executive committee or by an independent auditor, either of which shall be appointed at a branch meeting.
- l. Apply for the branch stipend annually from provincial union office. *Section 4.7 – Branch Stipend*
- m. Maintain financial records for at least the previous seven (7) years.
- n. Submit to union office the financial records of the branch so as to permit an external audit if required by motion of the Provincial Board of Directors.
- o. Notify the regional representative of time and place of all branch meetings.
- p. In branches where the offices of President and Vice-President have been combined, if the president is absent or incapacitated, perform all duties of the president; and
- q. Work with the Branch Executive to develop a yearly budget, financial audit and policies for expenditure of branch funds.

## Section 4 – Branches

### 4.5 – BRANCH ELECTIONS

<b>Date Revised:</b>	March 2025
<b>Previous Revision Date(s):</b>	
<b>Effective Date:</b>	March 2024
<b>Date Approved:</b>	March 2024

#### **Purpose:**

To provide clarity on the election process and eligibility to run for branch elections, and terms of office.

#### **Policy:**

##### 1. Eligibility:

- A candidate must be a member in good standing, as per *Section 1 – General Policies, 1.8 – Member in Good Standing*.
- The member must hold a primary employment position within that branch.
- RNU's Vision:
  - a. Membership driven, proactive, and democratic union, sensitive and responsive to ever changing needs in an evolving health care system.
  - b. Maintains mutual trust, respect, support, and understanding while valuing diversity and creativity.
  - c. Dedicated to providing an environment conducive to participation, learning, and personal growth.
  - d. Advocates for a high quality, publicly funded health care system in partnership with the public, government and health care professionals.
- RNU Position Statements:
  - a. The RNU discourages its members from becoming involved in for-profit health care ventures, especially those services presently offered through our publicly funded system.
  - b. The RNU is committed to educating its members on the adverse effects of privatization of the health care system.
- For the purposes of this policy, for profit health care ventures include private companies or individuals where the end user (patient/client/resident) must pay a fee for service out of pocket.
- This policy applies whether the position is temporary, permanent, or casual. Eligibility to run for elected positions resumes if and when the relevant eligibility criteria is met.
- Any elected member who accepts a position outside the bargaining unit, for example management or another union, shall resign their RNU elected branch position.
- Any member who holds a position outside the bargaining unit, for example management or another union, shall not be eligible for election to a RNU elected position at the branch level.

Any elected member who severs their employment relationship for any period of time through resignation (even if resigning permanent to go casual) or retirement from an employer represented by RNU, shall resign their RNU elected position.

- Any elected Branch member who accepts a supplementary position outside of their bargaining unit position, for example nursing education, shall seek prior approval from the BOD.
  
- Elections:
  - a. A general meeting for the purpose of electing Officers and Shop Stewards shall be held by December 1<sup>st</sup> of the last year of the term of office.
  - b. Nominations shall be received at the general membership meeting. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed their nomination to be filed at the meeting, with their consent in writing, duly witnessed by another member.
  - c. The Executive Committee (known as Branch Executive) shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the returning officer, or that an online secret voting platform is available for those attending virtually.
  - d. A returning Officer is a member of the branch who is not a member of the Executive Committee and is not a candidate for any elected position within the branch. This person shall be appointed by the Executive Committee at the meeting where elections are to take place.
  - e. The returning Officer shall be responsible for issuing, collecting, and counting ballots. The returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
  - f. Voting to fill one (1) office shall be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
  - g. A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken if necessary to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote.
  - h. Voting shall take place at the general membership meeting via secret ballot voting. Voting shall take place in-person or by electronic voting.
  - i. Branches can get assistance with virtual meeting set up and online secret ballot voting by contacting RNU at [info@rnunl.ca](mailto:info@rnunl.ca).
  
- Terms:
  - a. The term of office for officers and shop stewards shall be three (3) years. The term shall commence January 1<sup>st</sup>.

## Section 4 – Branches

### 4.6 – BRANCH PRESIDENT’S SUPPORT POLICY

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; August 2016; June 2016; March 2016; September 2015; December 2013; March 2006
<b>Effective Date:</b>	September 1998
<b>Date Approved:</b>	September 1998

#### **Purpose:**

The Union will provide compensation for Branch Presidents (BP) on an annual basis, in recognition of work performed on the Union’s behalf outside regular working hours.

#### **Policy:**

1. Current branch policies dealing with remuneration of Branch Presidents remain within the exclusive jurisdiction of the branch(s).
2. Pay will be based on the calendar year of January 1 - December 31 and paid out in the first quarter of the next calendar year.
3. In order to facilitate transition from previous BP Support policy, RNU shall pay BP support from August 1, 2023, to December 31, 2023, based on previous policy. From there on pay shall be based on the calendar year of January 1 – December 31.
4. The maximum amount of compensation that will be approved each year under this policy will be based on the number of members in the particular branch as of February 28<sup>th</sup>. This number will be determined by RNU through the last branch dues list or last HR list from Employers received at RNU Office as of February 28<sup>th</sup> of the applicable year.
5. Effective January 1, 2024, compensation will be according to the following formula, based on the membership number in the particular branch:
  - 100 members or less.....\$ 1,950.00
  - 101-200 members .....\$ 2,925.00
  - 201-300 members .....\$ 3,900.00
  - 301-400 members .....\$ 4,875.00
  - 401-500 members .....\$ 5,850.00
  - More than 500 members.....\$ 6,825.00
6. In special circumstances, the Provincial President shall have discretion to grant additional leave to Branch Representatives.
7. Compensation shall be prorated for Branch Presidents who do not fulfill the role for the entire year.

## Section 4 – Branches

### 4.7 – BRANCH STIPENDS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	December 2005
<b>Effective Date:</b>	March 2001
<b>Date Approved:</b>	March 2001

**Purpose:**

To provide funds to support each branch on a yearly basis.

**Policy:**

1. A one-thousand-dollar (\$1,000) stipend will be paid annually to each branch upon receipt at union office of a signed financial statement/audit.
2. The retroactivity of ranch stipends shall be for the current year and the year previous, once all financial statements are submitted to union office.
3. Branch audits are to be submitted by July 31<sup>st</sup> of each year.

## Section 4 – Branches

### 4.8 – BRANCH DELEGATES TO UNION FUNCTIONS

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

To provide proper procedure for choosing branch delegates to a union function

**Policy:**

1. The Branch President shall be given first preference as a voting delegate, The remaining Branch Executive, followed by Shop Stewards, shall be given preference over members at large for voting delegate status to union functions (i.e. Conventions, labour school, etc).
2. All other attendees shall be chosen in one of the following ways:
  - Election at a regular or special membership meeting. In the event a quorum is not attained, the Branch Executive may appoint delegates in accordance with criteria set by the branch.
  - Nominees do not have to be present at the meeting to be elected for delegate status but must submit a written request for consideration to the executive prior to the meeting.
  - Delegates to union functions are required to submit a written report to the branch following attendance at the union function.

## Section 4 – Branches

### 4.9 – ESTABLISHMENT OF NEW BRANCHES

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; May 2012; August 2001
<b>Effective Date:</b>	September 1999
<b>Date Approved:</b>	September 1999

#### **Purpose:**

To provide direction on the establishment of new branches.

#### **Policy:**

1. Members proposing to form a new branch must submit a written request with the rationale provided, to the Provincial Board of Directors signed by seventy-five percent (75%) of the members of the proposed new branch.
2. At least two (2) members signing must indicate that they are willing to serve in executive positions of the newly formed branch.
3. The following shall be considerations of the Board when examining the merits of creating a new branch:
  - Distance from another work site or branch;
  - Members working in distinct practice area; and
  - Members employed by a separate employer.
4. All requests for the formation of new branches are subject to the approval of the Provincial Board of Directors.
5. All branches must adhere to the Constitution and policies governing branches.
6. A yearly stipend set by the Board shall be paid to the branches upon the start-up of a branch and after written submission of the annual financial statement of the branch to RNU office. *Section 4.7 – Branch Stipends.*

## Section 4 – Branches

### 4.10 – BRANCH E-MAIL MOTIONS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	2013
<b>Effective Date:</b>	September 2009
<b>Date Approved:</b>	September 2009

#### **Purpose:**

To provide directions to branches on conducting business of the branch by email motion.

#### **Policy:**

1. The branch may act on matters requiring branch action by email.
2. Such an action so taken by members of the branch shall constitute action of the branch as though it were a membership meeting, and it shall be reviewed at the next meeting of the branch and shall be part of the minutes.
3. A minimum of five (5) days/one hundred and twenty (120) hours shall be allowed for voting.
4. Contents of the email will include:
  - The wording of the motion, including the mover and seconder.
  - Rationale for the motion and any background information required for a membership decision; and
  - Deadline for voting.
5. All votes will be counted once the deadline is reached.
6. A quorum for the transaction of business shall be five percent (5%) of the membership including at least two (2) members of the branch executive or four (4) members whichever is greater. The requirement for a majority of those who vote shall apply.
7. If the quorum is not met prior to the deadline, the motion deadline can be extended by forty-eight (48) hours.
8. Members are to be notified of the extension.
9. The motion shall be included in the minutes of the next branch meeting.
10. Email voting CANNOT be used for a secret ballot.
11. Email records of voting shall be kept until the motion is included in the minutes of the next branch meeting.

12. Email motions can only be sent to RNU members.

## Section 5 – Communications

### 5.1 – MEDIA POLICY

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Dates:</b>	September 2019; September 2007; December 2005
<b>Effective Date:</b>	June 2001
<b>Date Approved:</b>	June 2001

#### **Purpose:**

To outline the procedure members should follow if contacted by the media.

#### **Policy:**

1. The President of the Registered Nurses' Union Newfoundland & Labrador shall be the media spokesperson for the RNU for all media inquiries.
2. From time to time, the President may designate regional or branch representatives to respond to media inquiries.

#### **Protocol:**

Any media inquiries received at either the regional or branch level must be subject to the following protocol BEFORE any response is provided:

1. Contact must be made with Provincial Office, via the Director of Communications, to determine if it is more appropriate for the President to respond from an overall union perspective or if it is appropriate for a Regional or Branch Representative to respond. This determination will be made in consultation with the President and Executive Director.
2. Once the determination is made that the Regional or Branch Representative should respond to the inquiry, discussion should take place with the Provincial Office regarding the key messages to be used.
3. In some instances, where issues cross regions and are known, the Provincial Office may provide approved speaking points to Regional or Branch Representatives for use in media interviews. Prior approval for a media interview is not required in these circumstances. However, the Provincial Office should be advised, via the Director of Communications, that a media interview has been requested or taken place. The RNU communications team is available to assist with messaging.
4. For media interviews completed, representatives are required to email the Director of Communications with the following information:
  - The media outlet and reporter.
  - The interview topic and a brief summary of questions and answers provided; and
  - Date and time when the interview will be aired or published.

5. If a Regional or Branch Representative feels a local issue may become the focus of media attention, Provincial Office should be consulted PRIOR to any media inquiries to determine who should respond and to discuss key messages.
6. There may be some instances where a union representative may find themselves face-to-face with a reporter without prior notice. If you are not comfortable with the questions, it is acceptable to decline an interview at that time.
7. Any media inquiries for the President should be redirected to the Director of Communications.

**Contact Information for the Director of Communications:**

Media can be directed to the Director of Communications for assistance. Members are also encouraged to reach out to the Director of Communications for assistance as required and necessary.

Director of Communication

Tel: (709) 691-6890

[info@rnunl.ca](mailto:info@rnunl.ca) or [communications@rnunl.ca](mailto:communications@rnunl.ca)

**Review:**

This policy will be reviewed annually and/or as required.

## Section 5 – Communications

### 5.2 – SOCIAL MEDIA POLICY

**Last Date Revised:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

- The Registered Nurses' Union Newfoundland and Labrador (RNU) is committed to the four (4) pillars that represent the important work it does on behalf of its membership.
- These pillars are: Protect, Champion, Negotiate, and Advocate. These are a strong representation of who we are, what we do, and our critical role in labor relations and public healthcare in our province.
- As part of our advocacy work, RNU uses a select number of social media channels to connect with, engage, and inform the public and our membership about our vision, mandate, actions, and issues as they relate to RNU.
- Our social media policy provides a framework for using social medias for all RNU Board members, employees and volunteers.
- Social media is a place where people exchange information, opinions, and experiences to learn, develop, and have fun. Whether you're handling RNU's social media accounts or using your own, you should remain productive and avoid damaging our Union in any way.

**Policy:**

1. RNU Board Members, employees and volunteers are expected to represent RNU as a respectful member of social media communities.
2. Any RNU Board Member, employee, volunteer, or member who views content on a website, blog, or social media channel that is inappropriate and may require a response from RNU should inform the President, Executive Director, and/or Director of Communications immediately.
3. RNU Board Members, employees, or volunteers who have a social media presence in a personal capacity or on behalf of another organization outside of their role and relationship with RNU shall not comment on or post original content that could be perceived as an official act or representation of RNU.
4. RNU Board Members, employees and volunteers are expected to adhere to our Confidentiality, Respectful Workplace and Privacy policies *Section 10 – RNU Privacy and Respectful Workplace Policies*.

## Section 5 – Communications

### 5.3 – *RNUNL.ca* WEBPAGE

<b>Last Date Revised:</b>	September 2025
<b>Previous Revision Date(s):</b>	
<b>Effective Date:</b>	March 2024
<b>Date Approved:</b>	March 2024

#### **Purpose:**

To outline the content to be hosted on *RNUNL.ca* Webpage and who can access this platform.

#### **Policy:**

1. Content to be hosted on *RNUNL.ca* Webpage:
  - Who are we?
  - Member services
  - Advocacy
  - Profession
  - The latest
  - Contact information
  - Affiliate links
  - RNU media accounts
  - Login to *myRNU* members only site
2. The public has full access to *RNUNL.ca* webpage.

## Section 5 – Communications

### 5.4 – *myRNU* MEMBERS ONLY PLATFORM

**Last Date Revised:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

To provide RNU members with information and guidance regarding *myRNU* members only platform.

**Policy:**

1. Content to be hosted on *myRNU* members only platform includes, but is not limited to:

- Collective Agreements
- Forms
- InTouch
- News
- Resources
- Shop
- Events
- Contact information

## Section 5 – Communication

### 5.5 – RNU PROMOTIONAL MERCHANDISE

**Date Revised:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

The Registered Nurses' Union Newfoundland & Labrador maintains a suitable inventory of branded merchandise for promoting and celebrating the Union.

These items are to be made available as prizes, promotional giveaways, new staff welcome items, special recognition, and other related uses as determined from time to time.

**Policy:**

1. The Communications Team is responsible for maintaining an appropriate inventory of promotional merchandise.
2. Any access to merchandise must be authorized by the Communications Team prior to it being removed. This will provide accuracy in inventory numbers and ensure merchandise is used only for the purposes for which it was ordered. It will also help ensure the budget for promotional merchandise is accurate and reflective of need.
3. Anyone wishing to access merchandise must contact the Communications Team. All promotional merchandise will be kept only in the designated area of the file room.
4. Merchandise is not to be kept in any other location. The suitability of this location will be evaluated annually.
5. Approximately eight (8) weeks before the start of the next calendar year, all RNU teams will be asked to provide information around events/meetings/workshops they expect to hold in the upcoming fiscal year. Each team will be asked to provide the following details:
  - Planned event – tentative date for the event and a brief description.
  - Merchandise numbers – anticipated amount of merchandise that will be needed.
  - How the merchandise will be used/distributed.
6. This information will be used by the Communications Team in its budget planning and budget submission to the Board of Directors for the upcoming fiscal year.
7. Requests for merchandise outside what has been identified prior to the fiscal year will be evaluated on a case-by-case basis.

8. Requests should be made at least four (4) weeks in advance. Requests that are received with less than a four (4) week lead time may be denied depending on item availability and existing demand.
9. To request promotional merchandise, the following process must be followed:
  - Email sent to [communications@rnunl.ca](mailto:communications@rnunl.ca) with the following information provided:
    - a. Reason for requesting merchandise.
    - b. Item requested.
    - c. Quantity needed.
    - d. Date required; and
    - e. Name of Person and Team (BOD member/ Branch/Staff) making the request.
  - The Communications Team will evaluate the request to determine availability of merchandise.
  - If the request is approved, the person making the request will be notified that they can pick up the merchandise they requested or how it will be delivered to them.
  - When promotional merchandise is picked up or sent out, the staff member will record and update the inventory as per the process put in place by the Communications team, including the following information:
    - a. Include date, time, and quantity of the merchandise taken.
    - b. Reason for taking the merchandise.
    - c. Complete the running tally on the sign out sheet (take current tally, deduct the amount they took, and indicate remaining tally; and
    - d. name of staff member.
  - If the remaining tally is less than 25 items remaining, the Communications team will be responsible for restocking inventory.

## Section 6 – Education

### 6.1 – SHOP STEWARD EDUCATION

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019
<b>Effective Date:</b>	June 2005
<b>Date Approved:</b>	June 2005

#### **Purpose:**

RNU commits to the provision of education for our volunteers, with a target of at least one (1) training session per region per year and to have new Shop Stewards trained within one (1) year of taking on the role of Shop Steward.

#### **Policy:**

1. Shop Steward Education Sessions shall be scheduled in each region once per year.
2. If there are insufficient members to make up an education session, the session can be delivered virtually, or members can attend a session in another region.
3. These sessions are open to those Shop Stewards and Branch Executive members who have not had any Shop Steward education in the last four (4) years.
4. Virtual Shop Steward recorded sessions are available on [\*myRNU\*](#).
5. Shop Steward Manual is available on [\*myRNU\*](#) under *Resources/Volunteer, Resources/Volunteer Manuals and Learning Resources/Shop Steward Manual*.

## Section 6 – Education

### 6.2 – BRANCH EXECUTIVE EDUCATION

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019
<b>Effective Date:</b>	September 2005
<b>Date Approved:</b>	September 2005

#### **Purpose:**

RNU commits to the provision of education for our Branch Executive members, with a target of at least one (1) training session per year, and to have new Branch Executive members receive training within one year of taking on their role.

#### **Policy:**

1. Branch Executive Education shall be scheduled once per year.
2. New Branch Executive members shall be provided an orientation by their Regional Representative and can avail of the annual Branch Executive Education session.
3. Regional Representatives shall receive notification from the Union Office of any change in Branch Executive for their region.
4. The Regional Representative shall contact the new Branch Executive members and arrange a time for a telephone/video conference/in person meeting to complete the orientation.
5. Orientation materials are available on *myRNU*.
6. Branch Executive Manual is available on *myRNU* under *Resources/Volunteer, Resources/Volunteer Manuals and Learning Resources/Branch Executive Manual*.
7. Regional Representative will provide Provincial Office with the date the orientation has occurred and the Branch Executive Orientation Checklist.
8. Branch executive members may attend a provincial Branch Executive Education session once every four (4) years.

## Section 6 – Education

### 6.3 – PROVINCIALY FUNDED EDUCATION SEMINARS/CONFERENCES

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; December 2017; December 2014; May 2004;
<b>Effective Date:</b>	June 2000
<b>Date Approved:</b>	June 2000

#### **Purpose:**

To provide guidelines for determining members availing of Provincially funded education/seminars/conferences.

- Policy:**
1. Members looking to attend a provincially funded event are required to fill out an application, (attached to policy), available on *myRNU*.

Please forward application:

#### **Attention: Education/Scholarship Committee**

Email ONLY: [a](mailto:info@rnunl.c)  
[info@rnunl.c](mailto:info@rnunl.c)

2. The information regarding the provincially funded event, eligibility criteria and deadline for application shall be posted on *myRNU* and emailed to all members.
3. Priority will be given to an active member in order of:
  - i. Branch President
  - ii. Other Branch Executive Member
  - iii. Shop Steward
  - iv. Member at large
4. If there is more than one (1) qualified applicant, a hat draw will be made (e.g., three (3) Branch Executives apply).
5. Members are eligible for one (1) educational session every four (4) years. However, that member may be considered if there are no other applicants.
6. Applications will not be accepted after the deadline set by the Provincial Board of Directors.
7. If applicants are to be selected on a regional basis and no applications for a particular region are received prior to the deadline, the Education/Scholarship Committee will conduct a hat draw from qualified applicants from other regions.
8. At least two (2) alternates per region will be chosen, who will be advised to apply for leave. If there are no alternates from one region, alternates may be chosen from qualified applicants from other regions.
9. This policy does NOT apply to Shop Steward Education, RNU Convention, Branch Executive Education and Eastern Labor School.

10. Funded education sessions attended as a past member of the Provincial Board of Directors shall not be included in this policy when determining eligibility.
11. In considering membership selection, the paid leave provisions under the Collective Agreement will be maximized to decrease costs to the Union. *RNU Provincial Collective Agreement Article 6.02, Leave for Union Business.*
12. Successful applicants shall submit a report about the education session attended at their next/upcoming Branch meeting and Provincial Board of Directors meeting.

RNU Union Funded Event Application Form

General Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Worksite: \_\_\_\_\_ Branch #: \_\_\_\_\_

Are you a:  
Branch executive member \_\_\_\_\_ Position: \_\_\_\_\_  
Shop Steward \_\_\_\_\_ Other, please indicate : \_\_\_\_\_

Have you attended any RNU events in the past 4 years? Y/N \_\_\_\_\_

Please list events attended in past 4 years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your union experience and how this funded event will enhance your union involvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ [info@rnunl.c](mailto:info@rnunl.c)

Please forward application:  
**Attention: Education/Scholarship Committee**  
Email ONLY: [a](mailto:info@rnunl.c)

## Section 6 – Education

### 6.4 – PAID UNION LEAVE

**Last Revised Date:** March 2024  
**Previous Revision Date(s):**  
**Effective Date:**  
**Date Approved:**

**Purpose:**

To maximize paid leave provisions and decrease cost to RNU.

**Policy:**

All paid leave under the RNU Collective Agreements shall be the property of the Provincial Office. If the leave is not used by Provincial Office, the leave can be used by the Branch. *RNU Provincial Collective Agreement Article 6.02, Leave for Union Business*

## Section 6 – Education

### 6.5 – RNU SCHOLARSHIPS

**Last Revised Date:** September 2025  
**Previous Revision Date(s):** March 2025; March 2024; September 2022; December 2021;  
September 2019; December 2017; September 2015; September 2010  
**Effective Date:** October 1992  
**Date Approved:** October 1992

**Purpose:**

To assist members of RNU, their spouses, or children/stepchildren enrolled in nursing, to further their education and improve their nursing skills. It is hoped that members who avail of these scholarships will remain active union members.

**Policy:**

1. All RNU scholarships are awarded annually.
2. Scholarship applications are available from RNU office, *myRNU* website: [www.rnunl.ca](http://www.rnunl.ca), **OR** email: [info@rnunl.ca](mailto:info@rnunl.ca).
3. All scholarship applications must be received at RNU office on or before **4:00 p.m. NST September 10<sup>th</sup>**. Should September 10<sup>th</sup> fall on a non-business day for RNU Office, applications must be received at RNU Office **on or before 4:00 p.m. NST on the last business day prior to September 10<sup>th</sup>**. **It is the responsibility of all applicants to ensure all supporting documentation is received at RNU by this deadline.**

Please apply to RNU, Attn. Education/Scholarship Committee

P.O. Box 416, St. John's, NL A1C 5J9

Email: [info@rnunl.ca](mailto:info@rnunl.ca) **OR** Drop off at RNU Office 229 Major's Path, St. John's

4. In the event there are no successful applicants in any of the scholarship categories, the scholarship committee reserves the right to reallocate the budgeted monies to other categories.
5. RNU administrative staff will verify the member's information, including worksite, branch, and CRNNL # for the Education/Scholarship Committee. They shall then forward this information and all other relevant information/documents to the Committee.
6. In consideration of receiving a scholarship from the RNU, a recipient agrees:
  - To apply the monies received solely to tuition fees, travel and living expenses related to the program of study.
  - To advise the RNU immediately of:

- any change of address.
  - any fundamental change in the study program for which the scholarship was made.
  - unsuccessful course completion or withdrawal from program of study.
7. Supporting documents of scholarship eligibility must be forwarded to RNU within one (1) year of application for scholarship(s).
8. **ONLY** successful applicants will be notified by October 31<sup>st</sup>.

**# 9-11 below apply to Students ONLY**

9. **STUDENTS ONLY:** (Students only are eligible to apply for these scholarships.)
- There shall be nine (9) five hundred-dollar (\$500.00) Nursing Student Scholarships awarded.
  - Monies will be awarded when proof of successful completion of the academic semester is provided.

Criteria:

- Students must be enrolled in Bachelor Science of Nursing Program (BScN).
  - Must be attending a recognized School of Nursing on a full-time basis.
  - A letter of acceptance from the School of Nursing must be submitted with the scholarship application.
  - Applicant must be a spouse or child/stepchild of a current, retired, or deceased RNU member.
  - Must have received less than the maximum two-thousand dollars (\$2,000) funding in scholarships previously from RNU.
  - Must submit a NEW application each year.
  - Must have been a resident of Newfoundland and Labrador for three (3) consecutive years prior to application, which includes years attending Nursing School outside of Newfoundland and Labrador; and
  - Must submit two (2) references with the scholarship application.
10. There shall be one (1) five-hundred-dollar (\$500) Canadian Federation Nurses Union (CFNU) scholarship awarded to a nursing student that self-identify as Indigenous.

Criteria:

- Students must self-identify as Indigenous on scholarship application.
- Monies will be awarded when proof of successful completion of the academic semester is provided.
- Students must be enrolled in Bachelor Science of Nursing Program (BScN).
- Must be attending a recognized School of Nursing on a full-time basis.
- A letter of acceptance from the School of Nursing must be submitted with the scholarship application.
- Applicant must be a spouse or child/stepchild of a current, retired, or deceased RNU member.

- Must have received less than the maximum two-thousand dollars (\$2,000) funding in scholarships previously from RNU.
- Must submit a NEW application each year.
- Must have been a resident of Newfoundland and Labrador for three (3) consecutive years prior to application, which includes years attending Nursing School outside of Newfoundland and Labrador; and
- Must submit two (2) references with the scholarship application.

11. There shall be one (1) five-hundred-dollar Canadian Federation Nurses Union (CFNU) scholarship the Kathleen Connors Nursing bursary to be awarded to a nursing student that are from a rural or remote community.

Criteria:

- Students must be from a rural or remote community.
- Monies will be awarded when proof of successful completion of the academic semester is provided.
- Students must be enrolled in Bachelor Science of Nursing Program (BScN).
- Must be attending a recognized School of Nursing on a full-time basis.
- A letter of acceptance from the School of Nursing must be submitted with the scholarship application.
- Applicant must be a spouse or child/stepchild of a current, retired, or deceased RNU member.
- Must have received less than the maximum two-thousand dollars (\$2,000) funding in scholarships previously from RNU.
- Must submit a NEW application each year.
- Must have been a resident of Newfoundland and Labrador for three (3) consecutive years prior to application, which includes years attending Nursing School outside of Newfoundland and Labrador; and
- Must submit two (2) references with the scholarship application.

**# 12-20 below apply to RNU Members ONLY**

12. **RNU Members ONLY:**

- Can apply, and be awarded, more than one (1) scholarship if the criteria are met.
- Payment of the scholarships will be awarded following verification of successful completion of their course/certification.
- The RNU reserves the right to withhold funds if the applicant is no longer a member of the RNU.
- Must be a member in good standing of the RNU, as per *Member in Good Standing Policy*.
- Must hold an active licence with CRNNL.
- Must have been a resident of Newfoundland & Labrador three (3) consecutive years prior to application, which includes years attending Nursing School outside of Newfoundland and Labrador.
- Must have received less than the maximum two-thousand dollars (\$2,000) funding in scholarships previously from RNU.
- Must submit a NEW application each year.

