

NSHA Provincial Seniority Lists Frequently Asked Questions (updated February 2020)

Updated Seniority lists for the Nurse bargaining unit have been posted on our Intranet site.

Here are some of the frequently asked questions on seniority that People Services have received in the past.

1. Why are seniority lists being posted for Nursing and not Health Care, Administrative Professional and Support?

Seniority lists are posted in accordance with the collective agreements:

Nursing

- Permanent Seniority lists are posted in February each year (one for RNs & NPs and one for LPNs).
- Casual Seniority lists are posted in February each year (one for RNs & NPs and one for LPNs).

Health Care, Administrative Professional and Support

- Permanent Seniority lists are posted once per year in mid-December. These lists were posted on December 17, 2019 for each Bargaining Unit.
- Casual Seniority lists are posted twice per year in mid-December and mid-June. These lists were posted on December 17, 2019 for each Bargaining Unit and will be posted again in mid-June 2020.

2. I am having trouble opening the seniority lists on the intranet and get an error message that says: "The maximum number of allowed sessions per user has been exceeded. The operation cannot be completed".

In the past there have been some technical difficulties in the first days after the lists were posted due to the large volume of employees attempting to access the lists at the same time. People Services has worked with IT in the past to resolve the issues.

However; if you are having trouble accessing, please sign in by clicking on the upper right hand corner of the web page "Sign In" when at this link.

<http://intra.nshealth.ca/peopleservices/SitePages/seniority-lists.aspx>

You will then be prompted to “sign in” to the intranet using your Microsoft Windows login that you would use when you login to a work computer. Once you do this, you will be able to download the lists.

3. There is a column on the permanent seniority lists that is called “Rank”, what does this mean?

Column L – “Rank” is a field that addresses seniority ties.

A randomized tie breaking process is conducted in agreement with the unions to establish rank order for employees with the same seniority date.

So employees ranked #1 place ahead of those ranked #2, and #2 places ahead of those ranked #3, and so on for those with the same seniority date.

4. If there is an asterisk (*) in the “Rank” column, what does that mean?

This notes that a rank needs to be determined by random tie break and will be conducted by Human Resources and the unions.

5. I can’t find my name on the lists.

There is much internal movement within NSHA and anyone who has transferred to a new position may not be showing up on the list they expect to be on.

Please complete the Seniority Appeal Form and outline the issue. This will then be reviewed by People Services and a HR Consultant will be in touch with you.

6. Why is my seniority date different than my hire date?

This can occur depending on what your employment status was when you were first hired. For example, if you started as a casual or temporary employee then later became a permanent employee, your original hire date may not match your seniority date.

If you think your date is not correct, please complete the Seniority Appeal Form and outline the issue. This will then be reviewed by People Services and a HR Consultant will be in touch with you.

7. I am casual and I think I have worked more hours than what is posted on the list.

Some casual employees work in several departments and positions throughout NSHA. It is possible that the hours are for a position that is in a different bargaining unit and therefore are not added together or in some cases the hours may need to be reviewed to ensure they are being picked up correctly.

Please complete the Seniority Appeal Form and outline the issue. This will then be reviewed by People Services and a HR Consultant will be in touch with you.

8. How long do I have to file a Seniority Appeal?

Seniority Inquiries/Appeals need to be made in writing using the Form posted at the link.

The timeline to make a seniority appeal is within 60 days of lists being posted and days means Monday-Friday excluding holidays.

- The deadline for these lists is **May 22, 2020**.

There are provisions in all collective agreements to address if an employee is off work during the seniority posting period, then they have 30 days from date of return to work.

9. If I have submitted a Seniority Appeal how will I know when it is addressed?

Once the form is reviewed and completed by People Services, a copy of the completed form with the result of the appeal will be provided to you.

People Services may be handling a large volume of inquiries. Your patience and understanding is appreciated.

10. Will a revised list be posted after Seniority Appeals are handled?

Any seniority adjustments made as a result of an appeal are recorded in SAP and that is the seniority that applies.

However after appeals have been processed which due to volume can take several months to complete, updated seniority lists will be reposted for reference purposes only.

The reposted lists will show corrections made as of the effective date of the official posted list. The reposted list will not show changes or new hours worked since the effective date of the posted seniority list. Those updates will impact and show on the next official seniority lists posted in accordance with the collective agreements.

The reposted lists are not subject to a new inquiry period.

The next seniority lists subject to an inquiry period will be posted as per the provisions of the collective agreements. See above in question 1.

11. I have a general question, who should I contact?

Please contact your local People Services Team or send an email to seniority@nshealth.ca