

# TABLE OFFICER MANUAL

Updated August 2022



**NURSING  
LED BY  
NURSES.**

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## Purpose

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The Table Officer Manual is developed and maintained by the NSNU Provincial Office and contains a variety of information enabling each Local Union Table Officer to be more effective in carrying out their responsibilities. The Manual will be revised periodically with updated information. It is intended to provide guidance on a wide range of topics which Local Union Table Officers frequently encounter in dealing with members, local committees, employers and citizens in their community.

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The Nova Scotia Nurses' Union is a professional union representing Licensed Practical Nurses, Registered Nurses and Nurse Practitioners in Nova Scotia's hospitals, long term care facilities, adult residential centres, VON branches and Canadian Blood Services Centres. As a member organization of the Canadian Federation of Nurses Unions, we join with our 200,000 nurse colleagues across Canada to give a voice to nurses' and patients' concerns aimed at both protecting and improving the health care system.

## Our Vision

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As a Union, we have the **courage** to lead, **confidence** to challenge, **commitment** to care.

## Our Mission

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The Nova Scotia Nurses' Union advances the social, economic and work lives of nurses.

## Our Values

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### ***Integrity & Professionalism***

We believe that fair representation must be guided at all times by the highest standards of integrity which in turn compels us to maintain a professional approach in all that we do.

### ***Accountability & Transparency***

We believe we are ultimately accountable to our members and this is demonstrated through transparent decision-making processes and results reporting.

### ***Communication & Education***

We believe open communication and education are prerequisites for building a strong, cohesive and effective nurses' union.

### ***Compassion & Caring***

We believe we must consistently demonstrate compassion and care for our nurses.

### ***Democracy***

We believe democratic practices advance society, our members' well-being, and our internal and external work as a union.

### ***Solidarity***

We believe in the power of solidarity by harnessing collective power and common goals, ideals and values.

### ***Political Action***

We believe maintaining a non-partisan stance enables us to be more effective in our political activity in advocating for positive public policy.

### ***Quality Health Care***

As a Union, we consistently reassert our fundamental support for the principles of the Canada Health Act that laid the foundation for a publicly funded health care system for Canadians.

### ***Advocacy & Representation***

We believe we must be guided by the principle of equity in our advocacy and representation activities.

## Our Objectives

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- The advancement of the social, economic and general welfare of the nurses and other allied personnel.
- The regulation of relations between nurses and other allied personnel and their employers with the negotiation of written contracts with employers implementing progressively better conditions of employment.
- The promotion of effective communication.
- The promotion of the knowledge of nurses and other allied personnel in all things related to their social and economic welfare through education and research.
- The promotion of the knowledge of nurses and other allied personnel in all things related to their social and economic welfare through education and research.
- The promotion of unity within the nursing profession and other allied field through cooperation with and support for other organizations.
- The promotion of awareness amongst the membership.
- The promotion of the highest standards of health care.
- The promotion of the nursing profession.

# Statement of Conduct

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The Nova Scotia Nurses' Union will endeavour to provide a supportive working, learning and communication environment that gives an equal opportunity to all members.

Such an atmosphere must be based on mutual respect.

The NSNU will afford any members the right to express a difference of opinion but expression of their viewpoint must be done in such a manner as NOT to undermine the dignity, integrity or self esteem of another individual.

Any verbal attack on another member or an Executive member that creates a hostile, intimidating or offensive environment will not be accepted.

- Any member experiencing a hostile verbal attack should act immediately.
- If possible, make it clear that you do not welcome such behaviour - do it verbally or in writing.
- Indicate that you will take further action if the behaviour continues.
- Refer the matter to the Board of Directors for further investigation.



# Duty to Accommodate

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Most of the Nurses' Union collective agreements have a "no discrimination" clause. Further, the Human Rights Act also prohibits discrimination on certain named grounds. The Nurses' Union argues that this legislative protection is also incorporated into the collective agreements.

**Typically, the clause will read as follows:**

*The Employer and the Union agree that all Nurses will be protected against discrimination respecting their human rights and employment in all matters including age, race, colour, religion, creed, sex, sexual orientation, pregnancy, physical disability, mental disability, illness or disease, ethnic, national or aboriginal origin, family status, marital status, source of income, political belief, affiliation or activity, membership in a professional association, business or trade association, Employers' organization or Employees' organization, physical appearance, residence, or, the association with others similarly protected, or any other prohibition of the Human Rights Act of Nova Scotia.*

**Some of the collective agreements also contain a clause like this one:**

*The Employer and the Union recognize their respective obligations to accommodate a disabled Nurse to the point where it is impossible to do so without undue hardship.*

We encourage you to contact the Provincial office of the Nurses' Union to speak to a Labour Relations Representative if you feel that any type of discrimination is occurring.

Do not try to deal with this complicated area of law by yourself. The law changes regularly as a result of court, tribunal and arbitration decisions. You could open yourself (and the Union) up to a charge of discrimination if these matters are not handled properly.

The Supreme Court of Canada has eliminated the old distinctions between "direct discrimination" and "adverse effect discrimination". Now, if a standard, or requirement is challenged as being "discriminatory", the Employer must demonstrate the following:

1. The standard has a purpose that it rationally connected to the performance of the job;
2. The employer adopted the standard in an honest and good faith belief that it was necessary to the fulfillment of a legitimate work-related purpose; and
3. The standard is reasonably necessary to the accomplishment of that legitimate work-related purpose.

To show that the standard is "reasonably necessary", the employer must demonstrate that it is **impossible to accommodate** individual employees without imposing undue hardship on the employer.

An employer has to undertake an individual assessment of an employee's abilities and determine whether that employee can be "accommodated" or not.

## How do you prove you need to be accommodated?

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It is appropriate to require “proof” of the disability (or other status). Most of the Nurses’ Union Collective Agreements provide for the protection of strict confidence with respect to medical information about a Nurse.

For the most part, the Employer doesn’t need to know the “diagnosis” of the Nurse. The Employer does need to know that the Nurse has a “disability”. The Employer needs to know what the abilities of the Nurse are, not just what restrictions exist on the functional ability of the Nurse to do her or his job.

\*Remember, there must be a documented disability or medical condition. This is not about what a nurse would like, or prefer; it is about what is needed in order to be able to continue to work.

## What the duty to accommodate requires

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The Nurses’ Union typically tries to encourage the Employer to accommodate the duties of the actual job or position held by the Nurse first, rather than trying to find a whole new position for the Nurse.

Sometimes however, it isn’t possible to modify the position of the Nurse.

The duty to accommodate goes beyond investigating whether an employee can perform an existing job. It also involves diligently investigating whether something can be done to existing jobs (including their own and others) to enable the member to perform the job.

Accommodations in employment may include granting a leave of absence or altering work schedules to permit religious observance, and in the case of disability, making modifications to the work environment or job requirements.