- When applicable, confirmation of university acceptance, including registration from the university, stating full-time or part-time status, as well as confirmation of yearly enrolment, must be included with the application.
13. There shall be two (2) five-hundred-dollar (\$500) scholarships awarded to RNU members who are enrolled part-time or full-time in a PhD Nursing Program.

Criteria:

- Unconditional acceptance into university as defined by the university.
14. There shall be thirteen (13) five-hundred-dollar (\$500) scholarships awarded to RNU members who are enrolled part-time or full-time in a master's Program in Health or Nursing, with preference to members enrolled in Nursing and/or Nurse Practitioner Program.

Criteria:

- Unconditional acceptance into university on a full-time or part-time basis, as defined by the university.
15. There shall be two (2) five-hundred-dollar (\$500) scholarships awarded to RNU members who are enrolled in a post-graduate program/course (e.g. critical care, chemo, geriatric nursing, Community Health/Public Health).
- Applicants are eligible to apply for post-graduate scholarships up to twelve (12) months after successful completion of program.

Criteria:

- Unconditional acceptance into a post-graduate program/course which must be at least three (3) months in duration.
16. There shall be four (4) two hundred- and fifty-dollar (\$250) scholarships awarded to RNU members enrolled in nursing certification programs.
- Applicants are eligible to apply for certification scholarships up to twelve (12) months after successful completion of certification.

Criteria:

- Sufficient documentation to verify acceptance if available.
17. Robert Bradbury Memorial Scholarship:
- There shall be one (1) one-thousand-dollar (\$1,000) Robert Bradbury Memorial Scholarship for full-time studies **OR** two (2) five-hundred-dollar (\$500) scholarships for part-time studies.

- The Robert Bradbury Memorial Scholarship is awarded annually to RNU member(s). The scholarship honours the life and contributions of Robert Allan Bradbury, RN and past RNU Board Member and Branch President. Recognized for a commitment to his patients and an appreciation and passion for life, Robert made a lasting impact on the many lives he touched. Robert graduated from Memorial University's School of Nursing in 1986 and began work at the Waterford Hospital in acute care mental health. A born leader, Robert quickly became involved with the Union as a volunteer with Branch 4 (Waterford Hospital) and remained an active RNU member throughout his nursing career. Robert served as a Branch President and Board Member. He also took part in many education opportunities including Eastern Labour School and served on the provincial negotiating team. As a registered nurse working in mental health, Robert was well respected, appreciated, Collective and loved by both his patients and co-workers. Robert was active in the Newfoundland Kennel Club and contributed much of his time and talent to advocating for those affected by HIV and AIDS. Robert's passions in life also included traveling, walking, swimming, and enjoying a good meal. Above all, Robert enjoyed a challenge and was willing to advocate on behalf of patients and fellow nurses. Robert was a wonderful friend and colleague to many. The Robert Bradbury Memorial Scholarship is a tribute to his life and memory. Robert Allan Bradbury BN RN, 1953-1996.

Criteria:

- An active member of the RNU, (e.g. Member of Branch Executive, Shop Steward, Board of Directors);
  - Strong patient advocate in the workplace.
  - A voluntary social activist (outside of the workplace), e.g. involved in community activities such as anti-poverty groups, women's issues, health issues, etc. A description of voluntary activities must be included with the application; and
  - Must be enrolled in part-time or full-time studies in a health-related field.
18. There shall be one (1) one thousand-dollar (\$1000) or two (2) five hundred-dollar (\$500) Canadian Federation Nurses Union (CFNU) scholarships awarded to RNU members.

Criteria:

- Must be enrolled in a nursing related program/course.
  - The program/course must cost a minimum of five hundred dollars (\$500.00). Documentation is required to support cost.
  - Sufficient documentation to verify acceptance, if available;
  - Applicants are eligible to apply for a scholarship up to six (6) months after successful completion of program/course; and
  - Must be an active member of RNU, e.g. member of Branch Executive, Shop Steward, Board of Directors.
19. There shall be one (1) five-hundred-dollar (\$500) Canadian Federation Nurses Union (CFNU) scholarship awarded to an RNU member enrolled in nursing studies that self-identify as Indigenous.

Criteria:

- Must self-identify as Indigenous on scholarship application
  - Monies will be awarded when proof of successful completion of the academic semester is provided.
  - Must be attending a recognized school of nursing on a full-time or part-time basis
  - A letter of acceptance from the School of Nursing must be submitted with the scholarship application.
  - Must have received less than the maximum two-thousand dollars (\$2,000) funding in scholarships previously from RNU.
  - Must submit a NEW application each year.
  - Must have been a resident of Newfoundland and Labrador for three (3) consecutive years prior to application, which includes years attending Nursing School outside of Newfoundland and Labrador; and
  - Must have two (2) references submitted with the scholarship application, with one (1) reference being a union volunteer.
20. There shall be one (1) five-hundred-dollar Canadian Federation Nurses Union (CFNU) scholarship the Kathleen Connors Nursing bursary awarded to an RNU member enrolled in nursing studies that are from a rural or remote community

Criteria:

- Must reside in a rural or remote community.
- Monies will be awarded when proof of successful completion of the academic semester is provided.
- Must be attending a recognized school of nursing on a full-time or part-time basis.
- A letter of acceptance from the School of Nursing must be submitted with the scholarship application.
- Must have received less than the maximum two-thousand dollars (\$2,000) funding in scholarships previously from RNU.
- Must submit a NEW application each year.
- Must have been a resident of Newfoundland and Labrador for three (3) consecutive years prior to application, which includes years attending Nursing School outside of Newfoundland and Labrador; and
- Must have two (2) references submitted with the scholarship application, with one (1) reference being a union volunteer.

RNU SCHOLARSHIP APPLICATION FORM

\* It is the responsibility of the applicant to ensure all supporting documents and references are submitted prior to the deadline. **Only successful applicants will be notified.**

**A. GENERAL INFORMATION**

Name (in full) \_\_\_\_\_  
(Surname) (Given Names)

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of years resident of Newfoundland & Labrador \_\_\_\_\_

Do you identify as Indigenous? Yes  No

RNU Members Only - Not applicable to STUDENTS:

Worksite: \_\_\_\_\_ Branch #: \_\_\_\_\_

CRNNL Registration #: \_\_\_\_\_

**B. SCHOLARSHIP INFORMATION**

Scholarship Applying for: (This must be specified in order to be considered.)  
Please specify if scholarship is a certification.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

(d) \_\_\_\_\_

Name of University/Institution \_\_\_\_\_

Program of Study \_\_\_\_\_

Year of Program \_\_\_\_\_

Registered as: Full Time  Part Time

Are you registered for courses in this current academic year? Yes  No   
Have you received a previous RNU Scholarship? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, amount(s) and date(s) received? \_\_\_\_\_

**\*Reminder: Applicants must have received less than the maximum \$2,000 funding in previous scholarships from RNU to be eligible.\***

Are you receiving any other funding? (e.g. other scholarships or Employer funding) Please list.

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*If applying for student scholarship:*

Parent /Stepparent/Guardian/Spouse Name: \_\_\_\_\_

Parent /Stepparent/Guardian/Spouse Worksite & Branch No. \_\_\_\_\_

**C. CONFIRMATION OF SCHOOL REGISTRATION**

***\* Please attach confirmation of registration from the University stating full- or part-time status. Students must include a letter of acceptance from the School of Nursing. \****

Institution	Dates	Full or Part time Status
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**D. EDUCATION**

***\*Please list post-secondary institutions attended, diploma/certificate/ degree obtained; university credits obtained - most recent first. \****

Diploma/Certificate/ Degree	Institution	Dates
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What are your long-term career goals?

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**F. WORK EXPERIENCE**

***\*List most recent first.***

Employer	Position	Dates of Employment
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**G. REFERENCES:**

Please list the names of two people from whom you will be requesting references, neither of which can be related to you.

References must be able to speak of your academic ability, your leadership, and communication skills, and your potential for future contributions to nursing.

**RNU members:** One of the two references must be a current branch executive member, current shop steward or current board of directors' representative.

**Students:** For first year students, one reference must be a high school teacher. Otherwise, one reference must be a member of the nursing faculty.

**For mature students (as defined by the School of Nursing):** one reference must be a recent employer, community leader, or recent teacher/faculty member.

It is the responsibility of the applicant to ensure the references are submitted to RNU office before the deadline.

Reference #1:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Reference #2:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**H. FURTHER INFORMATION**

List any further information you think might be pertinent to this application:

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I certify that the information in this application is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return completed application form **before the deadline of 4 pm NST \*September 10<sup>th</sup>** to the attention of: RNU, Attn. Education/Scholarship Committee, P.O. Box 416, St. John's, NL A1C 5J9, Email: [info@rnunl.ca](mailto:info@rnunl.ca) OR Drop off at RNU Office 229 Major's Path, St. John's

*\*Should September 10<sup>th</sup> fall on a non-business day for RNU Office, applications must be received at RNU Office on or before 4:00 p.m. NST on the last business day prior to September 10<sup>th</sup>.*



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## Section 6 – Education

### 6.6 – OVATION AWARDS

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:**

March 2024

**Date Approved:**

March 2024

**Purpose:**

To recognize RNU volunteers for their leadership, advocacy and unionism while upholding RNU's vision and objectives, *RNU Vision and Objectives*

**Policy:**

1. RNU will select a recipient for the Ovation Award annually, to be presented at the Biennial Convention.
2. The Education/Scholarship Committee will ensure that members are notified of deadline requirements, criteria, location of nomination forms in consultation with RNU staff.
3. Information regarding Ovation Award nominations will be posted on *myRNU*, where the Nomination Form and criteria will be accessible.
4. Recipient(s) to be present at the Biennial Convention for the presentation of the award, with their expenses paid as per *Section 9 – Finances and Expenses, 9.3 – Expense Policies*.
5. The recipient(s) will receive an Ovation Award inscribed with their name and the year for which they are receiving this award.
6. The call for nominations for the Ovation Awards will be sent out by the last day of June of Convention year.

## OVATION AWARD NOMINATION FORM

### NOMINATION DEADLINE:

Completed forms are to be received at RNU Provincial Office, Attn Education/Scholarship Committee, on or before **4pm NST on \*September 10<sup>th</sup>** of the RNU Biennial Convention year.

*\*Should September 10<sup>th</sup> fall on a non-business day for RNU Office, nominations forms must be received at RNU Office on or before 4:00 p.m. NST on the last business day prior to September 10<sup>th</sup>.*

### NOMINEE INFORMATION:

Name of Nominee: _____	
Address: _____	
Email: _____	Telephone: _____
Branch Number: _____	Worksite: _____

### NOMINATOR INFORMATION:

Name of Nominator: _____	
Address: _____	
Email: _____	Telephone: _____
Branch Number: _____	Worksite: _____

### ELIGIBILITY:

- Nominee must be an active member of RNU for at least five (5) years and have served or is serving in a volunteer role.
- Nominee must, through their actions, exemplify the spirit of the Ovation Award by demonstrating nursing leadership through their willingness to advocate for nurses and patients.
- Nominee must have worked and continue to work in advancing nursing unionism at the local and/or provincial level.
- Nominee must have demonstrated and upheld the Vision and Objectives of RNU's Vision Statement and Objectives.

### IN YOUR SUBMISSION, PLEASE CONSIDER THE FOLLOWING:

- How has my nominee shown leadership at the grassroots level of RNU?
- How has my nominee demonstrated a willingness to stand up for patients and nurses?
- How have colleagues and patients benefited from my nominee's activities and efforts?

Any questions pertaining to the RNU Ovation Awards can be directed to:

**Education/Scholarship Committee, [info@rnunl.ca](mailto:info@rnunl.ca), phone (709)753-9961/1-800-563-5100**

In five hundred (500) words or less, please outline the nominee's accomplishments and activities that merit the Ovation Award. Attach additional pages if necessary.

OVATION AWARD SUBMISSION:

Any questions pertaining to the RNU Ovation Awards can be directed to:  
**Education/Scholarship Committee, [info@rnunl.ca](mailto:info@rnunl.ca), phone (709)753-9961/1-800-563-5100**

## Section 7 – Labour Relations

### 7.1 – RNU SUPPORT FOR SENIOR APPLICANT

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** December 2005  
**Effective Date:** June 1990  
**Date Approved:** June 1990

**Purpose:**

To provide direction on support for a senior applicant in a position competition.

**Policy:**

The RNU will not grieve or arbitrate transfer or promotion disputes on behalf of a junior applicant when the position was awarded to a senior candidate who either met the qualifications or whose qualifications were otherwise deemed to be equivalent by the employer.

## Section 7 – Labor Relations

### 7.2 – WORKER COMPENSATION APPEALS

**Last Revised Date:** March 2024  
**Previous Revision Date(s):**  
**Effective Date:** May 1995  
**Date Approved:** May 1995

**Purpose:**

To clearly articulate RNU’s position on judicial reviews of Workers Compensation Internal Review Board (WCIRB) decisions.

**Policy:**

RNU has the sole discretion whether to fund judicial reviews of WCIRB (previously WHSCRD) decisions depending on the potential implications for the broader RNU membership.

The RNU shall pay witness fees and expenses for witnesses who give evidence on behalf of an RNU member involved in a judicial review of WCIRB decisions.

## Section 7 – Labor Relations

### 7.3 – ARBITRATION HEARINGS

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2019  
**Effective Date:** December 2005  
**Date Approved:** December 2005

**Purpose:**

To identify expenses paid to members/witnesses at Arbitration hearings.

**Policy:**

RNU shall pay salary replacement and expenses in accordance with *Section 9 – Finance and Expenses* to the following people required to attend Arbitration hearings:

- Grievor(s);
- The Branch President and/or designate when attending as an advisor; and
- Witnesses

## Section 7 – Labor Relations

### 7.4 – GUIDELINES FOR WORKPLACE HARASSMENT INVESTIGATIONS WHERE THE COMPLAINANT AND RESPONDENT ARE BOTH RNU MEMBERS

**Last Revised Date:** March 2024  
**Previous Revision Date(s):**  
**Effective Date:** March 2011  
**Date Approved:** March 2011

**Purpose:**

Both Employers and the RNU recognize the right of employees to work in an environment free from violence and harassment. Most Employers have policies in place to address workplace harassment and these policies usually outline an investigative process.

There is a need to clarify the role of the RNU when both parties to a complaint members of RNU are.

**Policy:**

RNU members who either make a complaint (Complainant) or are named in a complaint (Respondent) are, upon request, entitled to be accompanied by a union representative during all interviews related to the complaint.

The union representative may be a branch representative or, at the discretion of the RNU Executive Director, a representative of Provincial RNU office.

RNU representatives are reminded of the need to respect the confidentiality and privacy of the members they are assisting throughout the process. *Section 10 – RNU Privacy and Respectful Workplace Policies.*

The role of the RNU representative(s) in the investigative process is to provide support for the RNU members involved and to ensure that the employer's investigative process and/or the applicable Collective Agreement is followed.

The RNU will not take sides in the employer's investigation of harassment until a conclusion has been reached.

The RNU will assess and potentially challenge any discipline resulting from a harassment complaint if due process was not followed, the conclusion reached by the employer was not appropriate, or any discipline imposed by the employer was too severe.

## Section 8 – Collective Bargaining

### 8.1 – LABRADOR BENEFITS

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

To provide clarity regarding negotiation of the Labrador Benefits Agreement.

**Policy:**

The Executive Director, in consultation with the President, will determine who will represent RNU on the Labrador Benefits Agreement negotiations.

The Executive Director will consult with other Public Sector Unions regarding the expiration and notice to commence bargaining.

Negotiation team members will be covered under *Section 8 – Collective Bargaining, 8.4 – Provincial Negotiating Team Support Policies* with the exception of *Section 8.4 (6)*.

## Section 8 – Collective Bargaining

### 8.2 – REPRESENTATION ON OTHER COLLECTIVE BARGAINING TEAMS

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

1. To provide clarity regarding negotiation of Canadian Blood Services Collective Agreement.
2. To provide clarity regarding negotiation of other Collective Agreements with new Employers.

**Policy:**

1. The Executive Director, in consultation with the President will determine who will represent RNU on the Canadian Blood Services negotiations team.
2. The Executive Director, in consultation with the President will determine who will represent RNU on other negotiations teams with new Employers.
3. Negotiation team members will be covered under *Section 8 – Collective Bargaining 8.4 Provincial Negotiating Team Support Policies* with the exception of *Section 8.4 (6)*.
4. The negotiating team has the power to:
  - In accordance with priorities and direction established by the Provincial Board of Directors, review all contract proposals and decide which proposals to present at the bargaining table.
  - Accept, amend, counter and/or withdraw proposals throughout the negotiations process, taking into account the priorities and directions established by the Provincial Board of Directors as well as any membership polling results that may be available.
  - Decide whether to make any recommendations on a tentative agreement to the membership and if so, whether that recommendation will be one of acceptance or rejection. Decisions relating to recommendation of a tentative agreement shall require a two-third (2/3) majority vote of the negotiating team members in attendance. Members of the negotiating team shall be expected to publicly support the decision of the team relating to recommendation of a tentative agreement. Members who are not prepared to do so shall resign from the negotiating team.
  - Make recommendations relating to the commencement of job action. The Negotiating Team will consult with the Provincial Board of Directors who will then vote to approve job action.
5. The Chief Negotiator of any RNU negotiating team will act as Chair and may vote in the event of a tie on any bargaining related issue.
6. An update will be emailed to members after each negotiation session.
7. Contract ratification voting shall be by online voting, secret ballot.

8. Information on the tentative agreement and voting instructions shall be emailed to every member. Members who have not provided an email to RNU will be mailed the required information.
9. Members of RNU are responsible to provide updated email and contact information to RNU office.  
*Section 1 – General Policies, 1.9 – Membership Contact Information.*
10. Timelines for voting will be determined in consultation with the Chief Negotiator.
11. Ratification meetings shall be held either in person, and/or via telephone/video conference.
12. The Chief Negotiator or designate(s) shall conduct ratification.
13. Negotiating team members are required to attend ratification meetings.
14. Communication of Ratification vote results will be as per *Section 8 – Collective Bargaining, 8.8 – Conducting a Tentative Agreement Ratification Vote.*

## Section 8 – Collective Bargaining

### 8.3 – PROVINCIAL NEGOTIATING TEAM

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; April 2022; September 2019; December 2015; September 2007; December 2005
<b>Effective Date:</b>	September 1990
<b>Date Approved:</b>	September 1990

#### **Purpose:**

To provide clarity and direction regarding the eligibility and the selection process for the Provincial Negotiating Team.

#### **Policy:**

1. The Provincial Negotiating Team shall include representatives of each of the following five (5) geographical regions:
  - i. Northern Newfoundland / Labrador
  - ii. Western Newfoundland
  - iii. Central Newfoundland
  - iv. Eastern Rural
  - v. Eastern Urban
2. The boundaries of the geographical regions may be varied from time to time by the Provincial Board of Directors.
3. The Provincial Negotiating Team shall also include a representative on behalf of:
  - Two (2) Nurse Practitioners:
    - 1) Community setting
    - 2) Acute care setting
  - The schools of nursing.
  - Public health/community health registered nurses; and
  - And representatives of any special interest groups that may be designated by the Provincial Board of Directors.
4. Members applying for a position on the provincial negotiating team shall upon request submit to the Board of Directors a resume and approximately 300-word philosophy which shall be taken into consideration by the Board of Directors in making their decision.
5. To be eligible for the Provincial Negotiating Team, one must be a member in good standing. *Section 1 – General Policies, 1.8 – Member In Good Standing.*
6. Any Provincial Negotiating Team member who accepts a position outside the bargaining unit, for example management or another union, shall resign their Negotiation team position.
7. Any RNU member who holds a position outside the bargaining unit, for example management or another union, shall not be eligible for selection to a position on the negotiation team.

8. Any Provincial Negotiating Team member who severs their employment relationship for any period of time through resignation (even if resigning permanent to go casual) or retirement from an employer represented by RNU, shall resign their Negotiating Team position.
9. Any RNU member who becomes engaged in activities that do not align with the vision or position statements of the RNU, shall not be eligible for the Provincial Negotiating Team.
10. Any serving provincial negotiating team member who becomes engaged in activities that do not align with the vision or position statements of the RNU shall resign their position.
11. Any group, who through collective bargaining or order of the Labour Relations Board, are no longer included under the provincial collective agreement shall no longer be eligible for representation on the provincial collective bargaining team.
12. RNU's Vision:
  - a. Membership driven, proactive, and democratic union, sensitive and responsive to ever changing needs in an evolving health care system.
  - b. Maintains mutual trust, respect, support, and understanding while valuing diversity and creativity.
  - c. Dedicated to providing an environment conducive to participation, learning, and personal growth; and
  - d. Advocates for a high quality, publicly funded health care system in partnership with the public, government and health care professionals.
13. RNU Position Statements:
  - a. The RNU discourages its members from becoming involved in for-profit health care ventures, especially those services presently offered through our publicly funded system.
  - b. The RNU is committed to educating its members on the adverse effects of privatization of the health care system.
14. For the purposes of this policy, for profit health care ventures include private companies or individuals where the end user (patient/client/resident) must pay a fee for services out of pocket.
15. This policy applies whether the position is temporary, permanent, or casual. Eligibility for positions resumes if and when the relevant eligibility criteria is met.

**Procedure:**

- A call for members interested in serving on the Provincial Negotiating Team will be sent to all branches to be posted in the workplace and will be posted to *myRNU*.
- The date for return of applications shall be set by the Executive Director in consultation with the President.
- Applications shall be reviewed by the Provincial Board of Directors.
- Completion of a course in negotiations, and/or previous experience or leadership at the branch or board level, would be an asset.
- Consideration will be given to having a balance of experienced and non-experienced team members.
- Members of the Board of Directors may apply for a position on the Negotiations Team.
- If an application is not received for a position, a second call may be sent to the applicable group at the discretion of the BOD. If the position remains unfilled another member of the team will be assigned the responsibility for the group.

- If a team member is unable to fulfill their term, the members may be replaced at the discretion of the Executive Director/Chief Negotiator and President. If the member is not replaced, another member of the team will be assigned the responsibility for the group.
- Time will be set aside for orientation and familiarization of proposals for the negotiating team.
- The Board is not obligated to accept an application by default.

## Section 8 – Collective Bargaining

### 8.4 – PROVINCIAL NEGOTIATING TEAM SUPPORT POLICIES

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Dates:</b>	April 2022; September 2019; December 2011; December 2004
<b>Effective Date:</b>	October 2000
<b>Date Approved:</b>	October 2000

**Purpose:**

To recognize the volunteer time given to the Union by negotiating team members.

**Policy:**

1. If the Employer implements a policy that provides comp time for days off spent in negotiations or schedules negotiating days as time worked, provisions #2 - 5 below will not apply. The Negotiating Team will be expected to use accumulated comp time for days of rest if required.
2. In recognition for work performed on the Union's behalf, the Union will, for every ten (10) days, or part thereof, at the negotiating table, provide each member of the Negotiating Team with seven and a half (7.5) hours of paid leave. Negotiating Team members are not required to work on union business while receiving paid leave under this policy.
3. The Negotiating Team members have total discretion as to when to use the leave provided under this policy, subject only to the employers being prepared to grant the leave on the date(s) requested and 8.4(5).
4. For administrative purposes, leave will be arranged through the union office. Employers will be asked to invoice the union office for salary and benefits.
5. This policy is intended to provide Negotiating Team members time off at union expense or paid out at straight time. Leave or pay to be taken within one year of a signed contract.
6. Provide an honorarium of nineteen hundred and fifty dollars (\$1950) per Provincial negotiation team member per round of Provincial Negotiations.
7. Incidental Allowance: RNU shall pay ten dollars (\$10) to members of Provincial Negotiating Team for each night away from home.
8. Members are entitled to receive relevant benefits and compensation under *Section 9- Finance and Expenses*

## Section 8 – Collective Bargaining

### 8.5 – PROVINCIAL COLLECTIVE BARGAINING POLICY

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	April 2022; September 2019; December 2005; September 2005
<b>Effective Date:</b>	September 1989
<b>Date Approved:</b>	September 1989

**Purpose:**

To provide clarification of roles and responsibilities.

**Policy:**

1. The Provincial Negotiating Team has the power to:
  - In accordance with priorities and direction established by the Provincial Board of Directors, review all contract proposals and decide which proposals to present at the bargaining table. The Provincial Board of Directors shall review the opening package prior to the commencement of negotiations.
  - Accept, amend, counter and/or withdraw proposals throughout the negotiations process, considering the priorities and directions established by the Provincial Board of Directors as well as any membership polling results that may be available.
  - Decide whether to make any recommendations on a tentative agreement to the membership and if so, whether that recommendation will be one of acceptance or rejection. Decisions relating to recommendation of a tentative agreement shall require a two-thirds (2/3) majority vote of the negotiating team members in attendance. Members of the negotiating team shall be expected to publicly support the decision of the team relating to recommendation of a tentative agreement. Members who are not prepared to do so shall resign from the negotiating team.
  - Make recommendations relating to the commencement of job action. The Provincial Negotiating Team will consult with the Provincial Board of Directors who will then vote to approve job action.
2. The chief negotiator of any RNU Negotiating Team will act as chair and may vote in the event of a tie on any bargaining related issue.

## Section 8 – Collective Bargaining

### 8.6 – MEMBERSHIP INPUT

Last Revised Date: March 2024  
Previous Revision Date (s): April 2022  
Effective Date: December 2005  
Date Approved : December 2005

**Purpose:**

To ensure RNU negotiates in the best interest of our members, based on current research and input.

**Policy:**

1. A province wide survey shall be completed prior to the start of Provincial collective bargaining to determine the priorities of the members.
2. For all other contracts, nurses in the respective bargaining units will be provided the opportunity to have input to priorities prior to the start of bargaining.
3. A call for contract proposals will go out to the membership and RNU Labor Relations Officers (LROs) six (6) months prior to the commencement of bargaining for the negotiating committee to review.

## Section 8 – Collective Bargaining

### 8.7 – COMMUNICATION

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	April 2022
<b>Effective Date:</b>	December 2005
<b>Date Approved:</b>	December 2005

**Purpose:**

To ensure regular communication with RNU's members during the collective bargaining process.

**Policy:**

The RNU, through its elected officials and staff, will ensure that regular communication with its members occurs during the collective bargaining process.

**Procedure:**

An update will be placed on *myRNU* and emailed to members after each negotiation session.

## Section 8 – Collective Bargaining

### 8.8 – CONDUCTING A TENTATIVE AGREEMENT RATIFICATION VOTE

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; April 2022; May 2020; December 2013; December 2005
<b>Effective Date:</b>	October 2001
<b>Date Approved:</b>	October 2001

**Purpose:**

To provide guidance and direction on the process for ratification of tentative agreements.

**Policy:**

1. Contract ratification voting shall be by online voting for the Provincial Collective Agreement. Voting on agreements with private employers will be determined in consultation with the Chief Negotiator.
2. Information on the tentative agreement and voting instructions shall be emailed to every member and the information posted on *myRNU*. Members who have not provided an email to RNU will be mailed the required information.
3. Members of RNU are responsible to provide updated email and contact information to RNU office. *Section 1 – General Policies, 1.9 – Membership Contact Information.*
4. There shall be a minimum of ten (10) calendar days between emailing/ mailing of the package and the voting deadline for the Provincial Agreement. Timelines for the agreements with private employers shall be determined in consultation with the chief negotiator.
5. Ratification meetings shall be held either in person, and/or via telephone/video conference. Meeting method(s) shall be determined in consultation with the Board and/or Chief Negotiator for Provincial Agreements.
6. The President and Executive Director or designate(s) shall conduct ratification meetings.
7. A standardized presentation shall be used for all meetings.
8. Negotiating Team members are required to attend ratification meetings.
9. Virtual ratification meetings will be moderated by a third (3<sup>rd</sup>) party.