Accommodations may include adapting the physical environment of the workplace or equipment to the needs of the employee; modifying job duties to remove non-essential tasks or shifting certain duties to other employees; changing shift, overtime or holiday schedules; or assigning the employee to another job, at least temporarily, and perhaps permanently.

There can be no exhaustive list of the type of action the duty to accommodate may require. While it may be reasonable to accommodate a disabled employee by assigning the employee to a vacant position, even though he or she has less seniority, skill and ability than another employee, displacement of a senior employee may well constitute undue hardship.

What is required in any given situation will depend on the particular needs of the employee involved, the nature of the job or workplace, what changes are required and what changes are possible, and the resources of the employer.

## The duty to accommodate extends to the point of undue hardship

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An employer is required to accommodate an employee up to the point of “undue hardship”.

Undue hardship is excessive disruption or interference with the employer’s operation.

However, not every disruption or interference will constitute undue hardship; the term “undue” hardship implies that accommodating an employee may require some inconvenience, expense and disruption to the employer’s business.



In determining what constitutes undue hardship, relevant factors include the financial cost of the accommodation; outside sources of funding; health and safety risks; disruption of a collective agreement; the effect on other employees; interchangeability of work force and facilities.

This list is not exhaustive. The burden of accommodation changes depending upon the size and nature of the employer's operation, but the burden must be substantial and not trivial in order to constitute undue hardship.

An employer cannot rely simply on a subjective belief of speculation about undue hardship; the onus is on the employer to demonstrate, on the basis of objective evidence, that the employee cannot be accommodated without undue hardship.

## What is the Union obligated to do?

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The Union cannot refuse to modify a collective agreement if it is necessary to achieve an accommodation.

A Union will not be required to modify the collective agreement if the accommodation involves a substantial departure from the normal operation of the terms and conditions of employment in the collective agreement.

The duty to accommodate should not substitute discrimination against other employees for the discrimination suffered by the employee requiring accommodation.

Any *significant* interference with the rights of others will ordinarily justify the union in refusing to consent to a measure which would have this effect. What amounts to significant interference will depend on the facts of each situation. This is equally the case where seniority rights must be balanced against the needs of disabled employees.

## An employee requiring accommodation also has certain responsibilities

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An employee has an obligation to inform an employer of his or her need for accommodation if this is not apparent. In addition, throughout the process, the employee seeking accommodation has a duty to co-operate in facilitating the search for accommodation.

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The Employer, the Union and individual employees have a shared responsibility in ensuring Occupational Health and Safety.

Local Union Presidents have a leadership role to perform in organizing and encouraging an effective Occupational Health and Safety program at their health care facility. Such a program should at least include the formation of a Joint Occupational Health and Safety (JOHS) Committee, established in accordance with the guidelines set forth by the Provincial Department of Labour and Advanced Education, the result of the enactment of the Occupational Health and Safety Act (RSNS 1989, Chapter 320).

All health care facilities employing more than twenty (20) employees are required to establish such a Committee; those facilities employing less than twenty (20) employees may also establish a joint Committee where the Minister requires that such a Committee be formed.

**Primary issues that need to be addressed by this Committee will include:**

1. An understanding of hazardous materials at the work site.
2. The right of employees to refuse work in unsafe conditions.
3. An employer's obligation to provide all necessary equipment, devices and training to protect the health and welfare of their employees.
4. Items identified by either Union or Management

Each Local Union President, members of Committees and members at large should know what constitutes a safe and healthy work environment.

In addition to the formation of a JOHS Committee, Local Union Presidents may wish to review and provide screenings for Nurses' Union members of a variety of excellent videos, concentrating on workplace health and safety issues. These videos are available through the Provincial Department of Labour and Advanced Education and/or the Canadian Labour Congress on a loan basis. Please contact the NSNU office for assistance.

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Union dues and assessments are set at Annual or special meetings of the Union. Locals have the right to levy dues on their members over and above the Union Dues and assessments.

Union and Local dues and assessments will be submitted from the Employer directly to the Union. The local dues will be returned by the Union to the Local Treasurer.

All newly certified locals will commence paying Union Dues following the signing of the first Collective Agreement.

Union dues are not prorated based on salary level or hours worked. Provincial union dues are set at **\$29.24 for all RNs and NPs**, and **\$21.48 for all LPNs** each biweekly pay period.

Upon application to the Union, members who are employed by more than one employer at the same time and pay in excess of the bi-weekly union dues and assessments will be refunded the excess amount. Notify the provincial union office if this is happening.

**Your Union dues allow the union to represent you on a variety of issues. These include:**

1. Contract negotiations
2. Grievances
3. Arbitrations
4. Education
5. Legal representation in CRNNS matters
6. Grievance Co-ordinating Committee meetings
7. Regional joint union/management meetings
8. Component meetings, such as HFSC component, LPN/Grad component and more.

# Officers & Committees

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It is important for the members of the bargaining unit to know the members of the Local Union Executive and the Local Grievance Committee or the Nurses' Union representatives to the Bargaining Union Grievance and Labour Management Committee (BUGLM). You should list the names of the Executive, Grievance Committee and/or BUGLM members on the bulletin boards provided for the Nurses' Union. Try to introduce yourself to new members.

## Duty of Fair Representation

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All Union members acting in an official capacity on behalf of the Local or Provincial Union, whether volunteer or elected, are bound by the "duty of fair representation" in all actions and decisions.

Certain principles have been set by the Supreme Court of Canada in *Canadian Merchant Service Guild and Gagnon* (1984) 1 S.C.R. 509 and should guide you in your decision-making.

1. The exclusive power conferred on a union to act as spokesperson for the employees in a bargaining unit entails a corresponding obligation on the union to fairly represent all employees comprised in the unit.
2. The right to take a grievance to arbitration is reserved to the union. The employee does not have an absolute right to arbitration and the union enjoys considerable discretion.
3. The discretion must be exercised in good faith, objectively and honestly, after a thorough study of the grievance and the case taking into account the significance of the grievance and of its consequences for the employee on the one hand and the legitimate interest of the union on the other.
4. The union's decision must not be arbitrary, capricious, discriminatory or wrongful.
5. The representation by the union must be fair, genuine and not merely apparent, undertaken with integrity and competence, without serious or major negligence, and without hostility towards the employee.

## Officers & Committees

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### President/Co-President

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The President calls and chairs all meetings of the Union Local. It is very important for the chair to be familiar with that role and the rules of parliamentary procedure. The President and the other executive members should also know the Constitution of NSNU, in particular, Article 14 - Chartered Locals and Appendices A - Rules of Procedure and Order of Business at the Nurses' Union and "B" - By-laws Governing Chartered Locals. You can find these on the website [www.nsnu.ca](http://www.nsnu.ca).

Communication to the members is very important. Since most correspondence from the Office is sent to the Local President, it is paramount that this information be passed on to the membership. This may be done at local general meetings, through shop stewards and/or posting

information (that is not confidential) on union poster boards. Members can also have direct access to the website and "*What's NU?*".

According to By-Law VII (Appendix B) each Local must have an Annual Meeting. At least two weeks notice of such meeting shall be given. The notice should state that it is an Annual Meeting and if elections are to be held, the notice should say so. During the Annual Meeting, reports should be presented by each member of the Executive Committee, the affairs of the Chartered Local shall be reviewed and planned, and elections shall be held.

The President is an ex-officio member of all Local

committees and is the chief spokesperson for the Local except where otherwise delegated by the members or the Constitution. The Local President is a signing officer for cheques and correspondence.

The Local President, as chair of the meeting, does not have a vote, except in the case of a tie when she/he must vote to break the tie.

## **Vice-President**

The Local Vice-President assumes the duties of the President in the absence or upon request of the President. The Vice-President also performs other duties assigned by the President, or the members at a meeting.

The Vice-President should be kept fully informed by the President regarding any matters at the Local level, or correspondence from the provincial office of the Nurses' Union.

## **Secretary**

The Secretary issues the notice of meetings, receives and sends general correspondence, and keeps accurate minutes of all meetings.

Minutes taken at one meeting must be read at the next meeting and approved or amended by the membership.

Minutes must be taken at all meetings of the Local. In such minutes, the motions must always include the names of the mover and seconder, and whether the motion was carried or defeated.

Past minutes must be kept and filed and, after an election of officers, must be passed to the new secretary.

## **Treasurer**

The Treasurer of an established Local receives Local dues from the provincial office. The Treasurer has new members sign application forms and keeps a record of same.

The dues refund from the provincial office should be deposited in the Local's bank account as soon as possible. Cheques must be cashed within 6 months from date of issue, otherwise they become "stale dated", and must be re-issued.

The Treasurer keeps an accurate record of all financial transactions and gives a monthly report to the members at regular meetings and a yearly report to the provincial Department of Labour. Contact the Nurses' Union Office Administrator for help with this.

The Treasurer pays all expenses authorized by the members at a regular meeting. All cheques must bear two signatures, that of the Treasurer and the President.

## **Trustee**

Each Local appoints or elects at least one Trustee to keep watch over all monies and properties of the Local. Along with the Secretary and Treasurer, the Trustee ensures that

authorizations to spend money have been duly recorded (in the minutes) and ensures that an annual audit of the Local Union is completed.

## **Joint Occupational Health & Safety Committee Member (JOHS Committee Member)**

It may be permissible to combine the offices of JOHS Committee member and any other executive position if the local approves. If there is more than one JOHS Committee member for the local (multiple sites), one

member may be elected to sit on the executive for the full term or the local may decide to rotate the position. This position shall have the same rights and privileges as other local executive members.

## Other Positions

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Each Local should consider having an LPN/Graduate Component Representative and a shop steward on its Executive.

## Management Committees

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The composition and activities of these committees are normally set out in the collective agreement. These meetings are an important liaison with management and should be held on a regular basis.

It is helpful if the joint committee has a terms of reference outlining procedures such as how often meetings will be held, who will chair, take minutes, etc., particularly, if this is not defined in your collective agreement. Topics can include such issues as staffing, orientation, workload, scheduling, transfers, reassignment and short or long term absences, or any item that Union and the Employer agree will be discussed. Collective agreements normally allow for a meeting to be called upon notice.

It is very important that good minutes be taken at these meetings. If they contain errors or they do not accurately reflect what transpired at the meeting, correct and revise them before they are approved. All the minutes of these meetings should be carefully preserved, and when our representatives on the committees change, the past minutes are given to them.

## Special Committees

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Special committees of a Local are formed in response to the immediate needs of the members. These committees are elected or appointed and remain in existence until the need for which they are created is satisfied. These committees should have a definite mandate, and should not go beyond that mandate. Once the appointed task is complete, the committee dissolves. An example of such a special committee would be a nominating committee. Before an election, this committee would seek out members in good standing who are interested and capable of being potential officers of the Union. Once the nominating committee presents the nominees to the membership at election time, they cease to exist as a committee.

Other examples of special committees could be organizing committees for unions in the founding stages, membership committees to assist the secretary and treasurer in signing up members, or an entertainment committee formed to set up a social function.

## BUGLM Committees

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The BUGLM Committees have the responsibility to handle all grievances on behalf of the Bargaining Unit. Because of the knowledge gained through this they also act as a resource for negotiations and to deal with health and safety issues that cannot be handled by the site occupational health and safety committee.

Each BUGLM committee shall elect a chief shop steward, a chair, and a secretary. The Labour Relations Representatives act as advisors to the committees, but do not have a vote.



# Managing a Meeting

## Conducting a General Membership Meeting

1. Ensure the location and meeting time are known to the membership.
2. Start on time.
3. Have an Agenda. The Agenda may need to be modified for the needs of individual Locals and meetings, however, it would be somewhat as listed below:
  1. Approval of minutes
  2. Matters arising from the Minutes
  3. Treasurer's Report
  4. Communications
  5. Reports of Executive Council
  6. Reports of Committees
  7. Nominations, Elections and Appointments
  8. Unfinished Business
  9. New Business
  10. Adjournment

**The order of business shall be conducted at the discretion of the President.**

4. The role of the Chairperson is to conduct the meeting on an impartial basis. The Chairperson only votes if there is a tie.
5. Discussion should be limited to the discussion of the topic "on the table". Suggest another time during the meeting when other issues may be raised.
6. Motions should be Moved and Seconded before discussion is allowed.
7. Make sure members understand what is being discussed or voted on.
8. Abstentions are not counted to determine whether a motion is defeated, or is passed. Abstention means "I choose not to vote".

## Rules of Procedure & Order of Business at Meetings of the Union

**The following rules of procedure and order of business governing meetings of the Nurses' Union shall be as follows:**

1. The President, or in the absence of the President or at the request of the President a Vice-President, shall take the chair at the time specified at all Annual and Special Meetings. In the absence of both the President and the Vice-Presidents, a chairperson shall be elected by a show of hands by the delegates present at the meeting.
2. The chairperson shall conduct the business of the meeting:
  1. Approval of minutes
  2. Matters arising from the Minutes
  3. Treasurer's Report
  4. Communications
  5. Reports of Executive Council
  6. Reports of Committees
  7. Nominations, Elections & Appointments
  8. Unfinished Business
  9. New Business
  10. Adjournment