## Section 8 – Collective Bargaining

### 8.9 – CONDUCTING A STRIKE VOTE

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	April 2022; December 2013; December 2005
<b>Effective Date:</b>	October 2001
<b>Date Approved:</b>	October 2001

**Purpose:**

To provide guidance and direction on a process for conducting a strike vote.

**Policy:**

1. Strike votes shall be conducted at meetings called for that purpose. Strike vote meetings will be held in person, and/or via telephone/video conference. Meeting method to be determined in consultation with the Board of Directors and Chief Negotiator.
2. Voting shall be conducted by secret ballot at the meetings.
3. The President and Executive Director/Chief Negotiator, or designate(s), shall conduct strike vote meetings.
4. A standardized presentation shall be used for all meetings.
5. Board and Negotiating Team members are required to attend strike vote meetings.

## Section 8 - Collective Bargaining

### 8.10 – TENTATIVE AGREEMENT/VOTING RESULTS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	April 2022; September 2019; December 2005
<b>Effective Date:</b>	March 1985
<b>Date Approved:</b>	March 1985

#### **Purpose:**

1. RNU members shall be informed when a tentative agreement has been reached.
2. The results of all province-wide referendums and contract votes prior shall be released to RNU members prior to the release to the media.

#### **Policy:**

1. Board Members shall be contacted by email. The results will be released when a majority of Board Members have acknowledged receipt of the email.
2. Branch Presidents will be notified by email following the board notification.
3. RNU members will have access to the results through the members' only website and by email at least one (1) hour prior to the release to the media.

## Section 8 – Collective Bargaining

### 8.11 – INTERPRETATION OF CONTRACT RATIFICATION VOTE

**Last Revised Date:** July 2023  
**Previous Revision Date(s):** April 2022; May 2020; September 2019; December 2005  
**Effective Date:** October 1985  
**Date Approved:** October 1985

**Purpose:**

To provide clarity on the interpretation of ratification of Collective Agreements.

**Policy:**

1. For the purpose of conducting ratification votes on tentative contracts all members under the contract shall be deemed to comprise one unit.
2. A tentative agreement shall be considered accepted if fifty percent (50%) plus one (1) or more of those who voted, voted in favor of acceptance.

## Section 9 – Finance and Expenses

### 9.1 – MEMBERSHIP DUES/MONIES POLICY

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; December 2005
<b>Effective Date:</b>	March 1987
<b>Date Approved:</b>	March 1987

#### **Purpose:**

To provide clear guidance and information on RNU membership dues.

#### **Policy:**

1. Membership dues in the Union shall be set from time to time by the convention. Any changes in dues shall be passed at convention by the voting delegates. Article 2 Membership and Revenue of the RNU Constitution.
2. Membership dues are set at one point one percent (1.1%) of the NS-28 Step 6 rate of pay as per motion passed at RNU Convention 2018.
3. RNU membership dues are deducted when a member receives any type of compensation from the employer.
4. Two dollars (\$2) per member per month shall be placed in the union defense fund to be used only for purposes as outlined in the defense fund regulations, as decided from time to time by the Board of Directors. See *Section 16.2 – Defense Fund Policy*.
5. The fiscal year of the union shall be April 1 to March 31.
6. Refund of dues: Total dues deducted during the calendar year that have exceeded the maximum amount to be collected (based on the calculation of NS-28 Step 6) shall be refunded. The member is required to submit copies of their T4's for the appropriate calendar year to RNU to refund the excess deductions appropriately. The President reserves the right to request further documentation, if necessary, to clarify any such claim. RNU will refund overpayment of dues for the most recent calendar year and the one year previous.
7. Any funds owed to RNU by a member must be paid promptly upon being invoiced by RNU. Any monies owed shall be deducted from payments of monies owed to the member by RNU.
8. Any funds owed to RNU by a branch shall constitute a preferred claim and must be paid promptly by the branch upon being invoiced by RNU and prior to the payment of any other obligations of the branch. Any monies owed shall be deducted from payments of monies owed to the branch by RNU.
9. RNU members who are on unpaid leaves of absence shall not have to pay union dues and are still considered members of RNU. For clarity this does not apply to those on Workers Compensation or the Provincial President.

## Section 9 – Finance and Expenses

### 9.2 – DONATIONS (Not applicable to branches)

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2019; December 2005  
**Effective Date:** June 2000  
**Date Approved:** June 2000

**Purpose:**

To provide clear direction on the annual donation budget and authority for donation expenditure.

**Policy:**

1. Decisions on donations shall be made by the President within the approved budget.
2. Any donation over budget shall go to the Finance Committee for consideration and a motion/recommendation will be brought to the full Board for a decision.
3. Upon request, the RNU can donate one hundred dollars (\$100) to a legally created trust fund established for the children of a deceased RNU member and/or spouse.
4. There shall be a budget for donations approved by the Provincial BOD within the annual budget.

## Section 9 – Finance and Expenses

### 9.3 – EXPENSE POLICIES

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; April 2022; October 2021; March 2020; September 2019; December 2012; September 2007
<b>Effective Date:</b>	September 2007
<b>Date Approved:</b>	September 2007

#### **Purpose:**

RNU will reimburse members for expenses incurred while participating in union sponsored events. This policy provides clear directions on membership reimbursement for Provincially funded members.

For Branch Funded Delegates: It is the expectation that members who are branch funded will be reimbursed for expenses incurred while participating in union sponsored events as per this policy UNLESS the branch approves a motion for alternate reimbursement (Example: Members may have to utilize their own leave). Members shall be notified by the branch of reimbursement entitlement prior to participating in events which are funded by their branch.

#### **Policy:**

1. Lost Wages  
Subject to #2:
  - The RNU will pay lost wages for approved leaves according to step and classification.
  - The member is responsible for providing such supporting documentation, as may be required by the Union, to ensure payment within the time limits specified in policy. *Section 9 Finance and Expenses, 9.3 – Expense Policies*
2.
  - i. Casual and Part time Lost Wages
    - Casual and part-time members who participate in union functions, will be entitled to claim salary replacement (up to full-time hours) for lost shifts based on:
      - The average number of shifts worked during the twelve (12) weeks preceding the first day of the Union function. Additional or other pay periods may be referred to, to reflect the member's true lost earnings more accurately. The member shall provide pay stubs to establish average hours of work to the Union's satisfaction including the pay stubs covering the period of the Union function.
  - ii. Twenty percent (20%) in lieu of benefits will be added to the basic hourly rate for casual members.
3. Special allowances listed below will be paid on a pro-rata daily basis if not paid by the employer:
  - BN/Masters allowance(s)
  - Labrador allowances, excluding Labrador travel allowances
  - Isolation allowance

- Course allowances
- Standby premiums

Members whose Labrador travel allowance is prorated at year end by reasons of absences for union business (paid or unpaid) may file a claim with supporting documentation for special consideration by the Union. Additional allowances may be paid on approval of the President.

4. Shift/Weekend Differentials and In Charge Pay:

- The Union will pay shift and/or weekend differential(s) and/or in charge pay for those hours of work to which one or more of these premiums would apply.
- Members are expected when completing unpaid leave claims to indicate the number of hours to which one (1) or more of these premium rates would apply.

5. Day of Rest:

A member who is involved in union business on a regularly scheduled day off and who, as a result, would work more than forty-eight (48) hours in total for that week, may be entitled to a day of rest at union expense, subject to the following conditions:

- “Week” means the period from 0001 hours Monday to 0001 hours the following Monday inclusive.
- Days of union business shall be counted in the forty-eight (48) hour calculation as seven and a half (7.5) hours worked regardless of the actual hours involved.
- Sleep days for members coming off an eight (8) hour or twelve (12) hour night will not be considered a day off.
- Travel days will be calculated as seven and a half (7.5) hours worked regardless of the duration of travel.
- The member must advise Union office of their schedule at the earliest possible opportunity so that Union office may request the additional days leave from the employer.
- The Union has no contractual right to grieve the denial of such leave should it be refused by the employer; or
- If the leave is denied in writing by the employer, the member may take the leave on another day either two (2) weeks prior to or two (2) weeks after the event. If leave is not granted by the employer, the member will be paid in lieu of the leave.

6. Where a member would have to leave home prior to 7:30 AM on the first scheduled day of union business, the Union shall permit, upon request, the member to travel the night/day before. In special circumstances the President may approve the member to travel the day after an event.

7. Rest Period:

A member who is involved in union business (including travel time), and has not had an eight (8) hour rest prior to the commencement of their next scheduled shift, may be entitled to a day's rest at union expense, subject to the following conditions:

- The Union business must be at least seven and a half (7.5) hours duration (one [1] day).
- The member must advise the union office of their original schedule at the earliest possible opportunity so that union office may request the additional day leave from the employer.
- The Union has no contractual right to grieve the denial of such leave, should it be refused by the employer.

- If the leave is denied in writing by the employer, the member may take the leave on another day either two (2) weeks prior to or two (2) weeks after the event; or
  - If leave is not granted by the employer, the member will be paid in lieu of the leave.
8. Union Business on Annual Leave or Stat Holiday: (Not applicable to Branches)  
A member who is authorized in advance by the President or designate to conduct union business on an annual leave or statutory holiday shall be paid at the applicable overtime rate.
9. Submission and Processing of Claims: (Not applicable to Branches: Branches shall establish a process for submission and processing of claims)

When groups of more than fifteen (15) members are participating in union functions, members must allow a minimum of three (3) weeks for processing of an unpaid leave claim and a minimum of four (4) weeks for processing of an expense claim.

Incomplete or improperly completed unpaid leave claims will be returned to the member for proper completion before the claim is processed.

Members of the Board of Directors and Negotiating Team(s) may be paid in advance for meal allowance, kilometer allowance, unpaid leave, and dependent care on submission of a claim with appropriate documentation/receipts. Claims must be submitted a minimum of ten (10) business days prior to the commencement of the Union business.

Claims are to be submitted electronically via fillable form, available on *myRNU*, which will be processed by the Finance Committee for approval, then submitted to accounting for payment. Members can print this form and email it to [claims@rnunl.ca](mailto:claims@rnunl.ca). Where receipts are required, an electronic copy of the receipt(s) must be submitted to [claims@rnunl.ca](mailto:claims@rnunl.ca) or a hard copy received at RNU office prior to release of the cheque.

Payment of expenses as per Section 9 – *Finance and Expenses* shall be limited to claims for the current fiscal year and the one (1) year previous. Unpaid leave claims shall be limited to claims for the current fiscal year and the one (1) year previous. Unpaid leave is defined as union leave which is paid by RNU.

RNU will not issue cheques for an amount less than ten dollars (\$10).

10. Transportation Costs:

- Members travelling on provincially authorized union business will be reimbursed airfare, kilometer allowance and/or other reasonable transportation costs.
- Where a member would normally be authorized to travel by air but has received approval in advance from the Union to travel by road, the Union will pay kilometer and other reasonable costs up to the equivalent of the airfare that would have been paid by the Union had the member traveled by air. Reasonable costs shall include travel-related expenses such as accommodations, ferry charges, per diem and unpaid leave.
- Where the alternative transportation costs less than the airfare, the savings are the property of the Union. The kilometer allowance shall be paid for distances over five (5) kilometers. Rates will be as per the Collective Agreement.
- Only one (1) member can claim a kilometer allowance for groups using the same vehicle.

- Members travelling on union business will be paid the kilometer allowance on days off.
- On days a member is scheduled to work, a kilometer allowance will be paid for distances that exceed those normally travelled for work. Members can claim a kilometer allowance to and from each session of union business, unless the Union is providing a meal on site, in which case a kilometer allowance will not be paid.
- Transportation charges or kilometer allowance for travelling to and from departure or arrival centers will be reimbursed by the Union. When a member is driven to or from a departure or arrival center, return kilometer allowance may be claimed for each trip, provided the total cost to the union does not exceed the cost of a taxi.
- Airport parking charges will be reimbursed with a receipt.
- Members shall be encouraged to carpool to reduce overall costs to the Union.
- Traffic or parking violations will not be paid.

11. Vehicle Rentals: *(Not applicable to Branches)*

- No vehicle shall be rented in the name of the Union without authorization in advance by the Provincial President, their designate, or the Executive Director.
- Members travelling on approved union business who choose to rent a vehicle may be entitled to reimbursement subject to the following conditions:
  - The member may claim reimbursement for the total cost of the vehicle rental, insurance, and gas. However, the total amount reimbursed shall not exceed the cost the Union would have paid if the member(s) had travelled by air or had driven their own vehicle and claimed kilometers, whichever is applicable.
  - The vehicle must be rented in the member's name. Receipts must be submitted.

12. Adverse Weather:

- If a member is delayed by weather or other unavoidable problems when travelling on union business, they shall be reimbursed for all reasonable expenses incurred including lost time wages.

13. Accommodations:

- When registering for a union event, a member will be asked if they are willing to share a room. If not willing to share, a single room will be provided.
- RNU will cover room and tax only.
- Members are expected to sign hotel bills on checking out to verify charges are correct.
- Members staying in private accommodation may claim as per rates in the Provincial Collective Agreement. This will not be paid where the Union is obligated to pay for other accommodation.

14. Meal Allowances:

- Meal allowances (per diems) shall be paid as follows (receipts are not required):
  - Breakfast: twenty dollars (\$20)
  - Lunch: thirty dollars (\$30)
  - Dinner: forty dollars (\$40)
- Where the Union provides a meal, meal allowance shall not be paid.
- When a member must travel before 8:00 AM or after 6:00 PM a meal allowance can be claimed.

15. Additional Member Travel Expenses:

- In circumstances where a member, without reasonable excuse, does not take a flight previously arranged by the Union, the Union may charge any cancellation charges back to the member and

may deduct these charges from expense monies otherwise owed to the member. This will not apply in cases where the member utilizes another mode of transportation and the savings to the Union exceed the cancellation charge.

- Any additional travel expenses incurred by the member in making alternate personal travel plans shall be borne by the member.

16. Dependent Care:

- Members will be entitled to claim dependent care expenses subject to the following conditions:
  - Members will not be reimbursed for dependent care expenses they would have normally incurred.
  - The rate of payment shall be the hourly minimum wage to a maximum of eight (8) hours per day.
  - Receipts must be provided and must be prepared and signed by the caregiver indicating the date and the number of hours for which the caregiver was paid.
  - Dependent care expenses that exceed the amounts specified in this policy may be submitted to the Provincial President/Branch President for special consideration.

17. Absence Approval:

- Members are required to attend all sessions when the Union is paying lost wages and/or expenses (per diem, etc.)
- Written requests for any periods of absence must be approved by the President in advance.
- Verbal requests must be followed up in writing.
- Unapproved absences will result in denial of expenses, including lost wages.

18. Incidental Allowance: *(Not applicable to Branches)*

- RNU shall pay ten dollars (\$10) to members of the Provincial Board of Directors and the Provincial Negotiating Team for each night away from home.

19. Approval Authority: *(Not applicable to Branches)*

- The President is responsible for administering the policies on payment of expenses as approved by the Provincial Board of Directors.
- The President will consider special circumstances that are beyond the scope of the policy and may authorize payment.
- The President's decision to deny payment may be appealed in writing to the Provincial Board of Directors.

## Section 9 – Finance and Expenses

### 9.4 – INVESTMENT POLICY STATEMENT (IPS) (Not applicable to branches)

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; September 2007
<b>Effective Date:</b>	January 2004
<b>Date Approved:</b>	January 2004

#### **Purpose:**

The purpose of the IPS is to clearly identify an appropriate asset mix that is consistent with RNU's investment objectives and constraints.

#### **Policy:**

This IPS governs two (2) separate and autonomous accounts:

- i. the Defense Fund; and
- ii. the Surplus Fund.

#### 1. Return Objectives

The primary objectives of this Investment Portfolio are to achieve:

- Generation of income for disbursement as determined by the President from time to time.
- Growth of the total value of the Investment Portfolio through interest re-investment; and
- Preservation of capital.

Based on these objectives and the time horizon involved, a pure income approach will be used. This is a total return approach that is solely invested in fixed income products. The fixed income will produce a stable income stream and protect the portfolio from large fluctuations in value.

#### 2. Risk Tolerance

The underlying principle of this Investment Policy is that the assets are always invested in a prudent and diversified manner, and that the policy avoids taking any level of risk that would expose the Union to an unacceptable level of loss under any probable scenario.

To avoid default risk, investments are to be made solely in government bonds and their agencies. Consideration can also be given to GIC's up to the CDIC guarantee limit if the rate is superior to that which can be earned on government bonds.

Interest Rate Risk is another form of concern. It arises when there is extreme volatility in bond markets. When interest rates rise, bonds fall in value and the longer the term of the bond the greater the fall in the market value. This does not cause problems unless there is a ready need to ensure that all bonds can be cashed into the open market to meet unexpected obligations such as a prolonged strike.

To mitigate this type of risk no bond or GIC shall be purchased with a maturity longer than five (5) years.

### 3. Time Horizon

There are two (2) time horizons of interest. First, the Union has been established in perpetuity, which suggests that there is no portfolio impact. However, at times of job action there is the need for shorter term and more immediate investments. Consequently, the Union's needs will be monitored, and specific investments re-evaluated as circumstances change.

### 4. Liquidity

It is the responsibility of the Investment Advisor to notify RNU of outstanding cash balances and propose investment alternatives to ensure that the earnings in the account are optimized and the Union's investments themselves are timed to mesh with the Union's cash flow forecast. This will ensure that the Union's cash is invested optimally, and that cash is available when needed.

When withdrawals become necessary, the President will notify the Investment Advisor as far in advance as possible to allow sufficient time to build up necessary liquid reserves.

Ideally, liquid reserves should be funded from maturing fixed income securities instead of necessitating securities to be sold.

### 5. Constraints and Prohibited Investments

The Union prohibits investing in the bonds of governments, or GIC's of issuers that are viewed as anti-labor, socially irresponsible, or not in keeping with the views of the membership.

The portfolio shall not hold any corporate bonds or individual stocks either singularly or through mutual funds.

Further, if at any time the Union determines that it should not own the bonds of any specific issuer this will be communicated to the Investment Advisor by the President and the issuer will be listed under prohibited investments.

### 6. Reports and Reviews

The IPS will be reviewed annually. Account reviews will be held annually either by phone or in person and will include a rate of return, a cash flow report, a balance sheet and a projected income statement.

## Section 9 – Finance and Expenses

### 9.5 – RNU INVESTMENT AUTHORITY (Not applicable to branches)

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** April 2021; September 2007  
**Effective Date:** December 2005  
**Date Approved:** December 2005

**Purpose:**

To identify the Executive's responsibilities regarding the Union's investments.

**Policy:**

1. Any two (2) of the three (3) executive members, in consultation with the Union's Investment Advisor, and approval of the Board of Directors, shall have authority to make decisions, including transfers relating to the Union's investments, in accordance with the Investment Policy set out in Section 9.4 – Investment Policy Statement (IPS).
2. The President or designate shall provide a quarterly statement to the Finance Committee outlining activity during the previous quarter.

## Section 9 – Finance and Expenses

### 9.6 – DONATIONS TO OTHER UNIONS ON STRIKE (Not applicable to branches)

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2019  
**Effective Date:** May 2007  
**Date Approved:** May 2007

#### **Purpose:**

The RNU recognizes the importance of supporting other unions during labor disputes as a means of demonstrating solidarity.

#### **Policy:**

1. RNU will provide the following amounts within the approved budget:
  - CFNU Affiliate Unions and FIQ: two thousand five hundred dollars (\$2,500)
  - Other Public Sector Unions in the province which are health related: one thousand dollars (\$1,000)
  - Other unions in the province: five hundred dollars (\$500)
2. The Director of Communications will be responsible and make the President aware of any such strikes.
3. The above donations will be automatically generated from the RNU once the President approves the donation.
4. A motion to increase the amount of the donation to any union may be considered by the Board of Directors based on the following criteria:
  - the financial status.
  - the number of workers involved and the size of the organization to which they belong (i.e.. assessment of the need for money); and
  - the length of the strike.

## Section 9 – Finance and Expenses

### 9.7 – FINANCIAL REQUIREMENTS FOR BRANCH CLOSURE OR RESTRUCTURING

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019
<b>Effective Date:</b>	May 2007
<b>Date Approved:</b>	May 2007

**Purpose:**

To account for branch funds after a branch had been declared inactive or restructured.

**Policy:**

1. The following must be submitted to Provincial Office within thirty (30) days of a branch either being declared inactive or being restructured into two or more branches by motion of the Board of Directors:
  - i. A cheque payable to RNU for the balance of all bank and investment accounts held by the branch. To ensure that all items clear the bank account before it is closed, the branch should immediately deposit all cash and cheques and pay all outstanding bills.
  - ii. A final financial statement as of the date of the account closure prepared following the guidelines required when applying for the annual stipend.
  - iii. A copy of all bank and investment account statements showing the closure of the account; and
  - iv. The branch financial records covering the last seven (7) years.
2. Once these documents are received at Provincial Office, all branch funds shall be deposited and held by Provincial Office until:
  - i. The branch is declared active by the Provincial Board of Directors; or
  - ii. New executives are in place for the restructured branches.
3. Provincial Office will then disburse the funds, having first deducted any money the branch owes Provincial Office.
4. If a branch restructuring has taken place, the funds will be distributed on a per capita basis based on the most recent membership count on the RNU database.

## Section 9 – Finance and Expenses

### 9.8 – DONATION OF RNU PROMOTIONAL MERCHANDISE (Not applicable to branches)

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2019  
**Effective Date:** January 2010  
**Date Approved:** January 2010

**Purpose:**

To ensure that donations of promotional items are done in a fair and equitable manner.

**Policy:**

1. Requests for donations of RNU promotional items must be submitted in writing to the communications team. The written request must include the name of the group requesting the donation, the charity to benefit from the donation, the date the promotional item(s) are required and an explanation of how the promotional items are to be used.
2. The value of the donation may not exceed fifty dollars (\$50). If the request exceeds the maximum fifty dollars (\$50) value, the communications team must consult with the President or their designate.
3. The Communications team shall keep a record of all requests, as well as donations granted.
4. When the President or their designate makes presentations to the schools of nursing, promotional items may be taken for distribution or prize giveaways. The Communications team shall keep a record of the amount of inventory taken for this purpose.

## Section 9 – Finance and Expenses

### 9.9 – ANNUAL DONATIONS (Not Applicable to branches)

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; September 2007; December 2005
<b>Effective Date:</b>	June 2000
<b>Date Approved:</b>	June 2000

#### **Purpose:**

RNU is committed to supporting not for profit organizations that provide valuable services to our members and the public within our communities and province.

#### **Policy:**

1. The RNU provides annual donations to external organizations that operate on a provincial basis in keeping with the objectives of RNU. Donations are approved by the Board of Directors as part of the annual budgeting process.
2. Money received from belairdirect as a result of RNU members accessing belairdirect services shall be donated based on a three-year (3) cycle to charities approved by the provincial board of directors. These donations shall be matched by RNU funds.
3. Donations received at the Regatta Rest Stop shall be donated to the Alzheimer's Society. RNU shall supplement this donation to a maximum total of five hundred dollars (\$500)
4. Funds raised at the biennial convention shall be donated as follows:
  - a. 50/50 funds: determined by Provincial Board of Directors
  - b. Silent auction: CFNU International Solidarity Fund

## Section 9 – Finance and Expenses

### 9.10 – STALE DATED CHEQUES **(Not Applicable to branches)**

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2025

**Date Approved:** March 2025

**Purpose:**

The purpose of this policy is to outline the handling of stale-dated cheques written by RNU. This policy ensures proper financial management and transparency by defining the procedures for reviewing and writing off stale-dated cheques during the annual March 31 bank reconciliation process. The goal is to maintain accurate and up-to-date records, avoid any unnecessary liabilities, and ensure compliance with relevant accounting standards.

**Policy:**

1. Review of Stale-Dated Cheques:
  - During the annual March 31 bank reconciliation process, all cheques that have not been cashed or cleared will be reviewed for staleness.
  - A cheque will be considered stale-dated if it has not been presented for payment within one year from the date it was issued.
2. Write-off of Stale-Dated Cheques:
  - Any cheques that have been stale-dated since March 31 of the previous year will be written off during the March 31 bank reconciliation process.
  - The write-off will be recorded in the financial records as a reduction of outstanding liabilities/expense and an adjustment to the cash balance.
3. Reporting and Documentation:
  - A detailed list of all stale-dated cheques identified during the bank reconciliation process will be compiled.
  - Documentation for each cheque will include the cheque number, issue date, amount, and the date it was determined to be stale-dated.
4. Handling of Outstanding Payments:
  - If a cheque is determined to be stale-dated and the payee requests payment after the cheque has been written off, a new cheque will be issued to the payee.
  - In such cases, the request will be processed in accordance with standard payment procedures.
5. Responsibility:
  - The Staff Accountant is responsible for conducting bank reconciliations. During the reconciliation of the March 31 bank reconciliation, the staff accountant will identify stale dated cheques in accordance with this policy.

- The staff accountant will then summarize the amount and cheque number of the cheques to be written off and present them to the Director of Corporate Services for approval.
  - The Staff Accountant will then write off cheques that have been approved by the Director of Corporate Services.
  - The director of Corporate services will ensure that the process is conducted in a timely and accurate manner, with proper documentation and reporting.
6. Review and Compliance:
- This policy will be reviewed annually to ensure that it aligns with best practices and compliance requirements.
  - By adhering to this policy, the organization ensures efficient financial management, accurate reporting, and the appropriate handling of stale-dated cheques.

# Section 10 – RNU Privacy and Respectful Workplace Policies

## 10.1 – PRIVACY POLICY

**Last Revised Date:** May 2024  
**Previous Revision Date(s):**  
**Effective Date:** January 2006  
**Date Approved:** December 2005

### Objective and Scope

This policy guides RNU's practices concerning the collection, use, disclosure, and protection of its member's and employees' Personal Information.

RNU is committed to protecting the privacy, confidentiality, accuracy, and security of members' and employees' Personal Information it collects, uses, and retains while fulfilling its legitimate purposes as a certified bargaining agent and employer.

For purposes of this Privacy Policy, "**RNU**" refers and applies to the Registered Nurses Union of Newfoundland and Labrador, including its Branch offices.

### What is Personal Information?

"**Personal Information**" is defined as information concerning an identifiable individual, such as their home address, home email address, home telephone number, social insurance number, family status, national or ethnic origin, membership in an equity group, or record of union interests and involvement. Personal Information includes health information and employment information.

For the purposes of this Policy, "**Health Information**" with respect to a member or employee, recorded in any form, may include:

- a. information concerning physical or mental health.
- b. information concerning any health service provided.
- c. information concerning the donation by the member or employee of any bodily substance or information derived from the testing or examination of a body part or bodily substance.
- d. information that is collected during the provision of health services to the member or employee; or
- e. information that is collected incidentally to the provision of health services.

For the purposes of this Policy, "**Employment Information**" with respect to a member or employee, recorded in any form, may include:

- a. information concerning employment status.
- b. information concerning previous employment circumstances, including disciplinary actions, or
- c. information concerning decisions made by external organizations and agencies regarding employment of a member or employee, e.g.: grievance, mediation, arbitration decisions.

Personal information does not include aggregate information which cannot be associated with a specific individual, and it does not include the name, title, business address, business email address, or business telephone number of an individual.