**The order of business shall be conducted at the discretion of the Chairperson.**

3. No matter of a sectarian character shall be discussed.
4. No member shall speak until recognized by the chairperson. Remarks shall be confined to the question at issue.
5. Speeches shall be limited to five (5) minutes except when in moving a motion when the member shall be allowed ten (10) minutes.
6. A member shall not speak more than once to a subject until all who wish to speak have had an opportunity to do so.
7. A member shall not interrupt another unless concerning a point of order.
8. If a member is called to order, such member shall, at the request of the chairperson, take a seat until the question of order has been decided.
9. Should a member persist in unparliamentary conduct, the chairperson shall name the member and submit such conduct to the judgment of the meeting. The member whose conduct is in question shall explain such conduct and then withdraw and the meeting will determine what course to pursue in the matter.
10. Before a question is put, the chairperson shall announce the question and shall then ask whether the meeting is ready for the question. If no member indicates a desire to speak, the question shall be put.
11. Any two (2) members may appeal the decision of the chair. The member initiating the appeal of the decision may state the reason for the appeal and the chairperson may give reasons for the decision. The chairperson shall then ask whether the decision of the chair shall be sustained. The question shall not be debatable except as outlined above, and the decision of the meeting shall be binding.
12. 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, provided that any resolutions contained in the report shall be considered by the meeting separately from the remainder of the report and may be amended in whole or in part. A motion to refer back to the committee for reconsideration shall be in order.
13. A member shall not move a motion to refer back after speaking on the question at issue.
14. A motion to refer back is not debatable and when properly seconded, the question shall be immediately put to the meeting.
15. If the report of a committee is adopted, it becomes the decision of the meeting. If defeated, it may be referred back to the committee for reconsideration.
16. When a question is pending before the meeting, no motion shall be in order except to amend, to refer back, to adjourn, to postpone consideration of the question for a definite time or to put the question without further discussion. If any of the foregoing motions is defeated, it cannot be renewed until after an intermediate proceeding.
17. A motion may be reconsidered provided that a member who voted in favour of the original motion votes with the majority to reconsider. The vote to reconsider must be carried by a two-thirds (2/3) majority.
18. In all matters not regulated by these rules of procedure, Bourinot's Rules of Order shall govern.

## Local Elections

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Details can be found in the Constitution (Appendix “B”: By-Laws Governing Chartered Locals)

### Local Executive Positions

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- The affairs of the Chartered Local shall be administered by an Executive Committee which shall be composed of the following:
  - » President or Co-Presidents
  - » One (1) or more Vice-Presidents
  - » Secretary
  - » Treasurer
- It may be permissible to combine the offices of Secretary and Treasurer to become Secretary-Treasurer.
- Each Local should consider having an LPN/Graduate Component Representative, and a shop steward on its Executive.
- The Executive Committee shall meet at least once every four (4) months.
- The term of office for positions on the Executive Committee shall be no less than one (1) year and no greater than two (2) years as decided by the Local at an Annual Meeting.

### Shop Stewards & Committees

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- An appropriate number of shop stewards may be elected by the members of the Chartered Local to represent those members employed in specific areas or functions of their employer’s establishment.
- Shop Stewards may be appointed by the Executive Committee if a majority of the members of the Chartered Local at a meeting authorize the Executive Committee to appoint such representatives.
- Members of each Standing Committee (if any) of a Chartered Local shall be elected by a majority vote of those Local members who vote at a Local Meeting.
- The Executive Committee may set up special committees of the Chartered Local and may appoint the members of each such committee from the members of the Chartered Local, the chairperson to be chosen by the Executive Committee and to be entitled to cast a vote in the case of a tie.
- The Executive Committee 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 Executive Committee.

### Posting Notice of Elections

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- The local Executive shall post a notice of elections at least two (2) weeks in advance of elections and post the positions for election.

### Nomination & Voting

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- Any member of the Chartered Local may be nominated provided that the nominator produces satisfactory proof that the consent of the nominee to stand for election has been attained.
- If a nominee is not able to attend the meeting where elections are to be held, the nominee shall have a member of the Local nominate them from the floor at the meeting. They may also ask the nominator to read a speech on their behalf.

- All elections shall be by secret ballot.
- The Executive Committee shall be elected by a majority vote of those Local members who vote at each Annual Meeting of the Local.

### **Vacancies Between Elections**

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- In the event that a member or members of the Executive Committee of the Chartered Local should cease to act, the Executive Committee shall appoint from the members of the Chartered Local a replacement until the next regular meeting.
- Notice of election for vacant positions shall be posted two (2) weeks in advance of the next regular meeting.

### **Election of Voting Delegates for AGM of Special Meetings**

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- Notice of election for voting delegates for the NSNU AGM or a special meeting of the NSNU shall be posted at least two (2) weeks in advance of the election.
- Any member of the Chartered Local may nominate a voting delegate(s) or alternate voting delegate(s) to an Annual or special meeting of the Nurses' Union by filing with the Secretary or Secretary-Treasurer of the Chartered Local, at any time before the election, a form of nomination signed by the member and containing a statement in writing by the nominee with consent to stand for election.
- A voting delegate and an alternate voting delegate, to attend any meeting of the Nova Scotia Nurses' Union, shall be elected by a majority vote of those Local members who vote at a meeting of the Chartered Local. The alternate voting delegate shall act whenever the voting delegate is unable to do so.

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## Grievance Procedures

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Each President needs to be familiar with the grievance procedure. The procedure for your local is described in your collective agreement. Make sure you read this article and become familiar with the deadlines. Meeting deadlines is essential; otherwise the grievance will be “out of time,” and thus may fail.

A legitimate grievance may be dismissed without the benefit of a hearing if the time limits are not followed. If the Employer does not respond to a grievance in the stated time, the Union should proceed on to the next step. The Employer’s failure to respond is treated as a “no”. If the time limits cannot be adhered to, then seek written agreement from the Employer to extend them.

Once a grievance is filed, it becomes the property of the Union. In order to proceed to arbitration, it must be supported by the grievance committee or Bargaining Unit Grievance Labour and Management Committee (BUGLM).

A Grievance Committee will recognize the relative strength and weaknesses of each article of the collective agreement as the committee works through various problems. This knowledge should be passed on to your Labour Relations Representative for corrective action at the next round of negotiations.

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## Grievance Committees

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Each long term and community care Local will have a grievance committee. The grievance committee helps administer the collective agreement. If possible, members of the grievance committee and shop stewards should participate in a training session on processing grievances.

Before a grievance is put in writing, check with the Provincial Office through your Labour Relations Representative to check on wording, articles to cite and remedies. They can also help you prepare arguments, and guide you on how to proceed with the meetings.

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## Bargaining Unit Grievance Labour & Management Committee

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In acute care, the Bargaining Unit Grievance Labour & Management Committee (BUGLM) handles grievances. The assigned Labour Relations Representative provides guidance to the committee and helps ensure that interpretations of the contract are consistent across the province.

The BUGLM also participates in union/management meetings to discuss a variety of issues related to the welfare of nurses. Each BUGLM has terms of reference and By-Laws which they follow.

In Long Term Care and VON NSNU addresses workplace and labour issues through Union Management Consultation Committee (UMCC) meetings.

# Confidentiality Agreement

## Confidentiality Agreement for Appointed/Elected Members of the NSNU

In the course of your appointment or election to the NSNU Board of Directors, non-VP member of a NSNU Board of Directors Committee and/or NSNU Local Executive, you will have access to, and be entrusted with, confidential information concerning NSNU members, as well as the operations of the NSNU. NSNU's operations and the interests of its members would be irreparably harmed if such confidential information were disclosed to, or used by, any person outside of NSNU's operations.