### What Personal Information does RNU Collect?

In order to fulfill its legitimate purposes, RNU may collect Personal Information including your name, home mailing address, email address, telephone number, social insurance number, and demographic information such as your birth date, and gender. RNU may also collect employment-related information including work history, job classification, duties, rates of pay, and dues records.

Additional information may also be collected to fulfill other representational or employment obligations or to provide specific services to you. For example, RNU officers may collect or use additional Personal Information while providing representation in respect of grievances or other matters arising under a collective agreement or otherwise related to your employment.

RNU is committed to ensuring that any Personal Information it collects, uses, discloses or retains is as accurate, current, and complete as necessary for the purposes for which it uses the data.

#### How does RNU Collect Personal Information?

As a rule, RNU will not collect, use, or disclose Personal Information without consent. However, there are some circumstances in which consent is not required or cannot be obtained. For example, RNU may collect and use Personal Information provided by employers in accordance with collective agreements or by order of a court or administrative tribunal.

RNU may collect and retain Personal Information from the following sources:

- Dues and membership forms.
- Grievance, appeal, or claim forms.
- Information provided by employers in accordance with collective agreements or by order of a court or administrative tribunal.
- Information provided to us in our capacity as an employer.
- Information provided pursuant to statutory or regulatory requirements.
- Other information provided by members and employees through surveys, registration forms, etc.; and
- Through members' interactions with union officers and staff, including email and other correspondence.

#### Why does RNU Need Personal Information?

RNU collects Personal Information of members working in bargaining units it represents and that of its employees to fulfill its legitimate purposes. RNU needs Personal Information to carry out its representational obligations and provide a variety of member services, and to communicate and engage members in union business. RNU collects Personal Information of its own employees to fulfil its obligations as an employer.

For example, RNU may need to communicate with members outside the workplace for a final offer or strike vote or to comply with other statutory obligations; to provide services related to grievances, legal services, and other advocacy and assistance; or to conduct research.

Accordingly, RNU collects Personal Information in order to:

- Assist the union in representing its members with respect to employment under collective agreements and applicable legislation.
- Investigate and resolve grievances, appeals, and claims.
- Maintain a complete record of membership in the union;
- Maintain employment records of staff.
- Communicate and engage with members in union business and respond to their enquiries.

- Provide information about union membership programs and benefits.
- Provide print and online information services.
- Administer the business of the union, including Branch business, correspondence, and research (e.g.: member surveys).
- Consult with members with respect to union programs, priorities, and activities.
- Facilitate participation in union events.
- Collect and manage dues and assessments.
- Collect members' demographic information (e.g.: years of membership, past executive roles, work location(s), positions(s), address and contact information);
- Verify eligibility for and administer strike pay and benefits.
- Verify eligibility for employment benefits.
- Process members' expense claims for participation in union events or activities.
- For social and political advocacy in accordance with the mandate set out in the RNU constitution.
- Obtain legal and financial advice relating to members and employees; and
- Comply with other statutory or regulatory requirements, whether as a bargaining agent or as an employer.

### How does RNU Protect Personal Information?

RNU is committed to protecting your Personal Information from unauthorized use and disclosure.

Our commitment means that:

- All Personal Information collected by RNU, whether from a member or an employee, is held in strict confidence.
- We will employ appropriate safeguards and security standards to protect and maintain the confidentiality of your Personal Information and to ensure only authorized individuals have access to your Personal Information.
- We will ensure that access to Personal Information is limited to authorized RNU employees, officers, and representatives in the performance of their job function and/or for fulfilment of RNU's legitimate purposes. In some circumstances, RNU may also share Personal Information with external legal or financial advisors, consultants, contractors, or regulators who require access to this information in fulfillment of RNU's legitimate purposes.
- We will use your Personal Information only for the purposes we have identified.
- We will retain Personal Information only as long as required to fulfil the purpose for which it was collected. When your Personal Information is no longer required, we will destroy it in a confidential and secure method.

RNU will not distribute Personal Information to a third party without your consent unless required to do so by law, in which case the information released will be limited to what is legally required. In some circumstances, RNU may share members' Personal Information with legal or financial advisors, consultants, benefit and pension plan administrators, insurers, or contractors retained by RNU to fulfill its legitimate purposes. Membership lists and Personal Information about members or employees will never be sold or used for any commercial purposes.

Although RNU does not take responsibility for any theft, misuse, unauthorized disclosure, loss, alteration or destruction of data by other parties, RNU takes reasonable precautions to prevent such an event. RNU staff or elected officers found to be abusing membership or employment information can be subject to disciplinary action in accordance with the applicable staff collective agreement or the RNU Constitution.

## Personal Information Inquiries

Individuals have the right to request access to their Personal Information under the control of RNU and may request corrections to Personal Information so that it is complete, accurate, and up to date.

In certain situations, we may not be able to provide access to certain Personal Information that we hold about a member or employee. Such instances may include, but are not limited to:

- Where provision may reveal Personal Information about another individual.
- Where the information is subject to solicitor-client privilege.
- Where the information was collected in relation to an investigation or a contravention of federal or provincial law.
- Where provision could reasonably be expected to threaten the health or safety of an individual.

If access cannot be provided, RNU will notify the individual making the request, in writing, of the reasons for the refusal. Where access has been provided and where the information is demonstrated to be inaccurate or incomplete, RNU will amend the information as required.

RNU has a designated Privacy Officer who is responsible for ensuring compliance with this policy and assisting members and employees with their inquiries. The Privacy Officer at RNU is the Executive Director, who also has delegated authority to issue directives or decisions regarding the interpretation and application of this Policy.

**All questions, concerns, or complaints regarding privacy matters may be directed to the Privacy Officer who is designated to be the Director of Corporate Services.**

Attention of the Privacy Officer  
Registered Nurses' Union Newfoundland & Labrador  
P.O. Box 416  
229 Major's Path  
St. John's, NL A1C 5J9

**Phone:** 709-753-9961  
**Toll Free:** 1-800-563-5100  
**Fax:** 709-753-1210  
**Email:** [info@rnunl.ca](mailto:info@rnunl.ca)

Within fifteen (15) days of receiving a complaint, the Privacy Officer will contact you to acknowledge the complaint has been received and to establish a timeframe for its resolution. If you are not satisfied with the resolution of your complaint, or if your complaint is about the Privacy Officer, the matter may then be referred to RNU President.

## Section 10 – RNU Privacy and Respectful Workplace Policy

### 10.1.1 – CONFIDENTIALITY POLICY

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** May 2024

**Date Approved:** May 2024

In addition to the Privacy Policy, which is primarily for the information of the membership and employees, RNU has established a confidentiality policy, with the aim of communicating the privacy and confidentiality obligations of the union to its elected officers and staff.

The Confidentiality Policy includes the following principles:

1. RNU is committed to protecting the privacy, confidentiality, accuracy, and security of Personal Information it collects, uses, and retains while fulfilling its legitimate purposes as a certified bargaining agent and employer.
2. The collection, use, disclosure, and retention of Personal Information by RNU is governed by the RNU Privacy Policy and by this Confidentiality Policy.
3. All member and employee information held by RNU is confidential and is not to be communicated to anyone in any manner, except in accordance with RNU policies or as required by law.

All elected officers and staff of RNU are required to sign a Confidentiality Agreement (*Section 10 – RNU Privacy and Respectful Workplace Policy 10.1.2 – Confidentiality Agreement*).

4. Information may be shared internally within RNU for the purposes of carrying out RNU's legitimate purposes, providing representation to members in grievances or other matters, and in performing human resources functions.
5. Consent must be obtained before disclosing a member's Personal Information to any external organization, except as may be outlined in the Privacy Policy or required by law.
6. Confidentiality obligations regarding member and employee information remain in effect after termination of the employment relationship and/or executive appointment.
7. RNU will limit access to the information held within our Information Management System (HPE Content Manager), to a specific number of users throughout the organization.
8. A breach of confidentiality is considered a serious matter and may be determined to be just cause for discipline, up to and including dismissal.

## Section 10 – RNU Privacy and Respectful Workplace Policy

### 10.1.2 – CONFIDENTIALITY AGREEMENT

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** May 2024

**Date Approved:** May 2024

All RNU staff members and elected officers who will have access to member and/or employee information through our Information Management System or other sources are required to sign a statement of confidentiality, to be kept on file by RNU.

Furthermore, when a request for members' information is made via our Information Management System, the requestor will have to log the date of the request and the description/reason of the request. The [Director of Corporate Services has access to query the reports log.

#### **Statement of Confidentiality**

I have read and reviewed the policies on privacy and confidentiality of member and employee files of RNU, including information in the Information Management system. I understand that all member and employee information to which I have access is confidential and is not to be communicated or disclosed to anyone in any manner, except in accordance with RNU policies or as required by law.

Name (Please Print): \_\_\_\_\_

Branch: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 10 – RNU Privacy and Respectful Workplace Policy

### 10.1.3 – CONFIDENTIALITY NOTICE

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** May 2024

**Date Approved:** May 2024

In addition, RNU will ensure that any Personal Information provided to branch offices, and external third parties who provide services to RNU (e.g.: member lists, employment information) is accompanied by a confidentiality notice reminding recipients of the sensitivity of the information and referring them to the Privacy Policy. The confidentiality notice shall read as follows:

**Notice: Confidentiality of Enclosed Information**

The enclosed records include Personal Information which is sensitive and confidential.

RNU is committed to protecting the privacy, confidentiality, accuracy, and security of the Personal Information it collects, retains, and discloses to branch offices, and third-party service providers.

The enclosed information is being provided solely for the specific and exclusive purpose of:

All member and employee Personal Information which you are hereby provided is confidential and must not be communicated or disclosed to anyone in any manner, except in accordance with RNU's Privacy and Confidentiality policies, or as required by law.

If you have any questions or concerns regarding your rights and obligations with respect to the enclosed Personal Information, please contact [info@rnunl.ca](mailto:info@rnunl.ca) and your message will be forwarded to the Chief Privacy Officer.

## Section 10 – RNU Privacy and Respectful Workplace Policy

### 10.1.4 – LIST OF STAFF POSITIONS AUTHORIZED TO EXPORT/PRINT MEMBERSHIP DATA

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** May 2024

**Date Approved:** May 2024

The following will have access to access membership lists from our Information management system: listings by Branch Office, based on their specific user access rights:

- Provincial Office Administrative Staff
  
- RNU Management Team:
  - Provincial President
  - Executive Director
  - Director of Corporate Services
  - Director of Communications

Any membership list or report will be generated by RNU Administrative Staff These would include, and are not limited to, reports required considering the Constitution or Regulations, such as the following:

- Ratification Voting Lists.
- Convention Delegate Entitlements.
- Board of Directors vote result.
- Branch members identity and contact lists

## Section 10 – RNU Privacy and Respectful Workplace Policy

### 10.1.5 – EMPLOYEE RESPONSIBILITIES

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** May 2024

**Date Approved:** May 2024

The RNU Board of Directors has implemented the RNU Privacy Policy. As part of the Privacy Policy, it is the fundamental responsibility of employees of RNU to safeguard the confidentiality of and protect members' Personal Information. To comply with and enforce these policies, RNU employees are required to apply the following procedures.

**Policy:**

1. RNU employees shall familiarize themselves with the content of and abide with the standards established in the RNU Privacy Policy and will conduct themselves according to the principles of ethical behavior engendered in the RNU confidentiality statement they have signed.
2. Employees and union volunteers will ensure that access to member Personal Information will be limited to the individuals required to use it and will be minimized to that extent.
3. RNU member information includes membership records, files or notations—including, but not exclusive to grievance files, notebooks, accommodation files, performance appraisals, return to work issues and personal data, correspondence, dues lists, expense claims, travel claims and is protected as follows:
  - 3.1. During normal business hours:
    - Visitor access to the building is restricted to the front entrance and an employee is always in attendance in the reception area to screen visitors.
    - The rear entrance is locked and accessible by authorized employees or executive volunteers.
    - Information about members is never left unattended in sight of visitors or other individuals not authorized to view it.
  - 3.2. After normal business hours:
    - Authorized employees or executive volunteers have access keys and security codes for the building.
    - Individuals are assigned a unique security access code which cannot be reassigned to or shared with others.
    - The last employee or volunteer to exit the building will ensure both entrances are locked and secure the building using the electronic alarm service.
    - When employees or volunteers resign or are terminated, their access keys are returned, and their security access code is deleted.
  - 3.3. Employee Office's or Work Areas:
    - Records in active use can normally remain in an employee's office or work area.
    - With the exception of 3.5, and due to the normal restricted access to the building,

- Employees' office doors can remain open and employees can store active files in their offices or work area.
- For additional security reasons, the accounting office is locked after normal business hours.

#### 3.4. Central File Room:

- Records not in active use are stored in the central file room.
- The central file room is locked at the end of each business day.
- After normal business hours, access to the central file room is restricted to employees as required and authorized by the Director of Corporate Services or designate.

#### 3.5. Building Use:

- Periodically, the building is made available for meetings after normal business hours.
- During such meetings, an employee or an authorized volunteer must be in attendance and will be responsible for ensuring unauthorized individuals do not access offices or secured areas.
- Employees will be given advance notice of these meetings and will ensure, prior to the event, to either:
  - Lock their office doors; or,
  - Secure all member information in a locked file; or
  - Secure all member information in the central file room.
- The Director of Corporate Services or designate will ensure offices or work areas of absent employees or executive volunteers are secured.

4. Information and materials covered by these procedures cannot be stored outside the main building at the Provincial Office. Files or documents removed from the Provincial Office work site are for the conduct of business only. In such cases, the material must not be left unattended, unless locked in a secure location accessible only by the employee.

Employees must advise members that Personal Information contained in RNU files will be used for the normal conduct of business, within our office by RNU employees, or by a designated RNU member holding a volunteer union position (e.g.: RNU Board of Directors, Branch Executives, shop stewards, committee members, etc.) who is the member's authorized union representative and/or is required to obtain the information from Provincial Office in order to conduct business on behalf of RNU.

Although there is an implied consent to share such Personal Information as is necessary to perform the service requested by a member, Employees will inform the member that such sharing of information is necessary.

#### External Health Information

When RNU employees require access to health information external to our sources, the member will be informed in writing about the requirement and asked to sign a consent form. The consent form will be used to obtain information pertinent only to the case or file specified on the form.

If a member refuses to sign a consent form to allow the RNU representative to access/use their health information, the member will be informed of the complications this will pose to providing further services.

To assure the member of the integrity of the RNU privacy policies, the member will be provided a copy of all the RNU Privacy Policy, including this internal office policy. If the member continues to refuse to sign the consent form, the matter should be referred to the RNU Chief Privacy Officer.

Correspondence and/or documents containing Personal Information about an RNU member that are for circulation to other RNU members not authorized to conduct business on the member's behalf must have all Personal Information removed or covered prior to copying.

### Computers

Computers assigned to RNU employees and executive volunteers will be accessible by personal code with access restricted to the designated employee and the Director of Corporate Services.

Computers must be shut down after normal business hours.

The network server is in the central file room which is locked by an administrative employee at the end of each workday as per 3.4 above. Access to files stored on the network server is restricted to authorized employees.

### Release of Information

Prior to providing phone services to members, employees will ensure that the caller is screened appropriately to confirm the identity of the member.

Suspect callers will be referred to the Director of Corporate Services.

Phone or other requests for Personal Information about members from non-authorized individuals (apart from requests from RNU volunteers as described in 4.0) will be referred to the Director of Corporate Services.

The preferred method of communicating confidential Personal Information is by postal mail or courier. Should circumstances dictate that such information must be communicated by fax, the recipient will be asked to stand by the receiving machine and confirm receipt.

Members' requests to view their original records must be referred to the Director of Corporate Services.

An employee must be present while a member views their original file. Information about a third party contained in a member's file or record will be separated or covered to protect the confidentiality of the third party.

Confidentiality warnings shall be placed on all emails and faxes and relevant correspondence.

Retention of material containing member information must conform to the RNU information retention schedule in effect or under development and destroyed or erased in accordance with the dates and methods described.

## Section 10 – RNU Privacy and Respectful Workplace Policy

### 10.2 – RESPECTFUL WORKPLACE POLICY

<b>Date Revised:</b>	March 2024
<b>Previous Revision Date(s):</b>	
<b>Effective Date:</b>	December 9, 2019
<b>Date Approved:</b>	December 9, 2019

#### **Purpose:**

Every employee is entitled to employment free from workplace harassment. The Registered Nurses' Union Newfoundland and Labrador (the "RNU") is committed to eliminating where possible, or otherwise minimizing the hazard of workplace harassment to ensure all RNU employees, as well as members of the Board of Directors, elected volunteers and members who attend RNU-sponsored events, are provided with a safe and healthy work environment where they are treated with respect and dignity.

The RNU's Respectful Workplace Policy (the "Policy") is intended to:

- Encourage open communication to ensure that the work environment is free from workplace harassment and that persons in the workplace are respectful of each other.
- Make everyone aware of each person's responsibilities under the Policy.
- Identify types of behavior that constitute workplace harassment.
- Establish and set out the procedures to report workplace harassment; and
- Provide, in situations where workplace harassment is found to have occurred, disciplinary or corrective measures up to and including dismissal.

#### **Application:**

The Policy applies to all RNU employees (which for clarity, includes, without limitation, permanent, temporary, or contract employees), members of the Board of Directors, elected volunteers and members attending RNU sponsored events, and to all work-related interactions with those who deal with the RNU including consultants and service providers.

The RNU's workplace refers to any place where RNU business is being conducted that could reasonably be related to the work of the RNU including, but not limited to, the office environment, travel, conferences, training sessions, branch meetings, external meetings, and work-related social gatherings, including on-line communications and email.

Anyone who believes that they have observed or experienced workplace harassment shall use the procedures set out below.

#### **Definitions:**

**Workplace Harassment** means inappropriate vexatious conduct or comment by a person to an employee that the person knew or ought to have known would cause the employee to be humiliated, offended or intimidated. For the purposes of this Policy, the definition of workplace harassment includes discriminatory harassment, sexual harassment, personal harassment, and workplace violence as defined herein.

Workplace harassment **does not include** any reasonable action taken by an employer or supervisor relating to the management and direction of employees or the workplace. Some examples of what does not constitute workplace harassment include but are not limited to:

- Day to day management or supervisory decisions involving work assignments; or
- Normal exercise of supervisory responsibilities including performance evaluation, training, counselling, and disciplinary action.

Workplace harassment typically involves a course of conduct or a pattern of behavior, including more than one incident. However, one single incident, if sufficiently serious, can constitute workplace harassment.

**Discriminatory Harassment** means inappropriate vexatious comment or conduct by a person to an employee on the basis of one or more of the prohibited grounds of discrimination as set out in the *Human Rights Act, 2020* (Newfoundland and Labrador), as amended from time to time, that the person knew or ought to have known was unwelcome or would cause the employee to be humiliated, intimidated or offended.

The prohibited grounds of discrimination are race, color, nationality, ethnic origin, social origin, religious creed, religion, age, disability (including perceived disability), disfigurement, sex (including pregnancy), sexual orientation, gender identity, gender expression, marital status, family status, source of income, political opinion, criminal conviction (unrelated to employment).

By way of example, discriminatory harassment may include but is not limited to:

- Stereotyping on the basis of a prohibited ground of discrimination.
- Comment or conduct which disparages or ridicules a person's race, ethnic origin, color, religion.
- Racial, ethnic or religious jokes, slurs, nicknames, or mimicry (oral, written or graphic); or
- Refusing to work with people because of prohibited grounds of discrimination.

**Sexual Harassment** means any conduct or comment of a sexual nature that is known or ought reasonably to be known to be unwelcome, would cause an employee humiliation, intimidation or offense, or that might be perceived as placing a condition of a sexual nature on employment or an opportunity for training, promotion, or another work-related advantage.

By way of example, sexual harassment may include but is not limited to:

- Inappropriate or unwelcome focus/comments on a person's physical attributes or appearance.
- Inquiries or comments about a person's sex life.
- Vulgar or sexual jokes (oral, written or graphic);
- Telephone calls, texts or emails with sexual overtones.
- Repeated unwanted social or sexual invitations; or
- Indecent exposure or sexual assault.

**Personal Harassment** means inappropriate vexatious comment or conduct by a person to an employee that the person knew or ought to have known would serve no legitimate work purpose, that demean,

belittle, or cause the employee humiliation, intimidation or offence. Personal harassment is sometimes referred to as bullying.

By way of example, personal harassment may include but is not limited to:

- Yelling or using profanity.
- Bullying.
- Deliberately not speaking to someone thereby ostracizing them.
- Giving unwarranted (or undeserved) punishment.
- Undermining or deliberately impeding a person's work.
- Tampering with a person's personal belongings or work equipment.
- Spreading malicious rumors, gossip, or innuendos that are not true.
- Threatening, belittling or humiliating a person; or
- Other objectionable behavior designed to torment, pester or abuse someone.

**Workplace Violence** means the attempted or actual exercise of physical force to cause injury to an employee and includes threatening statements or behavior which gives the employee reason to believe that the employee is at risk of injury. Workplace violence also includes "family violence" that would likely expose an employee to physical injury in the workplace and includes but is not limited to threatening calls, emails or unwelcome visits at the workplace.

### **Policy:**

Workplace harassment in any form at the workplace or arising from the workplace is strictly prohibited

The RNU shall investigate complaints of workplace harassment, however, it may decide not to proceed with a full investigation where it determines that the allegations, even if proven, do not amount to the definition of workplace harassment.

### **Reporting Workplace Harassment:**

This Policy outlines both informal and formal procedures to assist an employee should they experience or observe workplace harassment.

An individual who reports an allegation of workplace harassment is referred to as the "Complainant". An individual who is alleged to have engaged in workplace harassment is referred to as the "Respondent" (i.e., the alleged harasser).

#### Informal Procedure

Any individual who believes they have been subjected to any form of workplace harassment is encouraged to act before the behavior becomes repetitive, by informing the person subjecting them to this behavior that their behavior is inappropriate and asking for the behavior to stop. The RNU promotes the use of positive solutions to resolve conflicts by applying appropriate norms. Every effort should be made to resolve the issue as quickly as possible.

#### Formal Procedure

Whether or not the informal procedure outlined above has been followed, an employee who believes they have observed or experienced workplace harassment should report their experiences or observations in writing:

- i. To a member of management for employees; and
- ii. To the RNU President or designate for
  - a. Members of the Board of Directors.
  - b. Elected volunteers; or
  - c. Members attending RNU-sponsored events.

Should a situation arise where an employee's complaint is regarding a member of the management team and the employee is not comfortable reporting the complaint to another member of the management team or where the employee's complaint is against the Executive Director, the complaint is to be reported to the Provincial Vice President or Chair of People and Culture. Where a member of the Board of Directors, an elected volunteer or a member attending an RNU-sponsored event has a complaint regarding the RNU President, the complaint should be reported to the Provincial Vice President or Chair of People and Culture.

Complaints shall include details where possible, about the location, time and dates of the alleged incident(s), names of the persons involved in the incident(s), names of any witnesses, a full description of what occurred, and any initial steps or actions taken to deter the alleged harasser (i.e., whether the informal procedure was followed).

#### **Investigation Process:**

Upon receipt of a formal written complaint, and after meeting with the Complainant, management shall decide whether an investigation is warranted and, if so, what the scope of the investigation will be. As noted above, management will decline to conduct or arrange an investigation when the complaint relates to behavior which falls outside the scope of this Policy (i.e., even if the allegations were proven, the behavior would not amount to workplace harassment). Any investigation will, at a minimum, include interviews with the Complainant, the Respondent and significant witnesses to the incident, if any. Where either the Complainant or a Respondent is a member of the NAPE bargaining unit, the NAPE Employee Relations Officer will be informed of the complaint and the scope of the investigation and provided with a summary of the findings of the investigation.

The Policy is not intended to discourage an employee, member of the Board of Directors, elected volunteer or member from exercising their rights under the *Human Rights Act, 2010*, the *Criminal Code* (Canada) or any other law of the province or of Canada.

Where an employee does not submit a formal complaint, in response to an informal complaint, or where information with respect to an allegation of workplace harassment becomes known to the RNU through other means, the RNU may follow the investigation procedure, to the greatest extent possible, as outlined herein as if a formal complaint was made.

A complaint should be submitted within twelve months following the last incident. This timeline may be extended at the discretion of management, if satisfied that there is a reasonable justification for not having brought the matter forward earlier.

## **Rights and Responsibilities:**

The RNU is committed to eliminating where possible, or otherwise minimizing the hazard of workplace harassment. The RNU protects employee's rights, as specified in the collective agreement between the RNU and NAPE Local 7018 for articles currently covering harassment or abuse and will continue to do so for any future articles promoting a respectful workplace.

Everyone has a responsibility to play a part in promoting a safe and positive workplace and ensuring that the work environment is free from Workplace Harassment, and is obligated to:

- Not engage in workplace harassment.
- Report observations or experiences of Workplace Harassment in accordance with this Policy.
- Change one's behavior when given indications that the behavior is offensive or harassing to others.
- Comply with this Policy.
- Maintain confidentiality as required by this Policy.
- Cooperate in any investigation being conducted in accordance with this Policy; and
- Participate in education and training with respect to harassment prevention and this Policy.

Everyone is responsible for their own behavior. However, those in leadership roles have an additional obligation to ensure the health and safety of workers and members, including the obligation to apply and comply with the Policy, oversee and correct the behavior of others, by leading by example and by taking action whenever they become aware of any potential breach of this Policy.

Normally, when a person with the proper authority gives appropriate/objective guidance, feedback or instruction in the workplace, or takes appropriate disciplinary action or performance management, carried out in good faith in a professional manner it will not be considered workplace harassment, but rather this is intended to assist individuals with their work.

The following are examples of legitimate workplace actions so long as they are carried out in good faith, in a professional manner, and in a non-arbitrary fashion:

- Direct supervision, including discussions about performance expectations.
- Performance and attendance management.
- Providing direction or instruction, operational change, coaching, counselling and/or discipline.
- Assignment of work.
- Requests for updates or status reports; and
- Approval or denial of time off.

The above-noted actions are encompassed by management's legitimate right to run the organization and direct the workforce.

Complainants have the right to:

- Make a complaint.
- Be accompanied by a NAPE union representative, where applicable, or another person of their choice during the investigation interview (so long as that person is not a witness or a party to the investigation).
- Not to be subject to retaliation for the reason of having made a complaint under this plan.

- Afforded the opportunity to reply to the Respondent's response to the complaint; and
- Be provided with a written summary of the findings of the investigation.

Complainants have the responsibility to:

- Immediately make known, if possible, their disapproval or unease to the individual.
- Follow all procedures under this Policy.
- Cooperate with all those responsible for dealing with the investigation of the complaint; and
- Maintain confidentiality.

Respondents (alleged harasser) have the right to:

- Be informed that a complaint has been filed.
- Be presented with a written statement of allegations contained in the complaint and afforded an opportunity to respond to them.
- Be accompanied by a NAPE union representative, where applicable, or another person of their choice during their interview (so long as that person is not a witness or a party to the investigation); and
- Be provided with a written summary of the findings of the investigation.

Respondents have the responsibility to:

- Follow all procedures under this Policy.
- Cooperate with all those responsible for dealing with the investigation of the complaint; and
- Maintain confidentiality.

Witnesses have the right to:

- Be accompanied by a NAPE union representative, where applicable, or another person of their choice during their interview (so long as that person is not a witness or a party to the investigation); and
- Not be subject to retaliation because they have participated as a witness.

Witnesses have the responsibility to:

- Meet with the investigator.
- Follow all procedures under this Policy.
- Cooperate with all those responsible for dealing with the investigation of the complaint; and
- Maintain confidentiality.

The RNU is not responsible for legal representation retained by anyone involved in a complaint or investigation of a complaint.

### **Resolution:**

Normally, the investigation will be completed, the appropriate resolution decided upon, and the Complainant and Respondent notified of the summary of the findings of the investigation in writing as well as any actions to be taken as a result of the investigation within sixty (60) days of receiving a formal written complaint or upon management initiating an investigation, unless extenuating circumstances require a longer period. In this case, management will notify the Complainant and the Respondent and,

where applicable, the NAPE ERO of the reasons for the delay and the projected date of completion.

### **Disciplinary and Rehabilitative Action:**

Disciplinary and rehabilitative action arising out of the informal resolution process or resulting from a formal complaint and subsequent investigation or failure to comply with any part of this Policy may include one or more of the following:

- A formal apology.
- Counseling and/or attendance at educational seminars on workplace harassment.
- A verbal warning.
- A written warning.
- Suspension with or without pay.
- Termination.
- Denial of funding for future RNU events; or
- Initiating disciplinary procedures as per *RNU's Constitution* and policies.

Disciplinary and rehabilitative actions may not follow the order as listed above, as it will depend upon the severity of the Policy breach and/or if the behavior is repeated.

### **Confidentiality:**

Where a complaint has been made, the Complainant, Respondent, and any witnesses have an obligation to maintain the confidentiality of the matter and not to disclose any details pertaining to the complaint or the facts of the complaint except to management or to persons investigating the complaint for the RNU. Parties involved in the process will not discuss the complaint with others who are not directly involved in the process.

Any information obtained relating to workplace harassment, including personal information, will not be disclosed unless it is necessary for the purpose of an investigation, corrective action relating to the complaint or where required by law.

Improper breaches of confidentiality may result in disciplinary action up to and including termination.

No documentation regarding the complaint under this Policy will be placed on the Complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not, unless requested to be placed in the file by the Complainant. If a formal investigation finds that the complaint is not substantiated, no documentation regarding a complaint under this Policy will be placed on the Respondent's file unless requested to be placed in the file by the Respondent.

### **Anonymous Complaints:**

Anonymous complaints of workplace harassment may be subject to a workplace investigation at the discretion of the RNU. Anonymity cannot be granted when a complaint is filed as the Respondent has the right to know and to respond to any allegations that have been made against the Respondent.

### **False Allegations:**

If a complaint was based on false allegations – in other words, the person making it had absolutely no basis for the complaint and deliberately and maliciously filed the complaint – that person will be disciplined, and a record of the incident will be put in their file. Disciplinary actions for someone who makes false allegations will depend on the seriousness of the situation and includes discipline up to and including termination of employment.

A person who submits a complaint in good faith, even where the complaint is not substantiated, is not in violation of this Policy.

### **No Retaliation:**

The RNU shall protect RNU employees, members of the Board of Directors, elected volunteers and members attending RNU-sponsored events from retaliation and provide support when workplace harassment occurs.

Retaliation against a person who makes a complaint or who enforces any right under this Policy or who takes part in an investigation under this Policy will be treated in the same manner as if workplace harassment had been substantiated. Accordingly, a person who engages in retaliation will be subject to the same disciplinary actions if the allegations of retaliation are confirmed.

### **Education and Training:**

The RNU commits to participating in training in harassment prevention. The RNU will also ensure that all employees, members of the Board of Directors, elected volunteers and members attending RNU-sponsored events are trained in harassment prevention and the Policy with refreshers at least annually or sooner if required.

Employees who have been affected by workplace harassment are encouraged to seek support through the RNU's Employee Assistance Plan.

### **Review:**

This plan shall be reviewed annually or sooner as may be necessary, and adjustments made whenever necessary in consultation with the RNU's Occupational Health and Safety Committee.

## Section 11 – RNU Biennial Convention

### 11.1 – RNU CONVENTION

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	
<b>Effective Date:</b>	March 2024
<b>Date Approved:</b>	March 2024

#### **Purpose:**

To provide guidance around initiation and facilitation of RNU Conventions.

#### **Policy:**

1. As per *RNU Constitution*, the Union shall meet bi-annually for Convention. This biennial Convention is the supreme authority of the union.
2. In the event of the requirement of a special Convention, the provincial Board of Directors shall issue the call for the special convention within thirty (30) calendar days of such request and shall give all branches thirty (30) calendar days' notice of the time and place for holding a special convention together with a statement of the business to be considered at such Convention.
3. Representation to special conventions shall be on the same basis as regular Conventions.
4. A special Convention shall exercise the same authority as a regular Convention.
5. Not less than sixty (60) days prior to the opening of such regular Convention and thirty (30) days prior to each special Convention, the Provincial Secretary-Treasurer shall issue a Convention call and furnish each branch with credential blanks. The original shall be retained by the delegate and a copy forwarded to reach the Provincial Office not later than thirty (30) calendar days prior to the opening of the regular Convention or fifteen (15) days prior to the special Convention. Credentials for alternates may be accepted up to the opening of the regular or special Convention.
6. Delegates to Conventions shall be designated as voting delegates or non-voting delegates.
7. A voting delegate is a member in good standing *Section 1 – General Policies, 1.8 – Member in Good Standing* and an active volunteer of RNU. This includes Shop Stewards, Branch Executive and Provincial Board of Directors representatives. In the event a Branch cannot fill the allotted number of voting delegates with union volunteers, the Branch has the option to backfill Provincially funded voting delegates from the broader membership.
8. The Branch President shall be given first choice of voting delegate status, and the remaining Branch Executive shall be given preference over Branch Shop Stewards for voting delegate status.

9. A non-voting delegate is a member at large who has been selected by their Branch to attend as an observer, except as outlined in *Section 11.6 – Number of Funded Delegates*.
10. The number of votes per branch shall be based on a branch population formula. Each branch shall be entitled to one (1) vote per twenty-five (25) branch members or part thereof. Branches will be notified of the number of votes to which they are entitled one hundred eighty (180) days prior to the opening of convention.
11. Each voting delegate shall normally carry one (1) vote. Should a branch be entitled to more votes than the number of voting delegates in attendance, the Branch President or designate may carry the excess votes unless the branch directs otherwise. Each branch may cast its full number of votes if it has at least one (1) voting delegate present at the convention.
12. The expenses of voting delegates to the convention shall be paid from the funds of the union in accordance with policies set from time to time by the Provincial Board of Directors.
13. The expenses of non-voting delegates to the convention shall be paid from their respective branch funds in accordance with policies set by the branch, except non-voting delegate as outlined in *Section 11.6 – Number of Funded Delegates*.
14. The Provincial Board of Directors shall appoint such Committees as are necessary to conduct the affairs of the Convention. The Provincial Board of Directors may request any such Committee to meet prior to the Convention for the purpose of considering matters placed before it. *Section 3 – Standing Committees of Provincial BOD, 3.5 – Convention Committee and 3.6 – Resolution/Constitution Committee*.
15. The rules and order of business governing conventions is set out in *Section 11.2 – RNU Convention Rules and Order of Business*.
16. Unless otherwise specified, any decision taken by the convention shall take effect immediately upon adjournment of the convention.
17. Branches shall be allotted a half day for inter-branch discussion and collaboration.

## Section 11 – RNU Biennial Convention

### 11.2 – RNU CONVENTION RULES AND ORDER OF BUSINESS

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	
<b>Effective Date:</b>	March 2024
<b>Date Approved:</b>	March 2024

#### **Purpose:**

To provide guidance around the rules and order of business during RNU Conventions.

#### **Policy:**

1. The President, or in the President's absence or at the President's request, the Vice-President, shall take the Chair at the time specified, at all regular and special Conventions. In the absence of both the President and the Vice-President, a Chairperson shall be chosen by the Provincial Board.
2. In all matters not regulated by these rules of order, *Roberts Rules of Order, newly revised 12<sup>th</sup> Edition*, shall govern.
3. One-half (1/2) of the eligible votes at any convention shall constitute a quorum for the transaction of business.
4. No question of a sectarian character shall be discussed.
5. No person shall be recognized as a delegate who is not a member in good standing of the Union.
6. Non-voting delegates may speak to but may not move or vote on business of the Union. Voting delegates shall be entitled to voice and vote.
7. The provincial Board of Directors of the Union shall have all privileges and rights of a voting delegate at the convention of the Union.
8. When a delegate wishes to speak, the delegate shall proceed to one (1) of the microphones provided for that purpose. When recognized by the chairperson, the delegate shall give name and branch represented and shall confine remarks to the question at issue.
9. Speeches shall be limited to three (3) minutes except in moving a motion when the voting delegate shall be allowed five (5) minutes.
10. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
11. A delegate shall not interrupt another except to call a point of order.

12. If a delegate is called to order, the delegate shall, at the request of the Chairperson, take their seat until the question of order has been decided.
13. Should a delegate persist in unparliamentary conduct, the Chairperson will be compelled to name the delegate and submit the delegate's conduct to the judgement of the convention. In such cases, the delegate whose conduct is in question should explain and then withdraw, and the convention will determine what course to pursue in the matter.
14. When a question is put, the Chairperson, after announcing the question shall ask: "Are you ready for the question?" If no delegate wishes to speak, the question shall be put.
15. Questions may be decided by a show of hands, electronic voting, or a standing vote. A roll call vote may be demanded by a two-thirds (2/3) vote. While a vote is being conducted no delegate shall enter or leave the room.
16. Two (2) delegates may appeal against the decision of the chair. The chairperson shall then put the question thus: "Shall the decision of the chair be sustained?" The question shall not be debatable except that the Chairperson may make an explanation of the decision.
17. The chairperson shall not have the right to vote on any question unless there is a tie vote in which case the Chairperson shall cast the deciding vote.
18. When the previous question is moved, no discussion or amendment to either motion is permitted. If the majority vote that "the question be now put", the original motion must be put without debate. If the motion to put the question is defeated, discussion will continue the original motion.
19. Committees may combine resolutions or prepare a composite to cover the intent of the question at issue. Reports of Committees are not subject to amendment except such as is acceptable to the Committee, but a motion to refer back to the Committee for reconsideration shall be in order.
20. A voting delegate shall not move a motion to refer back after they have spoken on the question at issue.
21. A motion to refer back is not debatable and when properly seconded, the question shall be immediately put to the Convention.
22. If the report of a committee is adopted it becomes the decision of the Convention. If defeated it may be referred back to the Committee for reconsideration.
23. A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority and notice of the motion is given for consideration at the next sitting and said notice of motion is supported by two-thirds (2/3) of the vote.
24. The Provincial Board of Directors is empowered to establish the hours of Convention.
25. A total of fifty percent (50%) of the vote must be cast or the motion is tabled.

26. A motion to reconsider and enter on the minutes shall be considered out of order at a regular biennial Convention.
27. There shall be three (3) categories of resolutions that may be considered at Convention:
- i. Published Resolutions:  

These are resolutions prepared, signed by the mover and seconder submitting same and sent to union office to the attention of the Constitution/Resolutions Committee or the Provincial Secretary-Treasurer not later than forty-five (45) calendar days prior to the opening of the Convention.
  - ii. Resolutions from the Floor:  

These are resolutions dealing with a matter that arose in convention. Resolutions from the floor, when signed by the mover and seconder, may be placed before the convention but only after all resolutions in (i) have been dealt with. These resolutions can only be dealt with by the Convention on a two-thirds (2/3) consent of the eligible votes. They require a two-thirds (2/3) majority of eligible votes to carry.
  - iii. Collective Bargaining Resolutions:  

Resolutions relating to collective bargaining proposals shall not be introduced at the regular biennial Convention but may be introduced at a collective bargaining convention if such a Convention is called, otherwise time shall be allocated in the biennial Convention for discussion of contract proposals.
28. The Constitution may be amended or altered at regular sessions of the biennial convention or at special conventions, and to do so it shall require two-thirds (2/3) of the votes.
29. Constitutional amendments shall be introduced for consideration as per *RNU Constitution*.
30. All Constitutional amendments shall be submitted to the Constitution/Resolutions committee or the office of the Provincial Secretary-Treasurer, no later than forty-five (45) calendar days prior to the opening of the Convention.
31. The Resolution/Constitution/Committee shall be responsible to review Resolutions and Constitutional Amendments prior to and during Convention, work with staff at RNU to ensure notices for timelines set forth in the Constitution and *Section 11 RNU Biennial Conventions 11.1 – RNU Convention* and *11.2 – RNU Convention Rules and Order of Business* are communicated to delegates, and act as a resource for delegates.

## Section 11 – RNU Biennial Convention

### 11.3 – MATERIALS

**Last Revised Date:** March 2024  
**Previous Revision Date(s):**  
**Effective Date:** October 1986  
**Date Approved:** October 1986

**Purpose:**

RNU strives to be environmentally friendly.

**Policy:**

Materials for Convention shall be distributed electronically to delegates at least two (2) weeks prior to the start of Convention

Paper copies shall be provided upon request at registration.

## Section 11 – RNU Biennial Convention

### 11.4 – NUMBER OF BRANCH VOTES AT CONVENTION

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** March 2008  
**Effective Date:** December 2004  
**Date Approved:** December 2004

**Purpose:**

To provide a method of determining the number of votes a Branch will have at an RNU Convention.

**Policy:**

For the purpose of determining the number of branch votes as set out in *Section 11 – RNU Biennial Conventions, 11.1 – RNU Convention* the number of members in the branch shall be determined by the last dues list or last HR list from employers as of February 28th of the Convention year.

## Section 11 – RNU Biennial Convention

### 11.5 – INVITED GUESTS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; September 2007
<b>Effective Date:</b>	December 2005
<b>Date Approved:</b>	December 2005

#### **Purpose:**

To identify the guests invited to attend the Convention.

#### **Policy:**

The RNU shall invite the following guests to attend Convention:

- The President & Secretary Treasurer of the CFNU
- The Presidents and Senior Staff of CFNU affiliates and FIQ
- Students from the Schools of Nursing
- Provincial Chief Nursing Officer
- NLHS Chief Nursing Officer
- President of the Federation of Labor
- President of other provincial public sector unions: (NAPE, CUPE, NLTA, AAHP, CLC rep, RNCA, and IBEW)
- The Chair of the CRNNL

The RNU shall invite the following to bring greeting to delegates:

- Minister of Health and Community Services
- President of the CLC
- President of the CFNU
- The Chair of the CRNNL
- President of the Federation of Labor
- Representative of the host city
- A member of the clergy or Indigenous Elder to bring the invocation

## Section 11 – RNU Biennial Convention

### 11.6 – NUMBER OF FUNDED DELEGATES

<b>Last Revised Date:</b>	September 2019
<b>Previous Revision Date(s):</b>	September 2009
<b>Effective Date:</b>	October 2004
<b>Date Approved:</b>	October 2004

#### **Purpose:**

To provide a method to determine the number of funded delegates to RNU Convention.

Please note: Branches who are not compliant with RNU's financial policies *Section 4 – Branches* and *Section 9 – Finances*, will not be eligible for any RNU provincially funded delegates to attend union functions until the Branch is compliant. (This includes funded delegates to RNU's Biennial Convention).

#### **Policy:**

1. The Union will fully fund voting delegates up to the number of entitled votes per Branch as per the Branch population formula Section 11- RNU Convention 11.1.10 and number of Shop Stewards in place as of February 28th of a Convention year. The number of fully funded delegates will not exceed the number of eligible votes.
2. Leave under the Collective Agreement will be utilized by Provincial Office. Any unused leave can be utilized by the branch for branch funded delegates if is not required by Provincial Office.
3. If there is any leave not used pursuant to #2 above, then this leave shall be used by the Provincial Board of Directors.
4. Branches who qualify constitutionally to send only one (1) voting delegate to the Convention shall be entitled to send one (1) non-voting delegate fully funded by RNU.
5. Branches with a membership base greater than one hundred and twenty-five (125) shall, where possible, choose as one of their voting delegates a youth delegate under the age of thirty-five (35).

## Section 11 – RNU Biennial Conventions

### 11.7 – HOLDING RNU CONVENTIONS OUTSIDE OF ST. JOHN’S

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2019  
**Effective Date:** September 2011  
**Date Approved:** September 2011

**Purpose:**

To increase visibility of RNU outside the St. John’s region and to increase access to members who work outside the St. John’s region.

**Policy:**

A minimum of one (1) in four (4) conventions will be held outside the St. John’s region, pending space and availability of resources.

## **Section 12 – RNU Attendance at Other Conventions/Meetings**

### **12.1 – CRNNL AGM**

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2019; March 1997  
**Effective Date:** June 1985  
**Date Approved:** June 1985

**Purpose:**

To identify RNU representation at the College of Registered Nurses Newfoundland and Labrador (CRNNL) Annual General Meeting (AGM).

**Policy:**

The RNU President shall attend the CRNNL Convention. If the President cannot attend, the hierarchy of the Union shall be followed to determine the representative.

When the CRNNL one (1) day business meeting is held at the same time as a RNU Board of Directors meeting, the Union may fund any Board member who wishes to attend (per diem, hotel and registration), based on annual budget.

## Section 12 – RNU Attendance at Other Conventions/Meetings

### 12.2 – CFNU CONVENTION

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; September 2007; May 2004
<b>Effective Date:</b>	June 2000
<b>Date Approved:</b>	June 2000

#### **Purpose:**

To outline the process for determining how members are selected to attend the CFNU Convention.

#### **Policy:**

1. The number of funded delegates shall be determined by the Board of Directors based on budget.
2. All voting delegates attending the Canadian Federation of Nurses Unions Convention shall be funded by the RNU.
3. Members applying to attend a union funded event are required to fill out an application *RNU Union Funded Event Application Form* (available on *myRNU* or Provincial Office) and submit to the Attention of RNU Education/Scholarship Committee, by **email ONLY:** [info@rnunl.ca](mailto:info@rnunl.ca).
4. Priority will be given to a member of a Branch Executive or a member with union involvement, in order of:
  - i. Branch President
  - ii. Other Branch Executive Member
  - iii. Shop Steward
  - iv. Member at Large
5. If there is more than one (1) qualified applicant, a hat draw will be made.
6. A member will be considered eligible if they have not been provincially funded for one (1) educational session in the past four (4) years. However, that member may be considered if there are no other applicants. Conferences not included in this policy are Shop Steward Training, RNU Convention and Eastern Labor School.
7. Applications will not be accepted after the deadline set by the Provincial Board of Directors.
8. If applicants are to be selected on a regional basis by the Education/Committee and no applications for a particular region are received prior to the deadline, a hat draw will be made from all the other qualified applicants.
9. Funded education sessions attended as a past member of the Provincial Board of Directors shall not be included in this policy when determining eligibility as a member at large.

10. In considering membership selection, the paid leave provisions under the Collective Agreement will be maximized to decrease costs to the Union.
11. Members attending must submit a written report to the next branch meeting and Provincial Board of Directors Meeting.

## Section 12 – RNU Attendance at Other Conventions/Meetings

### 12.3 – OTHER UNIONS' CONVENTIONS

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2007  
**Effective Date:** December 1992  
**Date Approved:** December 1992

**Purpose:**

To identify who represents RNU at other Union Conventions.

**Policy:**

- When the RNU sends a representative to other Union Conventions, that representative shall be the RNU President.
- If the President cannot attend, the hierarchy of the Union shall be followed.

## Section 12 - RNU Attendance at Other Conventions/Meetings

### 12.4 – NEWFOUNDLAND & LABRADOR FEDERATION OF LABOR (NLFL) CONVENTION

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

To outline the process for how members are selected to attend Newfoundland & Labrador Federation of Labour (NLFL) Convention.

**Policy:**

1. The number of funded delegates shall be determined by the Board of Directors based on budget.
2. Members applying to attend a union funded event are required to fill out an application *RNU Union Funded Event Application Form* (available on *myRNU* or Provincial Office), to the Attention of RNU Education/Scholarship Committee, by email ONLY: [info@rnunl.ca](mailto:info@rnunl.ca).
3. Priority will be given to a member of a branch executive or a member with union involvement, in order of:
  - i. Branch President
  - ii. Other Branch Executive Member
  - iii. Shop Steward
  - iv. General Member with Union Involvement

If there is more than one qualified applicant, a hat draw will be made.

4. A member at large will be considered eligible if they have not been provincially funded for one educational session in the past four (4) years. However, that member may be considered if there are no other applicants. Conferences not included in this Policy are Shop Steward Training, RNU Convention and Labor School.
5. Applications will not be accepted after the deadline set by the Provincial Board of Directors.
6. If applicants are to be selected on a regional basis by the Education/ Committee and no applications for a particular region are received prior to the deadline, a hat draw will be made from all the other qualified applicants.
7. Funded education sessions attended as a past member of the Provincial Board of Directors shall not be included in this policy when determining eligibility as a member at large.
8. In considering membership selection, the paid leave provisions under the Collective Agreement will be maximized to decrease costs to the Union.

9. Members attending must submit a written report to the next Branch Meeting and Provincial Board of Directors Meeting.

## Section 13 – Council of Presidents

### 13.1 – TERMS OF REFERENCE

<b>Last Revision Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; September 2019; September 2015; March 2015; March 2012
<b>Effective Date:</b>	May 2005
<b>Date Approved:</b>	May 2005

#### **Purpose:**

To provide a Terms of Reference for RNU's Council of Presidents (COP).

#### **Policy:**

1. Membership:

Membership in the Council shall consist of all Branch Presidents or designates.

2. Role:

- To facilitate communication and information sharing between Branch Presidents and the Board of Directors and RNU Office Staff.
- To facilitate communication and information sharing between Branch Presidents.
- To facilitate communication and information sharing between the Branch Presidents and RNU members.
- To provide input into Board decision making.
- To provide a support system for Branch Presidents.

3. Meetings:

- A one (1) and one-half (1 ½) day face to face or virtual meeting shall be held once per year, unless otherwise decided by the Board of Directors. Additional meetings shall be at the call of the RNU President.
- Meetings shall be chaired by the Provincial President.
- RNU Board of Directors and designated RNU staff will attend Council meetings.
- Time for regional meetings shall be set aside on the agenda during the Council Meeting.
- A half day will be allocated for inter-Branch discussion and collaboration.

4. Agenda:

- The agenda will be set by the Provincial President in consultation with RNU's Research & Education Specialist, Communication Team and Education/Scholarship Committee.
- Branch Presidents can submit items for the agenda at least four (4) weeks prior to the start of the meeting.
- A call for Agenda items shall be issued with notification of upcoming COP.

5. RNU will endeavor to hold COP outside St. John's at least once every three (3) years during a non-convention year.

## Section 13 – Council of Presidents

### 13.2 – COUNCIL OF PRESIDENT’S NORMS

<b>Last Revision Date:</b>	September 2019
<b>Previous Revision Date(s):</b>	March 2016; September 2015
<b>Effective Date:</b>	September 2015
<b>Date Approved:</b>	September 2015

#### **Purpose:**

To ensure respectful dialogue and opportunity for input at COP.

#### **Policy:**

1. Communication
  - Communication will be open, honest and respectful. A full balanced discussion which encourages all Council members to equally participate is paramount to good communication.
2. Input Into Decision Making
  - Each Council member plays a critical role in providing input into Board decision-making. This role is fulfilled by Council members/or designate attending all Council meetings, reading pre-circulated information and being prepared to discuss agenda items.
  - Though the Chairperson has the responsibility to oversee the agenda, each Council member shares equal responsibility to identify when an issue has been sufficiently discussed and “diminishing returns” is occurring.
3. Resolving Differences
  - Focus on the issue, situation or behavior, never the person.
  - Side conversations, texting, cell phone usage and interruptions when a Council member is speaking are considered violations of the norms.
  - Conflict is healthy if dealt with immediately, constructively and at the lowest level possible.
  - To protect Council cohesiveness, individual Council members share a responsibility to constructively raise difficult issues, or if necessary, to clarify positive intent.
4. Meeting Structure
  - The agenda shall be circulated five (5) working days prior to the start of the Council meeting.
  - Information required for input into decision-making shall be pre-circulated with the agenda, except for information of a confidential nature.
  - Agendas, insofar as possible, will include timeframes for breaks and lunches and agenda items.
  - *Council Norms* will be reviewed at the beginning of each meeting.
5. *Council Norms* will be reviewed and revised as necessary, at every Council meeting.

6. An evaluation will be completed at the end of each Council Meeting.
7. It is understood that information shared at COP may be confidential in nature. COP attendees are to maintain confidentiality as per *Section 10 – RNU Privacy and Respectful Workplace Policies* and as directed.

## Section 13 - Council of Presidents

### 13.3 – RNU BRANCH PRESIDENT’S BUDDY SYSTEM

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

The buddy system was created to ensure support for new or inexperienced Branch Presidents (BP).

**Policy:**

- Regional Representatives (RR), who are familiar with the branches and executive members in their region are the most appropriate to assign a new BP an experienced “buddy” within their own region.
- The RR will provide contact information to the new Branch President and their assigned buddy. The RR shall facilitate introductions between the two through an in-person or virtual platform.
- If there are no experienced BPs in the same region, the RR would speak to other RRs, to find a suitable buddy.
- The role of the Buddy is to provide support to the new BP, around the BP role and leadership at the branch level. This can include connection via email, in-person, telephone or virtual platforms. Areas of support include how to organize a branch meeting, ways to engage shop stewards, communication with members, communication with branch volunteers, etc.
- Questions regarding Collective Agreement interpretation and disputes with management should be directed to the LRO assigned. The buddy has no jurisdiction in another branch and should not attend member or branch meetings in another branch or contact the employer on behalf of another branch.

## Section 14 – External Organizations

### 14.1 – MEMBERSHIPS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019
<b>Effective Date:</b>	December 2005
<b>Date Approved:</b>	December 2005

#### **Purpose:**

RNU maintains membership in organizations as approved by the BOD.

#### **Policy:**

1. Membership in any organization or coalition must be approved by the Board of Directors.
2. The RNU maintains the following annual memberships:
  - Congress of Union Retirees of Canada (CURC)
  - Canadian Labor Congress (CLC)
  - Newfoundland and Labrador Federation of Labor (NLFL)
  - Canadian Federation of Nursing Unions (CFNU)
  - International Education Benefits & Pension (IEBP)

## Section 14 – External Organizations

### 14.2 – REGISTERED NURSES DISCOUNTS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revised Date(s):</b>	March 2016
<b>Effective Date:</b>	June 2000
<b>Date Approved:</b>	June 2000

**Purpose:**

To encourage businesses to offer discounts to RNU Members and/or their families.

**Policy:**

1. No business will be given exclusive rights. The RNU accepts no responsibility for and does not guarantee or warrant the quality of goods/services for which businesses offer discounts.
2. The RNU will promote the names of such businesses in a manner acceptable to the Board of Directors but reserves the right to refuse promoting the name of any business.

## Section 14 – External Organizations

### 14.3 – REGATTA GUIDELINES FOR SENIORS REST STOP

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2019; March 2017  
**Effective Date:**  
**Date Approved:**

#### **Purpose:**

Attendance at the regatta is a longstanding tradition which demonstrates our commitment to the community and advocacy for vulnerable populations. This policy provides the process by which RNU solicits volunteers for this event.

#### **Policy:**

1. All branch presidents and regional representatives (all regions) to receive an e-mail from RNU to start the process for soliciting volunteers for regatta. Email reminders and Facebook posts to be sent starting eight (8) weeks prior to the event with increased frequency as the date approaches.
2. Region # 9 representatives to contact branch presidents within their region to solicit volunteers.
3. Branch presidents are expected to e-mail request to all members.
4. Volunteers are to call administrative staff at the union office to schedule time slots for day of event and alternate day.
5. Volunteers may be active members, retired members, family, friends, nursing students or high school students over the age of 15.
6. Children under the age of 15 must be supervised by a parent or guardian but cannot serve hot liquids.
7. Region #9 representatives are entitled to union leave for the purpose of attending regatta to oversee/coordinate volunteers and represent RNU.
8. RNU Office Administrative staff to compile a list of previous regatta volunteers for a four-year period, including emails and phone numbers, to assist the region #9 representatives in soliciting volunteers for current year.