**As a condition of your appointment/election to the above NSNU positions, you acknowledge and agree to the following:**

- You agree to not use the confidential information in any manner save and except as reasonably necessary to discharge your obligations in your appointed/elected position.
- You agree that you will not, either during the term of your appointed/elected position or at any time thereafter, directly or indirectly, by any means whatsoever, divulge or use for any purpose other than the purposes of NSNU, such confidential information without the prior written consent of an officer of NSNU.
- Except under compulsion of the applicable laws or a court of competent jurisdiction, you will not directly or indirectly disclose, divulge, communicate, allow access to, or transfer the confidential information to third parties without the prior written consent of NSNU. In the event you are required to disclose confidential information under compulsion of law, you will give NSNU notice of such requirement so that NSNU can seek a protective order or other remedy and will assist NSNU in taking all steps necessary to narrow the scope of disclosure.

**Any violation of this Confidentiality Agreement can result in internal NSNU discipline, up to and including termination of your membership from the NSNU, and/or legal action against you personally.**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Appointed/Elected NSNU Member



# Role of Labour Relations Representative

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## The Job of the Labour Relations Representative

The Labour Relations Representatives are assigned on a geographical or community of interest basis. The purpose of these assignments is to create one principal contact person on staff with principal accountability to initially deal with the needs of that Local and that district and to provide a greater continuity of service. These assignments will also promote coordination of activities with the Locals of that area and should create a greater opportunity to contain costs in servicing locals by combining more activities on each trip to an area.

In addition to the Local and area assignments, the staff will be assigned other functions to perform that would include providing assistance to other Locals or to the Provincial Union. These would include being the staff advisor to components, research and education. Additionally, each Labour Relations Representative is responsible for at least one specialized portfolio, including:

- Negotiations
- Professional Practice
- Occupational Health & Safety
- Equity & Diversity
- Mental Health & Addictions

Where the needs of the Locals and provincial organization change over time, adjustments will be made to respond to these needs.

There will be times when the staff person assigned to your Local is unavailable due to vacation, other time off, heavy workload with another Local or with a provincial assignment. If you should call seeking assistance, in these situations you will be informed of when your assigned staff person will be available. If the matter cannot wait, another staff person will provide assistance and will pass the file to your assigned staff person at the earliest opportunity.

The Executive Director will be available to supplement the services offered by the Labour Relations staff, as well as directing and dealing with matters related to the Board, Committees of the Board, employer organization, government, counterparts, coalition, etc.

# Labour Relations Staffing Assignments

As is our practice, the NSNU has made changes to Labour Relations assignments. Where there have been a number of NSNU staff changes and recent reforms to the Health Authority zoning, staff assignments for the Labour Relations Representatives have been modified accordingly. If you have any questions, please do not hesitate to contact your Labour Relations Representative.

## Patti Humphries | Labour Relations Representative

RN/LPN Professional Practice Advisor

### ACUTE CARE FACILITIES

#### Northern Zone

##### Former DHA #4 (Truro)

- Colchester Regional Hospital
- Lillian Fraser

##### Former DHA #5 (Amherst)

- All Saints Springhill Hospital
- Bayview Memorial Hospital
- Cumberland Regional Health Care Centre
- North Cumberland Community Care Centre

##### Former DHA #6 (New Glasgow)

- Aberdeen Hospital
- Sutherland Harris Memorial Hospital

### LONG TERM CARE FACILITIES

- Glen Haven Manor
- High Crest Home
- Maritime Odd Fellows
- Valley View Villa

## Angela McKenna | Labour Relations Representative

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LPN/Grad Staff Advisor

### ACUTE CARE FACILITIES

- IWK Health Centre

### LONG TERM CARE FACILITIES

#### **Shannex**

- Arborstone
- Bissett Court
- Blomodin Court
- Cedarstone
- Celtic Court
- Debert Court
- Elk Court
- Glasgow Hall
- Harboursstone
- Lewis Hall
- Maplestone
- Mary's Court
- Northumberland Hall
- Orchard Court
- Parkstone
- Ryan Hall
- Vimy Court

#### **MacLeod Group**

- Annapolis Royal
- Port Hawkesbury Nursing Home
- Shiretown Nursing Home/Ivey's Terrace
- Surf Lodge

## Shannon Wark | Labour Relations Representative

Long Term Care Component Staff Advisor

### ACUTE CARE FACILITIES

#### Eastern Zone

##### Former DHA #7 (Antigonish)

- Eastern Memorial Hospital
- Guysborough Memorial Hospital
- St. Martha's Hospital
- St. Mary's Hospital
- Strait Richmond

##### Former DHA #8 (Cape Breton)

- Buchanan Memorial Hospital
- Cape Breton Regional Hospital
- Glace Bay Regional Hospital
- Inverness Consolidated Hospital
- New Waterford Consolidated Hospital
- Northside Harbourview Hospital
- Sacred Heart Hospital
- Victoria County Hospital

### LONG TERM CARE FACILITIES

- Alderwood Rest Home
- Cove Guest Home
- Foyer Pere Fiset
- Highland Manor
- Inverary Manor
- MacGillivray Guest Home
- Maple Hill Manor
- Miner's Memorial
- Northside Community Guest Home
- Seaview Manor
- Victoria Haven

## **Lilo Wessels | Labour Relations Representative**

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Mental Health & Addictions Consultant

### **ACUTE CARE FACILITIES**

#### **Central Zone**

##### **Former DHA #9**

- Cobequid Community Health Centre
- Dartmouth General Hospital
- Eastern Shore Memorial
- Hants Community Hospital
- Musquodoboit Valley Memorial
- Twin Oaks Memorial

### **LONG TERM CARE FACILITIES**

- Birches, The
- Braeside Home
- Dykeland Lodge
- Ivany Place
- Ivy meadows
- Ivany Place (Northwoodcare Bedford)
- Northwoodcare Halifax
- Oakwood Terrace
- Ocean View Continuing Care
- Sagewood Home
- St. Vincent's Nursing Home
- Windsor Elms

### **COMMUNITY CARE LOCAL**

- Canadian Blood Services

## Farrel Huculak | Labour Relations Representative

Community Care Staff Advisor

### COMMUNITY CARE FACILITIES

#### Community Care Locals

- Breton Ability Centre
- Quest
- Digby/Clare Home Support
- Yarmouth/Argyle Home Support

#### VON Locals

- Annapolis Valley
- Antigonish
- Cape Breton
- Colchester/East Hants
- Cumberland
- Digby County
- Greater Halifax
- Lunenburg
- Pictou County
- Queens
- Shelburne
- Yarmouth