## Section 14 – External Organizations

### 14.4 – RNU REPRESENTATION ON FEDERATION OF LABOUR COMMITTEES

**Last Revised Date:** March 2024  
**Previous Revision Date(s):**  
**Effective Date:** October 2020  
**Date Approved:** October 2020

**Purpose:**

To provide clarity on RNUs participation on NLFL Standing Committees.

**Policy:**

Selection:

1. A call for members interested in serving on a committee shall be distributed to RNU volunteers and posted on *myRNU* prior to the NLFL triennial convention.
2. Members shall be selected within 4 weeks of the NLFL convention.
3. Committee members shall be appointed by the board of directors.

Funding:

1. RNU shall cover time off to attend meetings.
2. RNU will cover the cost for committee members to attend one face-to-face meeting per fiscal year (April 1 - March 31).
3. Additional meetings shall be by telephone or videoconference.
4. Attendance at additional face-to-face meetings shall be at the discretion of the President.

Accountability:

1. Committee members are accountable to the RNU Board of Directors and shall liaise through the RNU President.
2. A written report shall be submitted to the board twice per year.

## Section 15 – Board of Directors Election

**(This section, in its entirety, is not applicable to branches)**

### 15.1 – ELIGIBILITY FOR ELECTED POSITIONS

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024
<b>Effective Date:</b>	March 2002
<b>Date Approved:</b>	March 2002

**Purpose:**

Elected representatives at the provincial level must be seen as having the best interests of RNU members as their priority and must not be perceived as having a potential conflict of interest.

**Policy:**

1. To be eligible for provincial elected positions, one (1) must be a member in good standing, Section 1 General Policies, 1.8 – Member in Good Standing.
2. For elected Provincial Regional Representative positions, the member must hold their primary employment position within that region.
3. Any elected member who accepts a position outside the bargaining unit, for example management or another union, shall resign their RNU elected position.
4. Any elected Board member who accepts a supplementary position outside of their bargaining unit position, for example nursing education, shall seek prior approval from the BOD.
5. Any member who holds a position outside the bargaining unit, for example management or another union, shall not be eligible for election to a RNU elected position at the provincial level.
6. Any elected member who serves their employment relationship for any period of time through resignation (even if resigning permanent to go casual) or retirement from an employer represented by RNU, shall resign their RNU elected position.
7. Any member who becomes engaged in activities that do not align with the vision or position statements of the RNU, shall not be eligible for election to the Provincial Board of Directors.
8. Any member who becomes engaged in activities that do not align with the vision or position statements of the RNU while serving in an elected position on the Provincial Board of Directors shall resign their RNU elected position.
9. RNU's Vision:

- a. Membership driven, proactive, and democratic union, sensitive and responsive to ever changing needs in an evolving health care system.
- b. Maintains mutual trust, respect, support, and understanding while valuing diversity and creativity.
- c. Dedicated to providing an environment conducive to participation, learning, and personal growth; and
- d. Advocates for a high quality, publicly funded health care system in partnership with the public, government and health care professionals.

10. RNU Position Statements:

- a. The RNU discourages its members from becoming involved in for-profit health care ventures, especially those services presently offered through our publicly funded system.
- b. The RNU is committed to educating its members on the adverse effects of privatization of the health care system.

11. For the purposes of this Policy, for profit health care ventures include private companies or individuals where the end user (Patient/Client/Resident) must pay a fee for services out of pocket.

12. This policy applies whether the position is temporary, permanent, or casual. Eligibility to run for elected positions resumes if and when the relevant eligibility criteria is met.

## **Section 15 – Board of Directors Election 15.2 – NOMINATIONS AND ELECTIONS**

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** June 2020; May 2017; September 2013  
**Effective Date:** December 2012  
**Date Approved:** December 2012

### **Purpose:**

To outline the nominations and elections process for Board of Director positions.

### **Policy:**

Nominations and elections shall be conducted according to *Article 12* of the *RNU Constitution* and *Section 15 – Board of Directors Election, 15.6 Nominations Committee Terms of Reference*.

Nomination and elections process:

1. The nomination and election process shall be overseen by the Executive Director.
2. Election dates and timelines to be determined by the Nominations Committee, in consultation with the Provincial Board of Directors.
3. Any member of RNU can submit a nominee for the following executive positions: Provincial President, Provincial Vice-President, Provincial Secretary/Treasurer.
4. Nominee and Nominator for the office of Regional Representative must be a member of a branch within that region.
5. The following shall be distributed to all members of the Provincial Board of Directors, Branch Executives and Shop Stewards at least one (1) month prior to the date of close of nominations by the Nominations Committee:
  - *Nomination Form 01 – RNU Board of Directors Election*
  - *Section 15 – Board of Directors Election, Policy – 15.1 Eligibility for Elected Provincial Positions*
  - *Section 15 – Board of Directors Election, Policy – 15.2 Nominations and Elections*
  - *Section 2 – RNU Provincial Board of Directors, 2.8 – Regional Representatives*
  - *Section 2 – RNU Provincial Board of Directors, 2.17 Board Support Policy*
  - *Section 2 – RNU Provincial Board of Directors, 2.16 Policies applying to the Position of Full-time President*
6. Notices to be posted by the branches in all sites announcing nominations with the following:
  - *Nomination Form 01 – RNU Board of Directors Election*
  - *Section 15 – Board of Directors Election, Policy – 15.1 Eligibility for Elected Provincial Positions*
  - *Section 15 – Board of Directors Election, Policy – 15.2 Nominations and Elections*
  - *Section 2 – RNU Provincial Board of Directors, 2.8 – Regional Representatives*

- *Section 2 – RNU Provincial Board of Directors, 2.17 Board Support Policy*
  - *Section 2 – RNU Provincial Board of Directors, 2.16 Policies applying to the Position of Full-time President*
7. Notices to be posted to *myRNU* and social media.
8. The following shall be available for download from *myRNU* with the notice for Provincial Board of Directors' Election:
- *Nomination Form 01 – RNU Board of Directors Election*
  - *Section 15 – Board of Directors Election, Policy – 15.1 Eligibility for Elected Provincial Positions*
  - *Section 15 – Board of Directors Election, Policy – 15.2 Nominations and Elections*
  - *Section 2 – RNU Provincial Board of Directors, 2.8 – Regional Representatives*
  - *Section 2 – RNU Provincial Board of Directors, 2.17 Board Support Policy*
  - *Section 2 – RNU Provincial Board of Directors, 2.16 Policies applying to the Position of Full-time President*
9. The nomination form, *Form 01 – RNU Board of Directors Election*, shall contain the signature of the nominator as well as the signature of the candidate confirming acceptance of the nomination. A member can only accept a nomination for one position on the Provincial Board of Directors.
10. Submission of nomination forms:
- **By Mail:** Nomination forms are to be received by the stipulated cut-off date. Candidates must confirm receipt of the form by calling the Executive Assistant/designate prior to the deadline.  
**The onus is on the candidate to verify receipt of information.**
  - **By Email:** Nomination forms must be received by the stipulated cut-off date. Emailed forms must be sent to [info@rnunl.ca](mailto:info@rnunl.ca), Attention Executive Assistant by the day and time deadline. Candidates must confirm receipt of the email by calling the Executive Assistant prior to the deadline.  
**The onus is on the candidate to verify receipt of information.**
  - **Drop off** at RNU, 229 Majors Path, St. John's, by the stipulated cut-off-date, Attention Executive Assistant.  
**The onus is on the candidate to verify receipt of information.**
11. Nominations are to be kept confidential until the Nominations Committee conducts their verification process and meets with all candidates. Once candidates are verified, all candidates will be notified.
12. A meeting of the Nominations Committee shall be held after the close of nominations to verify that each candidate has been nominated in accordance with the *RNU Constitution* and policy. If there is any question as to eligibility, the Chair of the Nominations Committee or designate will contact the candidate to discuss.
13. Once candidate's eligibility is verified, the Nominations Committee shall call a mandatory meeting of all candidates to review election policies and Constitution including:
- *Section 15 of the RNU Policy Manual*, including resume requirements and deadline for return of information criteria for submission of resumes

- Constitution Article reference
  - *Review of Form 02 – RNU Resume Form*
  - *Review of Form 03 - Acknowledgement of Election Conduct Form*
  - *Review of Form 04 – Election Contestation Form*
  - Following review of election guidelines, candidates will be required to complete and submit *Form 03, Acknowledgement of Election Conduct Form*, before commencement of active campaigning
  - *RNU's Section 10 – Privacy Policy*
14. The election package shall be prepared by the Executive Assistant. Review of package prior to distribution shall be completed by the Nominations Committee and/or Committee Chair and the Executive Director.
  15. The election package and voting directions shall be distributed to every member and the information posted on *myRNU*. Members who have not provided an email address will be mailed the required information. A member who does not receive an election package must contact the Union Office for membership verification.
  16. Voting shall be done electronically, through an external online voting vendor. The Executive Director, Nominations Committee Chairperson and the Executive Assistant shall receive certified results from the online voting vendor at close of voting.
  17. Candidates will be notified of the election results immediately following the close of voting by the Chair of the Nominations Committee. If requested by the candidate, their personal ballot count and total number of ballots cast will be provided but will not be released publicly.
  18. If a candidate withdraws prior to the opening of voting, members shall be notified of the candidate withdrawal through email and *myRNU*. The candidate list will be adjusted prior to the opening of voting.
  19. If a candidate withdraws after the opening of voting, the members shall be informed by email and through *myRNU*. Votes for the withdrawn candidate shall be considered spoiled.
  20. In the event of a tie vote, the election shall be repeated. Only the tied candidates shall be eligible on the second ballot. Timelines for the repeat election shall be set by the Nominations Committee in consultation with the Provincial Board of Directors. If the vote remains tied after the second ballot a hat draw shall be conducted to determine the successful candidate. Process for the hat draw shall be put in place by the Board of Directors.
  21. Upon commencement of the voting period, a daily email reminder of the voting deadline shall be sent to all members.
  22. Acclamation:
    - In the event only one nomination is received by the close of Nominations for an elected position, the Chair of the Nominations Committee shall meet with the Executive Director and Executive Assistant to verify eligibility of the candidate.
    - The Chair of the Nominations Committee shall then verify the candidate's acceptance of their nomination.

- Once the candidate is verified, the Chair of the Nominations Committee shall notify the Nominations Committee of the Acclaimed candidate.
- The Acclamation shall be communicated as per *Section 15 – BOD Elections, 15.4 – Election Results*.

## Section 15 – Board of Directors Elections

### 15.3 – PROVINCIAL ELECTION GUIDELINES RELATED TO CAMPAIGNING

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	June 2020; December 2016; December 2012; September 2007; December 2005; December 2004
<b>Effective Date:</b>	March 2002
<b>Date Approved:</b>	March 2002

#### **Purpose:**

To provide clear guidelines to candidates regarding campaigning for the Provincial RNU BOD election.

#### **Policy:**

1. All costs incurred during campaigning will be the responsibility of each candidate.
2. The RNU logo is not to be used in any campaign material by any candidate, including wearing of RNU promotional items in candidate pictures for inclusion with resumes.
3. Provincially elected Board Members must refrain from using their current RNU email accounts and board position title while campaigning on any platform.
4. Upon request, the Executive Assistant will provide an email list of all Branch Executives, Shop Stewards and Regional Representatives to each candidate running for the position of Provincial President, Provincial Vice-President, and Provincial Secretary-Treasurer. All candidates shall follow RNU's *Section 10 – Privacy Policy* and all other applicable policies, when utilizing member email lists.
5. Upon request, the Executive Assistant will provide an email list of Branch Executives, Shop Stewards and Regional Representatives **in specific regions** to each candidate running for the regional representative position in that particular region. All candidates shall follow RNU's *Section 10 – Privacy Policy* and all other applicable policies, when utilizing member email lists.
6. Candidates or their campaign workers shall not be permitted to use RNU's social media platforms for the purposes of campaigning.
7. Candidates are encouraged to keep their campaign focused internally within health care sites. Candidates are prohibited from using public airways for campaigning, such as open line shows and public social media platforms and print media. Candidates shall not call members at their worksites for the purpose of campaigning.
8. Active campaigning (leaflets, posters etc.) may begin after the required mandatory meeting and successful submission of the *Acknowledgement of Election Conduct Form, Form 03*.

9. Posting of election materials by branches shall be done on a fair and equitable basis.
10. If a branch chooses to hold meetings for the purpose of meeting the candidates, then all candidates shall be invited.
11. Provincially elected Board Members must continue the business of the Union during the election period. The Board of Directors may attend booked engagements but must not campaign while in attendance at said functions.
12. Branch Executives will be notified via e-mail and *myRNU* of Provincial Board of Director election related policies, guidelines and Constitution by-laws, including campaigning guidelines and the use of Branch Executive, Shop Steward and member emails.

## Section 15 – Board of Directors Elections

### 15.4 – ELECTION RESULTS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	December 2016; February 2014; December 2012; December 2005
<b>Effective Date:</b>	March 1985
<b>Date Approved:</b>	March 1985

#### **Purpose:**

To ensure that RNU members are provided the results of provincial elections prior to the release to the media.

#### **Policy:**

1. Candidates will be notified first by the Chair of the Nominations Committee.
2. Board members shall be notified by email once candidates have been notified and prior to public release of results.
3. RNU members will have access to the results through the members' only website at least one (1) hour prior to the release to the media.

## Section 15 – Board of Directors Elections

### 15.5 – COMPLAINTS/CONTESTATION OF ELECTIONS

Last Revised Date:

Previous Revision Date(s):

Effective Date: March 2024

Date Approved: March 2024

#### **Purpose:**

To provide direction in the event a candidate contests the election procedure and/or results, or a member of RNU files a complaint regarding a candidate or election procedure.

#### **Policy:**

#### **Process:**

1. Following receipt of a Complaint/Contestation Form (*Form 03, Acknowledgement of Election Conduct Form*), the Executive Director and members of the Nominations Committee will assess the complaint to determine if the complaint and/or contestation has grounds to proceed. This determination will be made within one (1) business day.
2. An investigation will be initiated when the allegations potentially violate the RNU's Bylaws, Policies, and/or election regulations/procedures/guidelines and there is sufficient information upon which to base an investigation.
3. The Executive Director and Chair of the Nominations Committee will function as investigators to fact find and are responsible to report findings to the Nominations Committee, who will make a determination of breaches.
4. Determining validity of the complaint and/or contestation, breaches of RNU policy/Constitution/election guidelines and/or discipline will be the responsibility of the ED and Nominations Committee.

#### **Investigation:**

1. An investigation must be resolved within five (5) business days.
2. To conduct a fair and thorough investigation, the respondent will be provided the Complainant's name and the particulars of the complaint. The Respondent will be offered an opportunity to respond.
3. Both the Complainant and the Respondent will be interviewed separately by the Executive Director and Chair of the Nominations Committee.

4. Individuals who have relevant information regarding the investigation (witnesses) will also be interviewed.
5. Each interviewee has the right to be accompanied by a support person if they wish.
6. If deemed necessary, the Executive Director may issue a *Notice to the Membership* to request information.
7. When the investigation is complete, the Executive Director and Chair of the Nominations Committee will submit a report to the Provincial President which includes the allegations, the parties' responses, findings of fact, and any decision made by the Nominations Committee and Executive Director.
8. In consideration of applicable privacy laws, the Executive Director and Chair of the Nominations Committee will provide a copy of the investigation determination to the Complainant and Respondent. A copy of the investigation determination will also be given to the Provincial President and the Nominations Committee.
9. Investigations will be concluded within the prescribed timeline unless documented and extenuating circumstances warrant an extension.

**Accommodation:**

If anyone involved in the investigation process has accommodation needs, they are encouraged to disclose their requirements to the Executive Director and/or Chair of the Nominations Committee.

RNU Board of Directors Election  
FORM 01 – NOMINATION FORM

**One nomination per form.  
Nominee's Consent must be completed, or your nomination will be void.**

I hereby nominate the following individual for the office specified in Section A OR Section B below:

**SECTION A**

Any member of RNU can submit a nominee for the following executive positions:

Position	Term	Name of Nominee	Address / Telephone / Branch# / Region
Provincial President	3 years		
Provincial Vice-President	3 years		
Secretary-Treasurer	3 years		

**SECTION B**

Nominee and nominator for the office of Regional Representative must be a member of a branch within that region.

Position	Term	Name of Nominee	Address / Telephone / Branch# / Region
Regional Representative	3 years		

Name of Nominator: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Branch #: \_\_\_\_\_ Region #: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOMINEE'S CONSENT:**

I, \_\_\_\_\_, do hereby accept nomination as a candidate for the position of \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form is to be returned to RNU by 4:00 pm NST on [DATE] to the attention of the RNU Executive Assistant RNU, drop off at 229 Major's Path, mail to P.O. Box 416, St. John's, NL A1C 5J9 or email [info@rnunl.ca](mailto:info@rnunl.ca).**

RNU Board of Directors Election  
FORM 02 – RESUME FORM

**Personal Information**

Name

Address

Phone

Email

**Branch Information**

Branch #

Worksite

Region

**Educational Background** please list most recent education first


**Work Experience** please list most recent work experience first


(please complete sections on reverse of this page as well)



RNU Board of Directors Election  
FORM 03 – ACKNOWLEDGEMENT OF ELECTION CONDUCT FORM

As a Candidate participating in an RNU Election, I hereby acknowledge that I have read and understood the RNU Election Policies, Constitution and relevant Bylaws and guidelines, and I agree to always adhere and follow these in my behavior and actions during the election period.

I understand that I am responsible for the conduct of persons campaigning on my behalf for the duration of the election.

I understand that I should consult the Chair of the Nominations Committee and/or Executive Director if I have any questions about or am unclear about any item in the Election Policies and Constitution

I acknowledge that revisions to the Election Policies and Constitution may occur from time to time and all such changes will be communicated through formal means. I understand that such revised or updated information supersedes existing policies, practices, or processes.

I understand that violations of the Election Policies and Constitution may result in immediate and serious disciplinary action up to and including disqualification from the election.

I certify that this is a true and correct statement by my signature below:

Name of Candidate: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Nominations Committee Chair: \_\_\_\_\_

Signature of Nominations Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Executive Director  
Candidate Identified on Form  
Nomination Committee

RNU Board of Directors Election  
FORM 04 – ELECTION COMPLAINT/CONTESTATION FORM

**Preamble**

Who/what are you making the complaint/contestation regarding? *(Include as much information as possible, including names, roles/titles, etc.)*

---

When and where did the incident arising to the complaint/contestation occur? *(Include date, time, and location)*

---

What RNU Policy or Constitutional Bylaw has been breached? *(Include policy name and number if known)*

---

Provide an account of the incident, including what happened and when it occurred. *(Provide as much detail as possible in your description of the event, attach additional pages if necessary)*

---

Please describe any attempts at informal resolution. *(NOTE: Informal resolution may not be appropriate for every situation. If you did not seek informal resolution, please leave blank.)*

---

Were there any witnesses to the incident? If so, please list. *(Include names and contact information, if known)*

---

Have you discussed the incident with any other individuals? *If yes, who?*

---

Signature

Date



## Section 15 – Board of Directors Election

### 15.6 – NOMINATIONS COMMITTEE TERMS OF REFERENCE

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; September 2007; December 2005
<b>Effective Date:</b>	December 2001
<b>Date Approved:</b>	December 2001

#### **Purpose:**

There shall be a Nominations Committee appointed to oversee Elections for the Provincial BOD.

#### **Policy:**

#### **Terms of Reference:**

As per the *RNU Constitution, Article 11.1*, there shall be a Committee on Nominations for the Union.

#### Committee Members:

The Committee on Nominations shall be composed of four (4) members and two (2) alternates who shall be appointed by the Provincial Board of Directors.

#### Chairperson:

The Committee shall appoint a Chairperson from among themselves.

#### Term of Office:

The Committee shall act for up to three (3) years, but this period may be extended by motion of the Provincial Board of Directors.

#### Objective of the Committee:

To oversee the Provincial Election Process, under the Direction of the Executive Director, as per *RNU Constitution* and Election related policies, procedures and guidelines.

#### Meetings:

The Committee shall meet as necessary to complete their duties at the call of the Chair or an officer of the Union.

#### Duties of the Committee:

The Committee on Nominations shall:

1. Review, approve, and authorize distribution of nomination forms and related policies for eligibility to all members of the Provincial Board of Directors, Branch Executives and Shop

Stewards no later than June of each election year.

2. The nomination form shall include the information detailed in *Article 12.2(c)* of the *RNU Constitution* and any policies, procedures or guidelines related to the Provincial Election, as the Committee may prescribe.
3. Monitor the number of nominations received and remind the membership of the Nominations deadline, through the RNU Board of Directors, Regional Representatives, Branch Executives and RNU Communications staff, to ensure that a reasonable number of candidates come forward for each position before 4:00 p.m. on the last Friday in June, or an earlier date as determined by the committee. In the case of a by-election, dates and deadlines will be determined by the Provincial BOD and the Nominations Committee.
4. All nominations shall be kept in a confidential file under the supervision of the Executive Director.
5. Using the Union's membership records, determine that each candidate is a member in good standing. Where applicable, the Committee shall verify that candidates are members of the region for which they have been nominated.
6. Confirm that each candidate wishes to stand for the office as stated on the nomination form. Names of candidates who are running for office will not be released until all candidates have accepted or declined the nomination and are deemed to be eligible by the Nominations Committee, as per *Policy 15.1*. A candidate can only accept a nomination for one position.
7. The Nominations Committee/Chair of the Nominations Committee, along with the Executive Director, shall conduct a mandatory meeting with all candidates to review *RNU's Constitution*, by-laws and all policies and guidelines related to the election process. Ensure that all candidates sign *FORM 03 – RNU Board of Directors Election, Acknowledgement of Election Conduct Form*.
8. Ensure that a list of candidates is sent to each member of the Union by August 31st. Accompanying this list shall be sufficient information on each candidate to assist members in making an informed choice.
9. Ensure members are fully aware of the dates and deadlines for electronic voting as per RNU policy and Constitution.
10. Verify the membership status of each member with the assistance of RNU administrative staff.
11. As soon as the count is completed the Chair of the Nominations Committee shall notify each candidate of the results, preferably by phone. If contact cannot be made by phone, an email or letter will be sent to the candidate. Each candidate will be informed of the ballot count upon request. Ballot counts will not be publicly released by RNU.
12. At the request of an officer of the Union, administer by-elections according to policies set by the Provincial Board of Directors.
13. Following receipt of a Complaint/Contestation Form (*Form 04, Election Complaint/Contestation Form*), the Executive Director and members of the Nominations Committee will assess the

complaint to determine if the complaint and/or contestation has grounds to proceed. If an investigation is deemed necessary, the Nominations Committee and Executive Director shall investigate as per *Policy 15 – Board of Directors Election, 15.5 – Complaints/Contestation of Elections*.

Conflict of Interest: Members of the Committee on Nominations shall resign from the Committee should they decide to run for a position on the Provincial Board of Directors. Committee members shall maintain impartiality in the election and shall not participate in campaigns for individual candidates.

Budget:

1. Salary replacement and other reasonable expenses in accordance with RNU policies shall be paid to Committee members for the time spent conducting business related to the Provincial Election/by-election.
2. Expenses of the Committee shall be paid from the annual budget for Committees.

## Section 16 – Job Action

### 16.1 – UNION SENIORITY

**Last Revised Date:** September 2019  
**Previous Revision Date(s):**  
**Effective Date:** March 1999  
**Date Approved:** March 1999

**Purpose:**

To ensure equitability regarding seniority for RNU Members during job action.

**Policy:**

The RNU shall seek Private Agreements from Employers to clarify that no member is to earn seniority for shifts worked during a strike.

## Section 16 – Job Action

### 16.2 – DEFENSE FUND POLICY

<b>Last Revised Date:</b>	March 2025
<b>Previous Revision Date(s):</b>	March 2024; April 2022; September 2019; May 2008
<b>Effective Date:</b>	May 2008
<b>Date Approved:</b>	May 2008

#### **Purpose:**

The primary purpose of the Defense Fund (the fund) is to support members who participate in authorized strikes or lockouts. A regulated portion of the Fund may be used for campaigns and the defense of the membership with the approval of the Provincial Board of Directors.

#### **Policy:**

The Provincial Finance Committee shall act as the Defense Fund Committee. The Committee shall:

- a. Recommend Defense Fund Policies to the Board of Directors and reassess these policies every three (3) years.
- b. Ensure that the Defense Fund is monitored, that the fund is secure, and that a reasonable rate of return is being received on the fund.
- c. In the event of a strike/lockout, ensure that all funds are dispersed properly, and that accurate accounting of these funds is kept.
- d. Following a strike/lockout, have the account audited by a professional accounting firm and ensure all payments from the account are reconciled; and
- e. review the yearly audit done by a registered accounting firm and have it available for members on *myRNU*.

#### Defense Fund Regulations/Policies:

1. Financing
  - a. As per the Constitution, two dollars (\$2) per member per month will be deposited in a designated defense fund.
  - b. The RNU Defense Fund shall be a separate fund or account, apart from any and all other union monies.
  - c. Payment of benefits shall be according to Defense Fund regulations, as approved by the Provincial Board of Directors.
  - d. At no time shall the Defense Fund be allowed to overrun its existing capital.
  - e. Defense Fund regulations, with the exception of the contribution rate, may be amended, if necessary, by the Provincial Board of Directors with a two-thirds (2/3) majority.
  - f. Defense Fund payments shall only be available to bargaining unit members who meet the requirements of eligibility as stated under *# 3 Eligibility for Strike Pay*. Defense Fund

payments shall not be available to bargaining unit members who are ineligible for reason of # 4 *Non-Eligibility for Strike Pay*.

- g. There will be no loans from the RNU Provincial Defense Fund given to any members during a strike or lockout.
- h. A bargaining unit member who believes they have been unjustly denied defense fund payments, may appeal to the Board of Directors. The decision of the Board of Directors shall be final and binding.
- i. Each branch will receive an emergency fund of five hundred dollars (\$500) when a strike or lockout occurs. This money will be used for strike-related expenses and is subject to reassessment by the Board of Directors.
- j. All monies contributed to the RNU or to any of the branches or members for strike purposes shall, unless specified by the contributors, become the property of and be paid promptly to the Union for deposit in the RNU Defense Fund.

## 2. Authorization

- a. Requests for payment from the Defense Fund shall be made directly to the Defense Fund Committee by the Branch Strike Co-ordination Committee of the branches involved in strike or lockout situations.
- b. Payment from the Defense Fund will only be made in the event of strikes sanctioned by the Board of Directors of the Union or in the event of lockouts initiated by the employer.
- c. Members requesting strike pay must complete a weekly *Strike Pay Request Form* and submit it to their Branch Treasurer or designate for verification and forwarding it to Union Office for processing.
- d. Expenses other than salary replacement but directly related to the strike will be assessed by the Board of Directors as to validity and then acted upon.

## 3. Eligibility for Strike Pay

- a. All members, including full-time, part-time, temporary, and casual members are eligible to receive strike pay.
- b. Members must complete the applicable *Strike Pay Request Form*, including social insurance number, to be eligible for strike pay.
- c. The deadline for submitting a *Strike Pay Request Form* is six (6) months after the last day of the strike and/or lockout.
- d. Members are expected to perform their assigned duties as delegated by the Branch Strike Committee.
- e. Active participation shall be determined by the branches. Failure to perform assigned duties without sufficient reason acceptable to the Branch Strike Committee will result in the denial of strike pay.