### LONG TERM CARE FACILITIES

- Admiral (Glades) **(GEM)**
- Centennial/Gables **(GEM)**
- Heart of the Valley **(GEM)**
- Melville Lodge Care Centre **(GEM)**
- Melville Gardens **(GEM)**
- Milford Haven
- The Mira **(GEM)**
- Port Hawkesbury Nursing Home
- Richmond Villa
- RK MacDonald
- St. Anne
- Whitehills LTC **(GEM)**



## Wendy Johnson | Labour Relations Representative

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### ACUTE CARE FACILITIES

#### Western Zone

##### Former DHA #1 (South Shore)

- Fisherman's Memorial Hospital
- South Shore Regional Hospital
- Queens General Hospital

##### Former DHA #2 (South West Nova)

- Digby General
- Roseway Hospital
- Yarmouth Regional Hospital

##### Former DHA #3 (Valley)

- Annapolis Community Health Centre
- Soldiers Memorial
- Valley Regional Hospital
- Western Kings Memorial

### LONG TERM CARE FACILITIES

- Bayside Home
- Hillside Pines
- Kings Rehab Centre
- Mountain Lea Lodge
- North Queens Nursing Home
- Queens Manor
- Shoreham Village Senior Citizens Assoc.
- Tideview Terrace

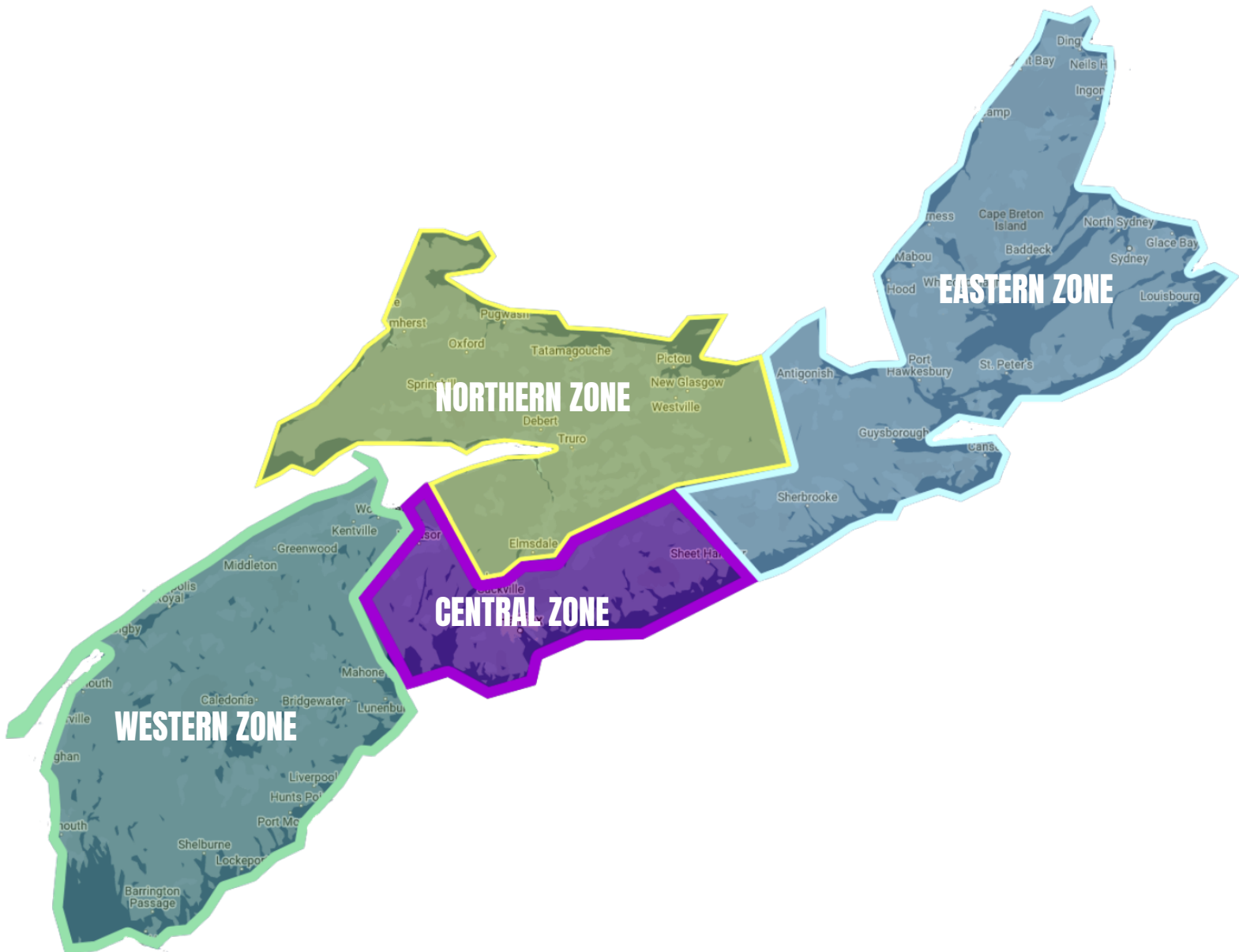
# Conflict of Interest

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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 elected position in such a way that their (the union representative) actions or conduct could undermine or compromise confidence in their ability to discharge their union responsibilities or undermine the trust union members place in the NSNU.

- An elected officer, or steward, who believes she/he has a conflict of interest or a potential conflict of interest on a particular issue, must declare their conflict of interest prior to debate of the issues.
- If the conflict of interest is clear, the elected officer must withdraw from the discussion and from voting on the issue.
- Where the elected officer, or steward, or another elected officer, believes there is a perception of or a potential conflict of interest, the conflict must be raised before the issue is debated and the potential or perception of conflict must be ruled on by the President of provincial Board of Directors before the issues is discussed.

# Membership by Locals & Zones



## Central Zone

### CENTRAL Hospitals

Cobequid Community Health Centre, **Lower Sackville**  
 Dartmouth General Hospital, **Dartmouth**  
 Eastern Shore Memorial Hospital, **Sheet Harbour**  
 Hants Community Hospital, **Windsor**  
 Musquodoboit Valley Memorial Hospital, **Middle Musq.**  
 Twin Oaks Memorial Hospital, **Musq. Harbour**