## 4. Non-Eligibility for Strike Pay

- a. Strike pay will not be paid to the following members:
  - i. Those unemployed at the beginning of the strike; and/or lockout.
  - ii. Those drawing sick leave or Long-Term Disability (LTD) benefits unless those benefits are discontinued by the Employer during the strike or lockout.
  - iii. Workplace NL compensation recipients unless those benefits are discontinued by the Employer during the strike or lockout;
  - iv. Those on scheduled unpaid leave of absence.

- v. Those on annual leave, unless annual leave pay is discontinued during the strike or lockout; or
  - vi. Any member not declared essential and who reports for work.
5. Strike Pay
- a. Strike pay will be calculated on a daily basis.
  - b. Strike pay will be one hundred dollars (\$100.00) per day.
  - c. Strike pay will not be issued for strikes or lockouts of less than forty-eight (48) hours duration.
  - d. Strike pay will be paid on a weekly basis. A Strike Week will be considered to run from the time and date the strike or lockout commenced.
  - e. For the purposes of calculation of strike pay, hours will include all regular and essential hours worked in the week of the strike and/or lockout occurred, including callback, escort duty and overtime hours (counted as straight time hours).
  - f. Gross pay will be determined by multiplying the number of hours by the applicable hourly pay rate. (Shift differentials, shift premiums, contact pay, standby pay, education, automobile and other allowances and percentages in lieu of benefits are not included.)
  - g. Net income is then determined by reducing gross pay by a set percentage for statutory deductions. The percentage will be determined by the Board of Directors prior to job action.
  - h. Any member whose net income related to their employment, during any week in which a strike and/or lockout occurs, exceeds the maximum weekly strike pay amount, will not be eligible for strike pay during that week.
  - i. Any member whose net income related to their employment, during any week in which a strike and/or lockout occurs, is less than the maximum weekly strike pay, will be eligible to have their income topped up to the seven hundred dollars (\$700) maximum weekly strike pay amount.
  - j. Strike pay will only be paid while funds remain in the Defense Fund.
  - k. Cheques will be prepared and mailed to the address indicated on the weekly *Strike Pay Form*.
6. Group Insurance Premiums
- a. In addition to strike pay, the RNU, through arrangements with Employers, will attempt to ensure the continuation of Basic Group Insurance coverage during a strike. Any premiums paid by RNU for optional insurance benefits may be billed to the member.
  - b. The Union shall accept the responsibility for mandatory cost shared group insurance benefits (Group health, Basic Life and Dependent Life and Accidental Death and Dismemberment) for the duration of a strike (Employee and Employers portion). Funds will be paid from the Defense Fund based on availability of funds.
7. Employees in Receipt of Employment Insurance Benefits
- a. Members whose Employment Insurance Benefits are cut off by reason of the RNU being on strike or employer lockout should file an appeal with the local Service Canada Centre.
8. Negotiations Expenses
- a. A maximum of seven hundred fifty thousand dollars (\$750,000.00) per round of RNU bargaining unit negotiations, can be used for negotiation-related expenses (Negotiating Team expenses, emergency Branch Presidents' meetings, research, ad campaigns, transition agreement negotiations, etc.).

9. Members who donate their homes as strike headquarters shall be paid an honorarium of five hundred dollars (\$500).
10. Expenses related to strike preparations shall be charged to the Defense Fund.
11. Expenses related to workplace actions designed to avoid a strike which are sanctioned by the Board of Directors shall be charged to the Defense Fund.

## Section 17 – Disciplinary Expense Assistance Plan (DEAP)

### 17.1 – DEAP POLICY

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	June 2020; September 2019; September 2018; September 2016; March 2016; March 2015; September 2011; September 2007; June 2000; March 2000
<b>Effective Date:</b>	September 28, 2018
<b>Date Approved:</b>	September 28, 2018

#### **Purpose:**

RNU members incur expenses, including outside legal counsel, because of CRNNL disciplinary investigations and/or hearings. RNU provides monetary assistance within the terms of RNU's Disciplinary Expense Assistance Plan for expenses not covered under the CNPS Supplementary Protection Plan (<https://www.cnps.ca/>).

RNU encourages all members to enroll in the CNPS supplementary Protection Plan.

#### **Policy:**

The Disciplinary Expense Assistance Plan (DEAP) provides RNU (RNU) members monetary assistance within the terms of the plan for expenses incurred because of CRNNL disciplinary investigations and hearings. This assistance is to pay those expenses not covered under the CNPS Supplementary Protection Plan (<https://www.cnps.ca/>).

RNU members who are enrolled in the CNPS Supplementary Protection Plan are required to apply for CNPS assistance.

Assistance will not be provided to RNU members who are enrolled in the CNPS Supplementary Protection Plan unless coverage is denied, or the limits specified in the CNPS plan are exceeded.

Assistance may also be approved on a case-by-case basis should an RNU member be required to give evidence in legal proceedings arising out of the scope of employment, including representation before professional bodies other than the CRNNL.

#### Eligibility/Approval for Coverage:

1. Prior to approval for DEAP coverage by the Executive Director or Staff Lawyer, the RNU member shall provide verification that they were a member of an RNU bargaining unit at the time the grounds for the CRNNL complaint arose, and that the complaint stems from work performed in the bargaining unit.
2. The RNU member must provide verification of enrollment in the CNPS Supplementary Protection Plan where applicable, as well as confirmation of denial of coverage where the limits specified in the CNPS plan are exceeded and/or eligibility criteria is not met.

3. Where the RNU member is not enrolled in the Supplementary Protection Plan, they must provide verification of same.

Extent of Coverage:

1. The maximum coverage available per CRNNL investigation and hearing shall be seven thousand dollars (\$7,000.00).
2. Reasonable expenses include travel, meals, and/or accommodations for the RNU member and witness(es), legal fees and disbursements. Receipts must be submitted.
3. Where a second complaint arises before the CRNNL has adjudicated on an earlier complaint and where the CRNNL decides to address both complaints in a single investigation or hearing, the Executive Director or Staff Lawyer may approve assistance up to a maximum of an additional seven thousand dollars (\$7,000.00).
4. The Plan does not reimburse any actual loss of income, damages, fines, or penalties awarded against an RNU member.
5. RNU may advance assistance by way of a legal retainer or payment of interim bills/expenses at the discretion and approval of the Staff Lawyer.

Access to Legal Counsel:

1. RNU staff shall not represent RNU members at CRNNL disciplinary investigations and/or hearings.
2. RNU members have the right to legal counsel of their own choosing for representation on CRNNL disciplinary investigations and/or hearings. Reimbursement, if approved, shall be in accordance with the *DEAP Plan Policy*.
3. With the consent of the Staff Lawyer and RNU member, and in accordance with RNU privacy policies, RNU staff may assist the lawyer by disclosing information held by RNU.
4. RNU may provide, upon request, a list of lawyers who have agreed to counsel and represent RNU members on CRNNL disciplinary investigations and hearings.
5. Disclaimer:  
RNU does not warrant the skill, quality or capability of any lawyer selected by an RNU member. The RNU member releases the RNU and its staff from any liability for the results or outcome of any representation by a lawyer selected by the RNU member.

Process:

1. Application for coverage must be made to the Labor Relations Office (LRO) for the service area or RNU Staff Lawyer as soon as it is known that assistance is required. Applications may be made in writing or by email to the attention of the LRO or to the Staff Lawyer at [legal@rnunl.ca](mailto:legal@rnunl.ca).
2. The Staff Lawyer reserves the right to investigate, approve or reject any application for expense assistance.
3. Once coverage under the DEAP plan is approved the RNU member is responsible for reviewing and verifying all legal bills and receipts prior to submitting same to the LRO or Staff Lawyer.
4. Cheques will be made payable to the RNU member's legal counsel or the RNU member as reimbursement for legal fees paid directly by them, once approved by the Staff Lawyer.
5. Other submitted expenses will be reviewed by the Staff Lawyer. Any expenses approved by the Staff Lawyer will be made payable to the appropriate person(s).

## Section 18 – Office Management

**18.10 and 18.11 are the only policies in this Section which apply to Branches)**

### 18.1 – HIRING OF SUMMER STUDENT (Not applicable to Branches)

**Last Revised Date:** March 2024  
**Previous Revision Date(s):**  
**Effective Date:** September 2005  
**Date Approved:** September 2005

**Purpose:**

To increase RNU's capacity for projects while assisting post-secondary students with summer employment.

**Policy:**

RNU may apply for subsidized funds to hire a student each summer for select projects which are supported by the staff bargaining unit.

## Section 18 – Office Management

### 18.2 – INFORMATION SYSTEMS AND TECHNOLOGY (Not applicable to Branches)

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; December 2005
<b>Effective Date:</b>	March 1986
<b>Date Approved:</b>	March 1986

#### **Purpose:**

To provide expectations regarding the use of information technology and equipment by setting out rights and responsibilities for use, including computer hardware, peripheral devices, software systems, internet access and email use, and network access.

This policy applies to all employees given authority to use or access information technology or equipment by the RNU to perform their delegated activities on behalf of the organization.

#### **Policy:**

1. Computer Systems
  - Computer hardware, except for the server, will be leased on a three (3) year cycle.
2. Computer Information Backup/Data Protection
  - Information protection is of the utmost importance. Access to member files can only be accessed in the office or through VPN (Sonic Wall) when offsite.
  - Membership data is kept within our Information Management System and backed up regularly to ensure that the integrity is maintained.
3. General Authorization and Permission Levels
  - The Director of Corporate Services will delegate to employees the authority to use or access information technology and equipment of RNU.
4. Passwords and Password Protection
  - Access to RNU systems is restricted by assigning passwords to authorized users.
  - Systems privileges, including passwords, are used by the Director of Corporate Services, or delegate, and authorized service providers, to gain access to provide service, support or for administrative purposes.
  - Assigned passwords cannot be changed without the permission of the Director of Corporate Services.
  - Passwords are confidential and must not be shared.
5. Smart Devices

- RNU staff who are provided with smart devices shall set up and configure the device independently, or with assistance from the Director of Corporate Services.
  - Devices returned to Provincial Office will be reused or disposed of. Regardless, the device must have the RNU profile and assigned accounts removed.
  - Smart Devices will have an extended warranty as available.
6. Protection from Physical Harm
- Employees and volunteers assigned equipment/smart devices should maintain a reasonable duty of care to protect it from physical damage or theft.
  - It is at the discretion of the management team to determine the replacement or repair option of a device that is physically harmed or incurs damages not covered by warranty. The decision is dependent on replacement costs, availability of other inventory, and budget constraints. Costs will be absorbed by the RNU.
7. Employer's Discretion to Monitor
- Employees cannot expect personal privacy for material they create, store, send, or receive on the RNU information systems, technology, or networks and should recognize that system administrators have the discretion to monitor system use.
8. Email Use
- Staff emails must adhere to the following policies and any other applicable policies:
    - *Section 10 – RNU Privacy and Respectful Workplace Policies*
    - *Section 1 – General Policies, 1.5 – Conflict of Interest*
    - *Employee Norms*
    - *Section 5 – Communications, 5.2 – Social Media Policy*
  - The RNU has a secure email service for transmission of confidential or sensitive email communications. Employees must follow the guidelines in place for the use of the secure email service, which ensures the message is encrypted.
9. Appropriate Activities
- Authorized users are expected and encouraged to use information technology for any appropriate activity that facilitates their ability to perform work-related activities.
10. RNU employees must not use RNU's network to:
- Download or upload obscene, offensive or illegal material.
  - Send confidential information to unauthorized recipients.
  - Invade another person's privacy and sensitive information.
  - Download or upload movies, music and other copyrighted material and software.
  - Visit potentially dangerous websites that can compromise the safety of our network and computers.
  - Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods and more.
  - Actions which violate the terms of software licensing agreements or copyright laws; or
  - Actions that may generate conflict of interest for the RNU or have the potential to harm member or public relations.

We also advise our employees to be careful when downloading and opening/executing files and software. If they're unsure if a file is safe, they should seek guidance from the Director of Corporate Services

## Section 18 – Office Management

### 18.3 – TEMPORARY EMPLOYEES (Not applicable to Branches)

**Last Revised Date:** September 2019  
**Previous Revision Date(s):**  
**Effective Date:** March 2000  
**Date Approved:** March 2000

**Purpose:**

To provide clarity regarding authorization for hiring temporary employees.

**Policy:**

Temporary employees can be hired by management without the pre-approval of the Board of Directors if within the approved salaries and benefits budget.

## Section 18 – Office Management

### 18.4 – USE OF PERSONAL AUTOMOBILE (Not applicable to Branches)

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019
<b>Effective Date:</b>	September 2019
<b>Date Approved:</b>	September 2019

#### **Purpose:**

Sets out the terms and conditions associated with employee-owned vehicles used for work purposes. This policy applies to all RNU employees using their own vehicles for work.

#### **Policy:**

1. Bargaining unit employees of the RNU are not required to use their personal car for business travel.
2. If an employee wishes to use a personal car for business travel, the RNU will pay the employee the kilometer allowance as set out in *Article 19.01(a)* of the staff *Collective Agreement* or the provincial kilometer rate, whichever is higher.
3. Reasonable parking meter expenses will also be paid to all employees except the Office Support Worker who is covered by a separate clause contained in the staff *Collective Agreement*.
4. All employees are required to submit documentation of the travel details using the form provided by the employer. This form should be attached to an expense claim submitted by the employee.
5. Traffic and/or parking tickets will not be paid for by the RNU.
6. Employees may submit to the Board of Directors a request for payment for the additional cost of business insurance coverage.
7. Damages to the employee's vehicle incurred while on union business will not be paid by the RNU.
8. All employees who elect to use their personal vehicle for business travel must have the following:
  - Valid driver's license
  - Proof of insurance
  - Vehicle registration
9. All employees who elect to use their personal vehicle for business travel must ensure that their vehicle meets the provincial requirements for operation under the *Provincial Highway Traffic Act*.

## Section 18 – Office Management

### 18.5 – POLICIES APPLYING TO AUTOMATIC PAYROLL DEPOSIT **(Not applicable to Branches)**

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2019  
**Effective Date:** January 2004  
**Date Approved:** December 2003

**Purpose:**

To outline guidelines for the processing of staff payroll.

**Policy:**

- No cheques will be issued between pay periods, unless they are for vacation pay, final pay, or the correction of an employer error, unless authorized by the Director of Corporate Services.
- Staff will need to submit overtime claims and special pay requests by 4:30 pm on the Monday of the week prior to the next payday.
- There will be no special pay requests approved for processing during the accountant's annual leave period. All requests for special pay during this leave period must be submitted to the Director of Corporate Services on the Monday of the pay period prior to the annual leave commencement. A memo will be sent to all staff informing them of the dates of the accountant's vacation and the cut-off date for requesting special pay requests.

## Section 18 – Office Management

### 18.6 – FLOWERS/GIFT GUIDELINES (Not applicable to Branches)

<b>Last Revised Date:</b>	May 2024
<b>Previous Revised Date(s):</b>	September 2019
<b>Effective Date:</b>	December 2005
<b>Date Approved:</b>	December 2005

#### **Purpose:**

Recognizing the importance of fostering a supportive and appreciative work environment, the RNU acknowledges the significance of commemorating significant events in the lives of our staff and board members. By providing flowers and gifts on such occasions, we not only celebrate achievements and milestones but also demonstrate our commitment to the well-being and morale of our team.

#### **Policy:**

In alignment with our commitment to staff and board member appreciation, the RNU President and Executive Director hold the discretion to approve the purchase of flowers and gifts for designated events.

#### **Flowers/gifts/donations shall be provided for the following events:**

- LRO's for Signing of Collective Agreements
- Administrative staff for Office Administration Day
- Death of Immediate Family (applies to all Board and Staff)
- Other designated events under the discretion of the President and Executive Director.

#### **Procedure**

To facilitate the provision of flowers and gifts, the Executive Assistant shall coordinate arrangements in consultation with the President or Executive Director as necessary, ensuring thoughtful acknowledgment of these significant moments.

## Section 18 – Office Management

### 18.7 – FINANCIAL APPROVAL AUTHORITY FOR EMPLOYEES (Not applicable to Branches)

<b>Last Revised Date:</b>	May 2024
<b>Previous Revision Date(s):</b>	June 2020; May 2017; September 2007
<b>Effective Date:</b>	December 2005
<b>Date Approved:</b>	December 2005

#### **Purpose:**

To outline the financial approval authority of RNU employees.

#### **Policy:**

1. Employees of the RNU may be authorized to make or approve financial expenditures.
2. All cheques are signed by two (2) authorized signing officers. The signing officers shall be President, Secretary-Treasurer, Vice-President, Director of Corporate Services and Executive Director.
3. All official documents requiring financial approval shall be signed by the President.
4. Pre-authorized automatic bank payments are approved by authorized signing officers as a signed contract. Subsequent adjustments are reported to the Secretary-Treasurer prior to the bank reconciliation.
5. Electronic Funds Transfer (EFTs) arrangements with the bank for direct deposits are established by a signed contract:
  - Payees are preapproved by an authorized signing officer and will include routine vendors or service providers.
  - Payees are set up by accounting on WEB banking and approved by the Director of Corporate Services.
  - Payments made to payees are submitted by accounting and authorized by the Director of Corporate Services; and
  - Payments made are submitted monthly to the Secretary Treasurer with the bank reconciliation.

#### **General Approval or Verification:**

- The Board approves an annual budget, which includes routine operating expenses and specific capital expenditures.
- The Board of Directors approves recommendations from the Finance Committee.

### **Approval or Verification Process:**

Approval for a purchase is indicated by the authorized employee by dating and endorsing the submitted claim, invoice or statement to the accounting department for payment.

All approvals or verifications are done in accordance with BOD approved motions, Finance Committee decisions within approved budget, RNU policy and Constitution, or in accordance to identify needs within the approved annual budget.

The Director of Corporate Services will conduct random audits of general ledger accounts during quarterly verification of journals.

### **Specific Authority:**

#### President:

- Board of Director's activities, functions and initiatives; (expenses verified by the Finance Committee);
- Member services: (expenses verified by the Finance Committee
- Service or lease contracts – signing authority for new or renewed contracts.
- Professional services, including media, advertising, legal, auditing and other consulting services; and
- Alternative approval for the Executive Director when absent.

#### Executive Director:

- Non-unionized employee travel, training, or compensation in accordance with current employment contract.
- Professional services, including media, legal, auditing and other consulting services.
- Service and/or lease contracts - as directed by the contract conditions; and
- Other activities as specified by the Director of Corporate Services.

#### Director of Corporate Services:

- Unionized employee compensation, including overtime, travel, meal allowance or other benefits or entitlements included in the terms of the current collective agreement.
- Unionized employee training and development.
- Employee recognition and rewards.
- Professional services or items associated with employee wellness or occupational health and safety.
- Facilities and property maintenance, including insurance and property taxes.
- Equipment and furniture, including computer hardware and software.
- Routine expenses for vehicles, including gas, maintenance and insurance.
- Service and/or lease contracts – as directed by the contract conditions.
- Stationery and office supplies, housekeeping articles, limited to two thousand dollars (\$2000) for a non-routine single item purchase;
- Printing and postage.

- Subscriptions and renewals; and
- Promotional material and goodwill, including gifts/acknowledgements authorized by the President.

### **Specific Verification:**

#### Executive Assistant:

- Verification of expenses within RNU policy and/or Constitution, as authorized by the President, for:
  - Member services.
  - Executive travel & accommodations, training or leave programs and related expenses.
  - Gifts/acknowledgements as per Section 18 – Office Management, 18.6 – Flowers/Gifts Guidelines;
  - Member accommodations for RNU sponsored events; and
  - Other activities as directed by the President, Executive Director, or Director of Corporate Services.

#### Staff Lawyer:

- Verification of routine expenses for:
  - Professional legal services.
  - DEAP payments within policy limit.
  - Annual subscription or dues for legal services as per annual budget; and
  - Other activities as directed by the President, Executive Director, or Director of Corporate Services.

### **Employees Holding a Valid RNU Credit Card**

- Credit cards issued to employees on behalf of the RNU are used strictly for business purposes.
- Purchases can be made for routine items, without pre-approval; however non-routine purchases must be pre-approved by the President, Executive Director, or Director of Corporate Services.
- All purchases must be supported by a receipt, invoice, order confirmation, rationale for expense or supporting documentation.
- Reconciliation:
  - All receipts are retained by the RNU cardholder until the month end statement arrives. The Cardholder is responsible for matching the receipts to the statement before submitting for payment. The statement is submitted to the Director of Corporate Services for review and final approval prior to payment by the accounting department.
  - Where receipts are missing, the amount will be charged back to the employee unless a duplicate receipt can be obtained from the vendor. At all times, it is the employee's responsibility to ensure appropriate receipts are obtained.

## Section 18 – Office Management

### 18.8 – OCCUPATIONAL HEALTH & SAFETY POLICY STATEMENT (Not applicable to Branches)

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2019; December 2005  
**Effective Date:** February 2004  
**Date Approved:** February 2004

**Purpose:**

RNU is committed to providing and maintaining a safe and healthy workplace.

**Policy:**

The RNU is ultimately responsible for workers' occupational health and safety in the workplace. We will strive to protect workers from injury and illness related to work; and we will provide the resources necessary to keep the workplace healthy and safe.

RNU will make every effort to provide and maintain a safe and healthy workplace by following industry standards and complying with OH&S legislation. In keeping with OH&S legislation, a healthy and safe workplace will be created in consultation and cooperation with management and workers, in particular the health and safety committee.

Managers will be held accountable for the health and safety of employees under their supervision. Responsibilities include ensuring machinery and equipment are safe and established safe work practices are followed. To protect their health and safety, employees must receive an OH&S orientation and specific work task training.

Every employee must protect health and safety and the health and safety of other employees by following legislative requirements and safe work practices and by reporting unsafe conditions they observe.

Contractors will be required to meet legislative requirements and follow RNU policies and procedures regarding health and safety.

This OH&S Policy will be reviewed on an annual basis and revised as necessary by the OH&S Committee.

Ergonomic Assessments for All Staff:

The RNU aims to establish a workplace that promotes health and safety for all its employees. The ergonomic process requires employees to consult and apply self-assessment techniques. Problems that are not resolved by these techniques may require an ergonomic assessment. It examines the relationship between the worker and the work environment to create a setting that enhances both human performance and well-being. A personalized ergonomic assessment will provide a comprehensive report containing:

- a workstation evaluation.
- identification of potentially hazardous working conditions; and
- recommendations to prevent or decrease the occurrence of injuries.

An ergonomic assessment for an individual workstation takes approximately one (1) hour to complete. The extent of the service depends on the employee's request or level of pain. Employees who feel the need for an ergonomic assessment can request one (1) from the Director of Corporate Services. A medical certificate is not required.

Once the assessment has been completed, the ergo-therapist will provide a written report that summarizes the findings and provides recommendations, when required. If specific ergonomic equipment, such as a keyboard or a mouse, is recommended, it is the responsibility of the Director of Corporate Services to discuss these needs with the employee and to purchase the required items.

#### Muster Station:

A muster point is the location that personnel evacuate to in the event of an emergency. A workplace should have multiple muster points distributed around its perimeter. This will ensure everyone inside has a safe area they can reach quickly during an emergency.

The RNU has two (2) muster points. Please refer to the *Occupational Health and Safety Manual*.

#### Evacuation Plan:

The RNU will conduct an assessment to identify potential emergency situations (such as fire, natural disasters, chemical leaks, loss of water, electrical supplies, computer malfunctions, work stoppages, etc.) and determine emergency preparedness needs. Currently, there are two (2) exits within the building. An evacuation plan will be displayed throughout the building in accordance with OH&S legislation.

#### OH&S Committee:

Occupational Health and Safety (OHS) Committees, Worker Health and Safety (WHS) Representatives, and WHS Designates play an important role in developing a positive health and safety culture in the workplace. They also provide a critical communication link between workers and management.

Employers have a legal responsibility to make sure that OHS Committees, WHS Representative, or WHS Designates is established in their workplace and provide them with the resources necessary to perform their duties.

The duties of an OHS Committee, WHS Representative, or Designate include promoting OHS awareness, participating in workplace inspections, providing advice to correct hazards, resolving work refusals, and making recommendations to the employer.

The Occupational Health and Safety Act and Regulations state requirements for OHS Committees, WHS Representatives and Designates. Below is a Table of Requirements for referral:

Number of workers at your worksite	What you need	What training you need
20 or more	OHS committee	OHS Committee, WHS Representative or Designate Certification Training – Level 1 and OHS Committee Member Certification Training – Level 2
19 or less (not connected to management)	WHS representative	OHS Committee, WHS Representative or Designate – Level 1
Less than 6 (when a representative is impractical)	WHS designate	OHS Committee, WHS Representative or Designate – Level 1
<b>Note:</b> to determine the number of workers at your worksite, include all persons engaged in an occupation with the employer, including both full and part time workers, supervisors, managers, owners and operators. Owners and operators may only be excluded if they are not engaged in work.		

An OHS Committee is an advisory group made up of management and worker representatives. The Committee encourages collaboration between the employer and the worker to address health and safety concerns in the workplace. Committees identify and evaluate concerns, make recommendations for corrective action and promote health and safety in the workplace to reduce accidents and injuries.

Worker Health and Safety (WHS) Representative is required at worksites with fewer than twenty (20) employees. The employer must ensure that a worker not connected with management is selected as the WHS representative. The WHS representative must be either elected by their peers or appointed by the labor union. The individual's name must be posted in a prominent location at the worksite.

Workplace Health and Safety Designate requirements include:

- Monitors the health, safety and welfare of workers employed at the workplace.
- Connects the employer and the workers when it comes to addressing health and safety concerns at the workplace; and
- Consults with the employer while performing their duties or, if the designate is also the employer, consults with workers while performing their duties.

The WHS representative must:

- Seek to identify aspects of the workplace that may be unhealthy or unsafe.
- Participate in workplace inspections.
- Receive complaints and concerns from workers regarding health and safety in the workplace. They must also maintain records of the complaints received.
- Establish and promote health and safety educational programs for workers.
- Co-operate with an OHS Officer exercising their duty under the OHS Act.
- The WHS representative may make recommendations to principal contractors, employers, workers and OHS Officers to protect the health safety and welfare of workers at the workplace.
- The WHS representative must be trained in accordance with legislation; and
- Plan for training committee members.

WorkplaceNL has a legislated responsibility to administer training programs for various high-risk hazards as outlined in the Newfoundland and Labrador Occupational Health and Safety Act, and the Newfoundland and Labrador Occupational Health and Safety Regulations.

Certification training:

- Standard First Aid Certification Training
- Standard Musculoskeletal Injury (MSI) Prevention Certification Training
- Standard Occupational Health and Safety Committee, Worker Health and Safety Representative and Workplace Health and Safety Designate Certification Training
- Standard Supervisor Health and Safety Certification Training
- Mental Health First Aid

## Section 18 – Office Management

### 18.9 – RETURN TO WORK POLICY STATEMENT (Not applicable to Branches)

**Last Revised Date:** March 2024  
**Previous Revision Date(s):**  
**Effective Date:** December 2005  
**Date Approved:** December 2005

#### **Purpose:**

RNU is committed to assisting workers who have been injured on the job to return to work in a timely and safe manner.

#### **Policy:**

The early and safe return to work (ESRTW) process helps workers continue working after an injury or to return to work in a safe and timely manner after taking time off. During this time, every effort should be made to help them recover at work while undergoing medical treatment for their work-related injury. Going back to work after an injury sometimes involves making changes to duties or hours of work. The worker may also need equipment or devices to help with their return to work.