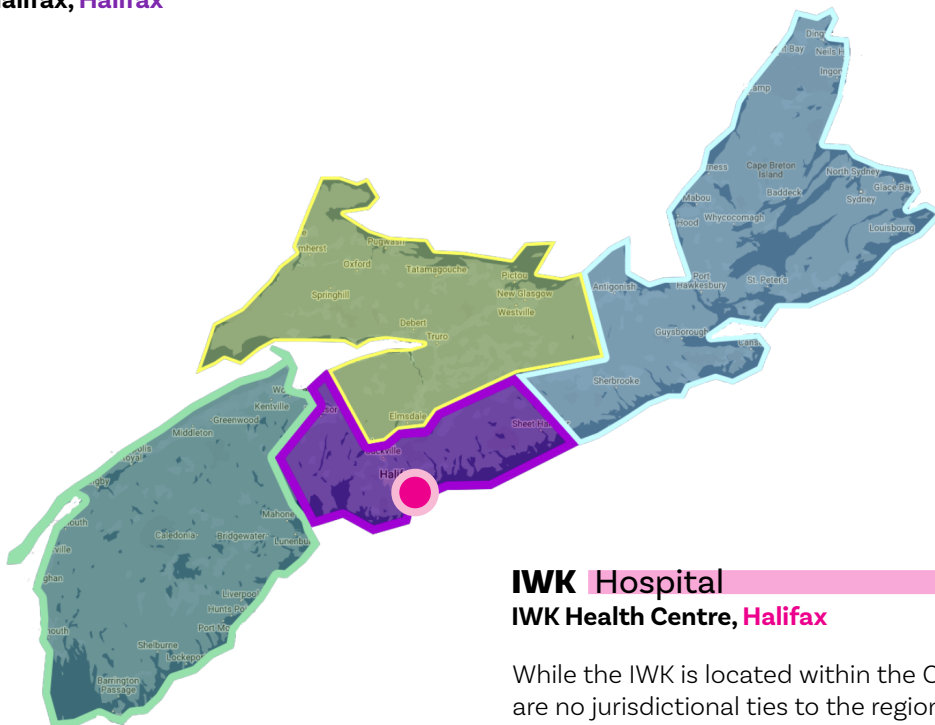
### CENTRAL Long Term Care

The Admiral (Glades), **Dartmouth**  
 Arborstone Enhanced Care, **Halifax**  
 The Birches, **Musquodoboit Harbour**  
 Bissett Court, **Dartmouth**  
 Braeside Home, **Middle Musquodoboit**  
 Dykeland Lodge, **Windsor**  
 Glasgow Hall, **Dartmouth**  
 Ivany Place, **West Bedford**  
 Ivy Meadows Continuing Care, **Beaverbank**  
 Lewis Hall, **Dartmouth**  
 Maplestone Enhanced Care, **Halifax**

Melville Gardens, **Halifax**  
 Melville Lodge Care Centre, **Halifax**  
 Northwoodcare Halifax Inc., **Halifax**  
 Oakwood Terrace, **Dartmouth**  
 Ocean View Continuing Care, **Eastern Passage**  
 Parkstone Enhanced Care, **Halifax**  
 Quest, **Halifax**  
 The Sagewood, **Lower Sackville**  
 St. Vincent's Guest Home, **Halifax**  
 Whitehills Long Term Care, **Hammonds Plains**  
 Windsor Elms, **Falmouth**

### CENTRAL Community Care

Canadian Blood Services, **Dartmouth**  
 VON of Greater Halifax, **Halifax**



### IWK Hospital

IWK Health Centre, **Halifax**

While the IWK is located within the Central Region, there are no jurisdictional ties to the region and this facility.

## Eastern Zone

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### **EASTERN** Hospitals

Buchanan Memorial Hospital, Neils Harbour  
Cape Breton Regional Hospital, Sydney  
Eastern Memorial Hospital, Canso  
Glace Bay Integrated Hospital, Glace Bay  
Guysborough Memorial Hospital, Guysborough  
Inverness Consolidated Hospital, Inverness  
New Waterford Consolidated, New Waterford  
Northside Harbourview Hospital, North Sydney  
Sacred Heart Hospital, Cheticamp  
St. Martha's Regional Hospital, Antigonish  
St. Mary's Hospital, Sherbrooke  
Strait Richmond Hospital, Cleveland  
Victoria County Memorial, Baddeck

### **EASTERN** Long Term Care

Alderwood Rest Home, Baddeck  
Breton Ability Centre (Braemore Home), Sydney  
Celtic Court, Sydney  
Cove Guest Home, Sydney  
Foyer Pere Fiset, Cheticamp  
Harbourstone Enhanced Care, Sydney  
Highland Manor, Neils Harbour  
Inverary Manor, Inverness  
Macgillivray Guest Home, Sydney  
Maple Hill Manor, New Waterford

Mary's Court, Antigonish  
Milford Haven, Guysborough  
Miners Memorial Manor, Sydney Mines  
Northside Community Guest Home, North Sydney  
Port Hawkesbury Nursing Home, Port Hawkesbury  
Richmond Villa, St. Peters  
RK MacDonald Nursing Home, Antigonish  
Seaview Manor, Glace Bay  
St. Anne Community & Nursing Care Centre, Arichat  
Victoria Haven Nursing Home, Glace Bay

### **EASTERN** Community Care

New Dawn Home Care, Sydney  
VON Antigonish, Antigonish  
VON Cape Breton, Sydney

## Northern Zone

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### **NORTHERN** Hospitals

Aberdeen Hospital, New Glasgow  
All Saints Springhill Hospital, Springhill  
Bayview Memorial Hospital, Advocate Harbour  
Colchester Regional Hospital, Truro  
Cumberland Regional Health Care, Upper Nappan

Lillian Fraser Memorial Hospital, Tatamagouche  
North Cumberland Memorial Hospital, Pugwash  
South Cumberland Community Care, Parrsboro  
Sutherland Harris Memorial Hospital, Pictou

**NORTHERN Long Term Care**

Cedarstone Enhanced Care, **Truro**  
Centennial/Gables, **Amherst**  
Debert Court, **Debert**  
Elk Court, **Brookfield**  
Glen Haven Manor, **New Glasgow**  
High Crest Home, **Springhill**

Maritime Odd Fellows Home, **Pictou**  
The Mira, **Truro**  
Northumberland Hall, **Amherst**  
Shiretown/Ivey's Terrace, **Pictou**  
Valley View Villa, **Stellarton**  
Vimy Court, **Truro**

**NORTHERN Community Care**

VON Colchester/East Hants, **Truro**  
VON Cumberland, **Amherst**  
VON Pictou County, **New Glasgow**

## Western Zone

**WESTERN Hospitals**

Annapolis Community Health Centre, **Annapolis Royal**  
Digby General Hospital, **Digby**  
HSAS - Fishermans/South Shore, **Bridgewater**  
Queens General Hospital, **Liverpool**  
Roseway Hospital, **Shelburne**  
Soldiers Memorial Hospital, **Middleton**  
Valley Regional Hospital, **Kentville**  
Western Kings Memorial, **Berwick**  
Yarmouth Regional Hospital, **Yarmouth**

**WESTERN Long Term Care**

Annapolis Royal Nursing Home, **Annapolis Royal**  
Bayside Home, **Barrington**  
Blomidon Court, **Greenwich**  
Heart of the Valley Long Term Care, **Middleton**  
Hillside Pines, **Bridgewater**  
Kings Regional Rehabilitation Centre, **Waterville**  
Mountain Lea Lodge, **Bridgetown**  
North Queens Nursing Home, **Caledonia**