Both the RNU and its employees have a responsibility to facilitate an early and safe return to suitable and available employment. ESRTW Facilitators are available through WorkplaceNL to assist with developing and maintaining a successful ESRTW program. They can also help educate workplace parties on return to work and provide guidance to the RNU and its staff that are having trouble in setting up an ESRTW plan.

Any personal information received or collected that can lead to the identification of an injured worker will be held in the strictest confidence. Information of a personal nature will be released only if required by law or with the approval of the worker who will specify the nature of the information to be released and to whom it can be released.

This statement will be reviewed at least annually and may be updated or changed as required.

#### **Duty To Accommodate**

The RNU have an obligation to adjust rules, policies and/or practices to enable staff to fully participate. The duty to accommodate applies to personal needs that are related to the grounds of discrimination. This is called the duty to accommodate.

The duty to accommodate means that sometimes it is necessary to treat someone differently to prevent or reduce discrimination. When we take the needs of an individual into consideration for them to function effectively in an environment, we are giving them equitable treatment.

#### **Examples of Accommodations:**

- Providing a special screen and software for people with visual impairment.

- Allowing an employee to take time off to attend a medical appointment.
- Making wheelchair access available to people with disabilities.

The accommodation made for you will match your individual needs. What works for you may not work for another person in a similar situation.

### **What is Undue Hardship?**

An employer or service provider does not need to prove that it is impossible to accommodate a person, just that it would result in undue hardship. Undue hardship is meant to be hard through and does require significant difficulty or expense. What undue hardship means is different in each circumstance.

Each case is decided on its own facts, but meeting the “undue hardship” test may include a consideration of the following:

- Financial cost
- Safety
- Size of the organization
- Collective Agreement
- Interchangeability of work force and facilities
- Morale of other employers

### **The Accommodation Process**

- When requesting an accommodation, it is ideal to have proof of diagnosis. This is not required but may be asked for at any point throughout the process depending on the policies, procedures, and documentation needed to accommodate.
- Clearly identify your needs: No one knows what you need more to work comfortably, effectively, and efficiently than you. Outline your needs and why it is important for those to be met.
- Familiarize yourself with the Human Rights Act, Newfoundland and Labrador.
- Have solutions/suggestions prepared.

## Section 18 – Office Management

### 18.10 – USE OF OFFICE RESOURCES BY MEMBERS

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019
<b>Effective Date:</b>	March 2006
<b>Date Approved:</b>	March 2006

#### **Purpose:**

To clarify what office resources are available to RNU members.

#### **Policy:**

Office personnel are not authorized to perform work such as photocopying, typing, mail outs and otherwise preparing materials for the use of specific branches. The role of the Branch Secretary and the Branch Stipend is for this purpose. Office personnel will not be authorized to perform work for individual members which is unrelated to their union involvement.

Members may use office photocopying equipment, with the approval of the Director of Corporate Services.

Employees and members are not permitted to use discounted Canada Postal rates as provided by commercial contract.

Union Office may be booked for branch, Regional Board, Provincially Appointed Committee meetings provided the number of people expected to attend such a meeting is twenty (20) people or less.

A member of the Branch Executive or Board of Directors will be expected to:

- Contact the Executive Assistant to book the event and obtain the current policy and conditions for use of the facility.
- Visit Union Office prior to the meeting to pick up a key, a security code and obtain a phone number for an afterhours contact person.
- Ensure that the security of the building and its contents are maintained while the building is in use, and restrict access to areas as described by the Executive Assistant.
- Ensure all windows and doors are closed and locked when the meeting is over.
- Ensure that lights, equipment or machinery used are turned off before vacating the premises.
- Immediately report any observed unusual or suspicious activity concerning the facility to the after-hours contact person; and
- Return the key to the Union Office within 12 hours after the meeting. Union Office key may be dropped through the letter opening after the building has been cleared and locked up.

Other groups of Union members may use union office for meetings of twenty (20) people or less after hours but only if a member of union office staff attends the full meeting. The Union staff member will then take responsibility for the security of the building and property.

## Section 18 – Office Management

### 18.11 – RECORD & INFORMATION MANAGEMENT

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	May 2017
<b>Effective Date:</b>	September 2009
<b>Date Approved:</b>	September 2009

#### **Purpose and Authority:**

The purpose of this policy is to describe general responsibilities for the records and information management requirements of the Registered Nurses' Union Newfoundland & Labrador (RNU).

The policy also designates authority to the management team to establish procedures and guidelines to ensure the systematic management of recorded information in order to meet the legal, operational, financial, or historical requirements throughout the organization.

#### **Policy:**

1. RNU staff will be convened as necessary to identify, evaluate, develop, or exchange information about the organization's records management procedures, guidelines, initiatives, or practices.
2. Security and Confidentiality
  - All RNU staff and volunteers are responsible to identify, protect, and secure vital records.
  - Paper and electronic records information systems will be administered by management to ensure that confidential information is protected. Management will designate security levels and limit employee or volunteer access to information within their designated security level.
  - Management will designate suitable secure technology and process to back up all vital records.
  - Record and information management procedures and guidelines must conform to other established policies, including *Section 10.1 Privacy Policy* and *18.2 Information Systems and Technology Policy*.
3. Classification System
  - The systematic management of recorded information includes the full life cycle of information designated as records, from creation until destruction, as described by a classification system. Non-records are excluded from the classification system.
  - The management team will establish, and modify as required, a classification system to categorize records to enable convenient and efficient record retrieval. The classification system will identify record retention requirements for each record to ensure cost-effective storage of recorded information and timely purging and destruction of obsolete records.
  - Management will ensure an inventory of records destroyed is maintained.
  - Management will ensure that records designated as archival, or with historical significance, are set aside for review by appropriate agencies or committees.

- The classification system will designate the Office of Primary Responsibility (OPR) for each official copy (record copy). The OPR will hold the official copy (record copy) that satisfies the operational, financial, legal, audit, or other requirements.
- Convenience copies are excluded from the classification system.

#### 4. Legal Holds

- In the event of litigation, the management team will establish a notification system to ensure that employees are promptly notified about litigation, government investigations, audits, member requests for information, or other activities that necessitate the temporary suspension of destruction for records in their custody.

#### 5. Record and Information Audits

- The Director of Corporate Services is responsible for conducting and documenting periodic, comprehensive, or selective audits of records to determine compliance with records management guidelines, procedures, standards, and practices.

#### 6. Employee Training

- Employees will be provided records training appropriate for their position, including specific recordkeeping requirements associated with electronic and paper systems, and according to the RNU's policies, procedures, guidelines, classification system and retention schedules.

#### 7. Definitions:

Convenience Copies: Copies of records made for convenience purposes and normally in a paper printed format. They are not used or relied upon as the official copy (record copy) and must be noted as copies, whether printed from an electronic version, or copied from a paper version. Convenience copies must be destroyed when they have outlived their value.

Non-Records: Information bearing objects that are excluded from the scope and authority of the records and information management policy or program.

Items usually considered non-records: convenience copies/files, reference (library) materials, or drafts.

Official Copy (record copy): The official copy as retained by the OPR in accordance to the classification system and retention schedule. For electronic records, the official copy (record copy) is considered electronic when it is created or received initially in electronic format.

Record: Any recorded information in any format on any medium by any method, manual, automated or electronic, made or received in connection with the transaction of RNU business and preserved as evidence of its functions, policies, decision, procedures, operations or other activities because of the informational value of the data.

Retention Schedule: A list identifying the records series maintained by the RNU and the period that they will be kept and their storage areas.

Vital Records: Records that are indispensable to a mission-critical operation. A record identified as essential for the continuation or survival of the RNU if a disaster strikes such that business processes and activities essential to the RNU purposes and obligations cannot be readily duplicated.

## Section 18 - Office Management

### 18.12 – FOUR-DAY WORK WEEK PILOT PROJECT (Not applicable to Branches)

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Definition:**

The four-day work week is a reduction in the work week from a standard thirty-two and a half (32.5) hour Monday to Friday schedule to a four-day work week with the same pay and benefits. The purpose and aim of the four-day work week is to encourage employers and employees to work together in creating a new way of working which will improve business productivity, employee health outcomes, stronger families, and communities, challenge the gender equality issue, and work towards a more sustainable work environment. Given the current construct of RNU, compiled with the demands of our membership, functional groups will adopt different ways of implementing a four-day work week.

**Purpose:**

This policy is to provide the guidelines and parameters around RNU employees participating in a four-day work week pilot project and is designed to offer increased flexibility, while maintaining operational requirements and inhibiting any negative impact on other employees within the office.

**Policy:**

RNU will trial a four-day work week to increase employee engagement and satisfaction. This pilot project will be in place for six (6) months with the possibility of extension. The four-day work week will be available for all employees unless operational requirements prevent an employee from participating. An employee will work the total prescribed hours within their respective contracts over a four-day work week. The fifth (5<sup>th</sup>) day will be known as the day of rest. Employees may choose any day of the week as their day of rest; however, they must work (or take leave for) the total prescribed hours of thirty-two and a half (32 ½) hours per week as per NAPE Staff Collective Agreement.

Working on your day of rest must be preapproved and will be compensated at the applicable overtime rate as per the NAPE Staff Collective Agreement.

**Application/Approval Process:**

Employees can apply for the arrangement using the Four-Day Work Week Arrangement Proposal Form (refer to Appendix 1). The application for the compressed four-day work week must be submitted to the employer for approval. Approval will be subject to operational requirements. The four-day work week will not be unreasonably denied. Four-day work week arrangements shall be initiated on a trial basis and

may be discontinued at any time at the request of either the employee or manager. The employer reserves the right to immediately suspend the arrangement in case of unanticipated circumstances regarding employee performance or operational needs.

**Guidelines:**

Hours of Work

- The four-day work week will require employees to maintain the same number of hours on a weekly basis as all other employees. All employees are required to work thirty-two and a half (32 ½) hours per week. While working a four-day work week, an employee must work thirty-two and a half (32 ½) hours over four (4) days. There shall be a one (1) hour unpaid meal break for each shift.
- Employees availing of the four-day work week may work three (3) days of the week from 0900 to 1830 (8 ½ hours) and work one (1) day a week from 0900 to 1700 (7 hours). Employees can request to start their workday at 0830, changing their hours of work from 0830-1800 for three days of the week and to 0830-1630 on the fourth day.
- Alternate start and stop times may be approved by the Manager.
- Work hours will be approved prior to starting the four-day work week and approved on a month-by-month basis, starting on the first (1<sup>st</sup>) Monday of each month. The minimum number of hours per workday is six and a half (6 ½) hours.

Statutory Holidays

- Employees will still be entitled to all regular paid holidays. Employees will have the option to “opt out” of the four-day work week during weeks that have a Stat holiday. Otherwise, during a work week in which a statutory holiday is observed, employees will be entitled to six and a half (6 ½) hours of statutory time off. This time off shall be taken during the week the holiday is observed and must be taken on one (1) of the four (4) days worked.
- Employees will be required to submit a leave request (vacation or time owed) to make up the remainder of their hours on the day the stat holiday is taken.
- Alternatively, employees have the option to increase the number of hours worked over three days. Staff will work additional hours that would have otherwise been worked on the day the stat holiday is taken.

Examples:

- Week 1: No leave required.
- Week 2: No STAT taken.
- Week 3: Leave of half (½) hour required on the day of STAT to make up the remainder of hours.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
1	6.5 STAT	9	9	8		32.5
2	8.5	8.5	8.5	7		32.5
3	STAT+0.5 (7)	8.5	8.5	8.5		32.5

**Policy Review:**

The initial policy will be a pilot project for a period no longer than six (6) months, after which, the employer will meet with the Board of Directors' Policy Committee to set a motion to either accept or reject the policy on a permanent basis. This pilot project can be extended upon request of either employer or employees. Requests to extend the pilot project shouldn't be unreasonably denied.

## Appendix 1

### APPLICATION TO PARTICIPATE IN THE FOUR DAY WORK WEEK

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date to Begin Trial Four Day Work Week Arrangement: \_\_\_\_\_

Date to End Trial Four Day Work Week Arrangement: \_\_\_\_\_

*\*Must begin and end on a month-by-month basis and completed each month.*

<b>PROPOSED WORK ARRANGEMENT</b>							
<b>Week</b>	<b>Period Covering</b>	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>	<b>Total Hours</b>
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							
<b>5</b>							
<b>COMMENTS</b>							

**Acknowledgement:** I acknowledge that I have read and understand the Four Day Work Schedule Policy. I agree to comply with this Policy and its guiding principles.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 18 – Office Management

### 18.13 – RNU OFFICE VEHICLE (Not applicable to branches)

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date:** March 2024

**Date Approved:** March 2024

**Purpose:**

RNU supports local unionized car dealerships in solidarity with our fellow union members in Newfoundland and Labrador.

**Policy:**

- RNU will purchase or lease a vehicle from unionized car dealerships only, within the approved budget.
- The Director of Corporate Services will be responsible for overseeing the purchase/lease and ensuring warranty and insurance coverage.
- The Director of Corporate Services will oversee the expenditures related to RNU's vehicle.

## SECTION 18 – OFFICE MANAGEMENT

### 18.14 – CORPORATE CELL PHONE POLICY (Not applicable to Branches)

**Last Revised Date:**

**Previous Revision Date(s):**

**Effective Date** May 2024

**Date Approved:** May 2024

**Purpose:**

The purpose of this Corporate Cell Phone Policy is to outline guidelines for the issuance and use of cell phones provided to selected Staff and Board members (further referred to as Staff/Employee) at the RNU office. These devices are intended to facilitate communication and enhance productivity while ensuring responsible and appropriate usage in alignment with organizational objectives.

**Policy:**

Eligibility:

Cell phones will be issued to selected staff members based on job roles, responsibilities, and operational requirements determined by, and approved by the Executive Director or designated staff. Eligible staff will be notified of their entitlement to a corporate cell phone.

Eligibility List (Subject to Change based on Operational Needs of the RNU)

- Provincial President
- Provincial Vice President
- Provincial Secretary/Treasurer
- Executive Director
- Director of Corporate Services
- Director of Communications
- Executive Assistant
- Staff Lawyer
- Labor Relations Officers (Including the Senior LRO)
- Research and Education Specialist
- Digital Communications Specialist
- Office Support Worker

Issuance and Accountability

While it is recognized that cell phones can be used for personal usage, cell phones provided by the RNU remain the property of the organization and are assigned to specific individuals for official use only. Upon

receipt, employees are responsible for the proper care and safeguarding of the device. Any loss, damage, or malfunction must be reported immediately to the Director of Corporate Services.

#### Upgrading Cell Phone Device

Staff members at RNU may request to upgrade their corporate cell phone device as needed. Our corporate cell phone contract may offer discounts on select new devices, providing cost-effective options for upgrades. However, if employees opt to upgrade to a device model not covered by the discount rate, they will be responsible for covering any additional costs incurred beyond the discounted rate. This policy ensures transparency and empowers employees to make informed decisions regarding device upgrades while maintaining fiscal responsibility for the organization.

#### Share Data Plan

RNU benefits from a shared data plan as part of its existing contract, allowing for efficient utilization of data resources among staff members. While data is allocated equally among users, it is possible for some individuals to exceed their data limits, potentially impacting others who remain within their allocated limits. In such cases, any additional costs incurred due to exceeding data limits will be the responsibility of the individual user who exceeded their allocation. This policy ensures fair usage of shared data resources while promoting accountability for individual data consumption.

#### Personal Travel

In recognition of the potential need for staff to use their issued cell phone during personal travel, RNU's Corporate Cell Phone Policy acknowledges the importance of connectivity while abroad. Our corporate plan provides various options for travel outside Canada, allowing staff the flexibility to stay connected while traveling internationally. However, it is essential to note that any additional costs incurred because of employee travel, including roaming charges or international data usage fees, will be the responsibility of the individual staff member.

- To facilitate communication and ensure awareness of potential expenses, staff members are required to communicate with the Director of Corporate Services if they wish to utilize their cell phone during personal travel.
- This policy promotes responsible usage of corporate cell phones while traveling and ensures transparency regarding associated costs.

#### Work Related Travel

- Staff are authorized to utilize their cell phones while on travel status for official work purposes. However, prior to deployment, employees must coordinate with the Director of Corporate Services to ensure that any cost-saving measures, such as international roaming packages or temporary data upgrades, are implemented to optimize efficiency and minimize expenses.
- This proactive approach ensures responsible usage of cell phone services while employees are on travel status, aligning with our commitment to prudent financial management and operational excellence.

#### Departing Employee

- Departing staff may be authorized to retain their cell phone device and associated phone number, subject to approval by the Executive Director. However, unless specifically authorized by the Executive Director, departing staff are responsible for all costs associated with terminating their respective cell phone contracts.

- Prior to departure, staff must coordinate with the Director of Corporate Services to determine their financial liability and any necessary arrangements regarding the continuation or termination of their cell phone services.
- This policy ensures transparency and accountability regarding the handling of cell phone devices and contracts upon staff departure, while also facilitating smooth transitions for both the organization and departing employees.

### General Usage Guidelines

1. **Official Use Only:** Corporate cell phones are designated for official business purposes and should only be used for personal matters as per #7 below.
2. **Professional Communication:** All communications conducted using the corporate cell phone should adhere to professional standards and reflect positively on the RNU. Employees are expected to exercise discretion and professionalism in all interactions.
3. **Data Security:** Employees must take necessary precautions to safeguard sensitive information stored or transmitted through the corporate cell phone. This includes implementing password protection, encryption, and adherence to data security protocols outlined by the IT department (Currently under the administration of TRIWARE).
4. **Cost Management:** Employees are responsible for managing usage costs associated with corporate cell phones within approved budgetary limits. Staff will be required to reimburse the RNU for any excessive or unauthorized usage.
5. **Device Maintenance:** Employees are required to maintain their corporate cell phones in good working condition. This includes regular charging, updating software as needed, and promptly reporting any technical issues to the Director of Corporate Services for resolution. In the event of damaged or misplaced cell phones, Staff are not authorized to replace their existing phone without the explicit approval of the RNU. Staff who replace their own cell phones without authorization shall be responsible for all costs.
6. **Prohibited Activities:** The following activities are strictly prohibited while using the corporate cell phone:
  - Engaging in illegal or unethical activities.
  - Sharing confidential or proprietary information without proper authorization.
  - Using the device while driving or in situations that may compromise safety.
7. **Personal Use Policy:** Personal use of the corporate cell phone is permitted provided it does not interfere with job responsibilities or incur additional costs to the RNU. Employees must exercise discretion and ensure personal use does not impact productivity or reflect negatively on the organization.

### Enforcement and Compliance

- Failure to comply with the provisions outlined in this policy may result in disciplinary action, up to and including revocation of cell phone privileges, and other appropriate measures as determined by management.
- Employees are expected to familiarize themselves with this policy and always adhere to its guidelines.

Amendments and Review

- This Corporate Cell Phone Policy may be amended or updated as deemed necessary by the Executive Director or designated staff.
- Any revisions to the policy will be communicated to affected staff members, and compliance is mandatory.

Acknowledgment

By accepting a corporate cell phone issued by the RNU, employees acknowledge their understanding and agreement to comply with the terms and conditions outlined in this policy. Failure to adhere to these guidelines may result in disciplinary action.

Employee: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 19 – Position Statements

### 19.1 – LPN SCOPE OF PRACTICE

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	March 2016; September 2007; May 2005
<b>Effective Date:</b>	September 2001
<b>Date Approved:</b>	September 2001

#### **Purpose:**

The RNU supports the concept of all health care professionals practicing to their full scope of practice. Like Registered Nurses, Licensed Practical Nurses are regulated, licensed professionals and they are legally responsible for their own patient/client care and decision-making.

#### **Statement:**

Any increased scope of practice that potentially infringes on the collective bargaining rights of Registered Nurses should not be implemented in the workplace unless there have been discussions with the RNU on the potential impact of these changes on the RNU bargaining unit.

In addition, the RNU supports the following principles:

- The RNU will challenge the layoff or transfer of Registered Nurses to accommodate an expanded scope of practice for Licensed Practical Nurses.
- The RNU does not support the replacement of a Registered Nurse with a Licensed Practical Nurse for sick leave or other leave replacement. The RNU does recognize that in times of Registered Nurse shortages there may be occasions when a Registered Nurse is not available, and a Licensed Practical Nurse may have to be utilized.
- Should recruitment difficulties necessitate the filling of a Registered Nurse position with a Licensed Practical Nurse, the RNU will expect the position to be filled by a Registered Nurse when a Registered Nurse becomes available.
- Staffing levels on units must be sufficient to accommodate variances in staffing competencies.
- The employer should provide the nursing workforce with education on the Licensed Practical Nurse scope of practice and legalities surrounding both the Registered Nurse and Licensed Practical Nurse role in relation to this increased scope.
- Registered Nurses must be informed of the competencies of the Licensed Practical Nurses on their work units to facilitate the assignment of duties.

## Section 19 – Position Statements

### 19.2 – CASUALIZATION

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	September 2019; March 2016; September 2007
<b>Effective Date:</b>	October 1999
<b>Date Approved:</b>	October 1999

#### **Purpose:**

The Registered Nurses' Union Newfoundland & Labrador (RNU) supports the appropriate use of casual as emergency replacement workers and respects the rights of RNU members to hold casual positions.

#### **Statement:**

- Members who hold casual positions are valued members of the Union and have a significant role to play in health care delivery. However, health employers frequently use casual nurses as a substitute workforce for full and part-time permanent positions. The RNU opposes the misuse of casual nurses.
- The RNU believes that some employers utilize high numbers of casual nurses because they are cheaper, and they provide a more flexible workforce. The casual nurse may have no regularly scheduled hours and may not receive the benefits of full or part-time permanent nurses.
- In all health care settings, consistency plays a significant role in the observation and evaluation of the patient's condition and response to care. High turnover of nurses daily can undermine the continuity of patient care.
- With the global, national and provincial shortage of nurses, the recruitment of new graduates by employers is critical to meeting our staffing needs today and in the future. Offering new graduates casual work is not a sound recruitment tool. History has proven that new graduates want permanent work.
- The RNU believes that employers should create new permanent nursing positions and decrease the number of casual nursing hours.
- The RNU is committed to addressing the concerns of casual nurses through collective bargaining, as well as by lobbying employers, government, and other organizations.

## Section 19 – Position Statements

### 19.3 – CONTINUING EDUCATION

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	March 2016; September 2007
<b>Effective Date:</b>	1999
<b>Date Approved:</b>	1999

#### **Purpose:**

Registered Nurses and Nurse Practitioners are accountable, health professionals. Continuing education is vital to maintain professional competence. No initial program of study can provide all the knowledge and skills needed to practice in all areas of nursing. In addition, nurses must keep pace with new knowledge in the profession including new technology, treatments, and the latest evidenced based research.

#### **Statement:**

- The Registered Nurses' Union Newfoundland & Labrador (RNU) strongly supports our members pursuing continuing education opportunities.
- The responsibility for continuing education is shared among individual nurses, employers, educational organizations, CRNNL, RNU, and government, as we all share the common goal of quality health care.
- The RNU believes that employers and government should provide support, i.e. funding, leave, etc. to support nurses in their continuing education endeavors.

## Section 19 – Position Statements

### 19.4 – RNU MEMBERS INVOLVEMENT IN HEALTH CARE PRIVATIZATION VENTURES

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	March 2016
<b>Effective Date:</b>	March 2016
<b>Date Approved:</b>	March 2016

#### **RNU Vision Statement:**

The Registered Nurses' Union Newfoundland & Labrador (RNU)

- Is a membership driven, proactive and democratic union, sensitive and responsive to ever-changing needs in an evolving health care system.
- Maintains mutual trust, respect, support and understanding, while valuing diversity and creativity.
- Is dedicated to providing an environment conducive to participation, learning and personal growth.
- Advocates for a high quality, publicly funded health care system, in partnership with the public, communities, and health care professionals

The Registered Nurses' Union Newfoundland & Labrador (RNU) is committed to educating its members regarding the five (5) founding principles of the Canada Health Act:

1. Universality
2. Accessibility
3. Portability
4. Comprehensiveness
5. Public Administration not for Profit

The RNU discourages its members from becoming involved in for-profit health care ventures, especially those services presently offered through our publicly funded system.

The RNU is committed to educating its members on the adverse effects of privatization of the health care system.

## Section 19 – Position Statements

### 19.5 – REGISTERED NURSES WORKING AFTER RETIREMENT

**Last Revised Date:** March 2024  
**Previous Revision Date(s):** September 2019; March 2016; March 2012  
**Effective Date:** May 2005  
**Date Approved:** May 2005

#### **Background:**

RNU members frequently return to the workplace after retirement. In some areas, retired members provide much needed relief. The hiring of retired members must also be balanced with the recruitment and retention of new graduates. However, the RNU has no legal authority to interfere with a member's right to work, regardless of age or retirement status.

#### **Position Statement:**

The RNU is not opposed to our members working after age sixty-five (65) and/or while in receipt of pension benefits.

## Section 19 – Position Statements

### 19.6 – PRIVATIZATION OF HEALTH CARE

<b>Last Revised Date:</b>	March 2024
<b>Previous Revision Date(s):</b>	March 2016
<b>Effective Date:</b>	December 1997
<b>Date Approved:</b>	December 1997

#### **Purpose:**

The Registered Nurses' Union Newfoundland & Labrador (RNU) supports the five (5) founding principles of the Canada Health Act:

1. Universality
2. Accessibility
3. Portability
4. Comprehensiveness
5. Public Administration not for Profit

#### **Statement:**

- These five principles are the foundation upon which the Canadian Health Care System has been built.
- RNU believes that in order for all Canadians to have adequate health care, the five (5) principles of the Canada Health Act must be maintained.
- The RNU will lobby government and other organizations to prevent the privatization of health care delivery in the Canadian Health Care System.
- RNU recognizes the need of stabilizing, maintaining, and improving the health care system to ensure a productive and healthy society in Canada.

## Section 19 – Position Statements

### 19.7 – INJURED AND DISABLED RNU MEMBERS

<b>Last Revised Date:</b>	May 2024
<b>Previous Revision Date(s):</b>	September 2019; March 2016; September 2007
<b>Effective Date:</b>	March 1990
<b>Date Approved:</b>	March 1990

#### **Background:**

Workplace injuries are one of the most serious occupational hazards facing the nursing profession. The toll inflicted on individuals and the nursing profession is great and must be reduced to the lowest possible level.

#### **Statement:**

- The Registered Nurses' Union Newfoundland & Labrador (RNU) will assist recognized support groups for injured and disabled nurses to communicate with all RNU members through our newsletter, In Touch, and the branch mailing system. Such communication will be subject to the approval of the President or designate.
- The RNU may provide referral of injured and disabled nurses to recognized injured worker support groups.
- The RNU will lobby government and WorkplaceNL to develop solutions to the many problems facing injured and disabled nurses.
- RNU will work with the Newfoundland & Labrador Federation of Labor (NLFL) and other Unions to lobby government and WPNL for safer workplaces, solutions to address workplace hazards, and other priorities relating to injured workers.
- The RNU supports the principle of an injured nurse's "right to work" and will work with all members to institute acceptable standards for such a principle through provincial legislation.
- The RNU supports the principle of returning injured nurses to employment through modified work and ease back programs. The RNU will endeavor to negotiate contract language which will recognize modified work, ease back and similar programs and as well, institute guidelines for the implementation of these programs.
- The RNU will, on request, assist injured and disabled members in the processing of Workplace NL claims. Services will range from the filing of claims to the independent appeal procedure.
- The RNU supports the principle of involving all members in the prevention of job-related injuries and providing moral support to injured and disabled members.