Orchard Court, **Kentville**  
Queens Manor, **Liverpool**  
Ryan Hall, **Bridgewater**  
Shoreham Village Senior Citizens Association, **Chester**  
Surf Lodge Community Care Centre, **Lockeport**  
Tideview Terrace, **Digby**  
Villa St. Joseph, **Dayton**  
Wolfville Nursing Home, **Wolfville**

**WESTERN Community Care**

Digby/Clare Home Support Society, **Weymouth**  
VON Annapolis Valley, **Kentville**  
VON Digby County, **Weymouth**  
VON Lunenburg, **Blockhouse**  
VON Queens, **Liverpool**  
VON Shelburne, **Barrington Passage**  
VON Yarmouth, **Yarmouth**  
Yarmouth/Argyle Home Support, **Tusket**



All nurses in acute care and most in long term care are members of the Nova Scotia Health Employees Pension Plan (NSHEPP). VON has its own plan specific to VON national. The NSHEPP Plan is jointly sponsored which means the Unions have equal representation to the employer representatives at the Trustee and the Sponsor tables. The NSNU President represents NSNU at the Trustee level and the NSNU Executive Director represents the Union at the Sponsor level.

If members have questions about the Pension Plan, they should contact NSHEPP or VON. See the last page of this section for contact information.

## NSHEPP FAQ

The following Frequently Asked Questions are courtesy of the [NSHEPP website](#).

### Who is eligible to join NSHEPP?

Membership in the Plan is open to employees of those organizations that participate in the Plan. Each employee must:

- be in a group that is designated by the employer as “included in the Plan”; and,
- meet the Plan’s participation rules (See “When can I join?” below).

### When can I join?

There are two types of participation:

- **Compulsory**  
If you meet the Plan’s *definition* of a full-time employee, you must join the Plan within three months of becoming a full-time employee (and you can join the Plan immediately upon your date of hire).
- **Optional**  
If you meet the Plan’s *definition* of a part-time employee, you may choose to join the Plan once you have:
  - completed 24 months of continuous employment, and
  - either worked 700 hours or earned at least 35% of the Year’s Maximum Pensionable Earnings (YMPE) in each of the two calendar years prior to enrolling.

### How much do I have to contribute?

You and your employer share the cost of the benefits provided by the Plan.

**As a Plan member you are required to contribute:**

**7.82 %** of your annualized pensionable earnings up to the YMPE plus  
**10.18 %** of your annualized pensionable earnings above the YMPE

Your contributions, which are tax deductible, will be deducted from your pre-tax pensionable earnings each pay.

## **Is my pension secure?**

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Yes. The Board of Trustees has a legal responsibility to ensure that there is enough money in the pension fund to meet the Plan's obligations.

To ensure the Plan is adequately funded, pension plan law requires that a valuation be conducted by an independent actuary at least every three years. This valuation is used to assess the Plan's financial status and to help set contribution rates.

To the extent that the Plan's assets fall short of required funding levels, there are both legal requirements and internal policies that would trigger an increase in contribution rates to bring the Plan back to an adequate funding level.

In addition, the Plan has implemented a number of safeguards to help protect the assets of the pension fund. These include:

- a well-defined governance structure,
- formal investment guidelines, and
- clearly documented controls and reporting procedures

## **Who decides how the pension fund is invested?**

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The Board of Trustees approves an Investment Asset Mix Policy and a "Risk Budget". This Policy establishes the percentage of the Plan's assets that can be invested in each asset class (e.g., Canadian equities, U.S. equities, and so on). The Risk Budget ensures that the Plan's investments are run at an appropriate risk level.

Staff evaluates professional investment management entities from all over the world and allocates a small percentage of the total assets (usually less than 5% per investment management entity) to the most suitable candidates.

The Board of Trustees reviews the investment results and risk levels on an ongoing basis.

## **Can I opt out of the Plan if I reduce my hours?**

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No. Once you are enrolled in the Plan, you cannot withdraw from the Plan as long as you remain an employee – even if your hours of work and earnings fall below the initial enrolment criteria for part-time employees. Your participation in the Plan will end only when you terminate your employment, or retire, or die.

## **Can I withdraw my money from the plan while I am a member?**

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No. Cash withdrawals are not permitted by the Plan. As long as you are a member, your benefits must remain in the Plan.

## **What happens to my pension benefits if I terminate my employment before retirement?**

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If you no longer work for an employer that participates in NSHEPP and have two or more years of Plan membership, you will be entitled to a benefit from the Plan.

The amount of that benefit, and the options available for receiving it, will depend on whether you already qualify for an immediate pension. In any event, your pension benefits must be used to provide an income in retirement – which means you cannot withdraw the benefit as a lump-sum cash payment.

If you no longer work for an employer that participates in NSHEPP and have less than two years of Plan membership, and are not eligible for an immediate pension, you will receive a refund of your contributions, plus interest.

## What happens to my pension benefits if I die before retirement?

If you have two or more years of Plan membership, a benefit will be paid to your surviving spouse, dependent children, named beneficiary or to your estate (as applicable). The amount of the benefit, and how it is paid, will depend on your years of continuous service and your marital status at the date of your death.

If you have fewer than two years of Plan membership, and are not eligible for an immediate pension, the contributions you made to the Plan, plus interest, will be paid to your spouse, common-law partner, named beneficiary or to your estate (as applicable).

## How do I apply for my pension?

Once you decide on the date you want to retire, you must inform your employer's Human Resources office.

You will need to:

- complete the required forms; and,
- provide other information needed to start your pension on your proposed retirement date.

The employer will communicate directly with Plan staff on all matters related to the start of your retirement pension.

## When can I retire?

The normal retirement age is 65; however, you can retire before that.

You can retire before age 65 with an unreduced pension if you are:

- age 60 or over with at least 10 years of continuous service; or
- from age 55 through age 59, if your age plus your years of continuous service equals 85 points or more (The Rule of 85).

You can retire before age 65 with a reduced pension if:

- you are age 50 or over with 10 or more years of continuous service;
- you are age 55 or over (regardless of how much continuous service you have); or
- your age plus continuous service equals 80 points or more.

## How much pension will I receive?

Your pension is based on a pre-set formula that takes into account your annualized pensionable earnings and your years of credited service. In a nutshell, your monthly benefit will equal:

**Your annualized pensionable earnings**  
*multiplied by*  
**Your years of credited service in the Plan**  
*multiplied by*  
**Your applicable benefit percentage**  
*divided by 12*

## **Will I have enough to retire?**

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That depends on a number of factors, such as:

- how long you've contributed to the Plan,
- your retirement age,
- your personal savings,
- your government benefits, and,
- most importantly, your retirement income needs.

If you are a long-service member of the Plan, your pension will probably be a significant part of your total retirement income. But it's not the only part. Your total retirement income will come from your NSHEPP pension, government benefits, and personal assets.

To ensure that you reach your retirement income goals, you should consider talking to a qualified retirement planner.

## **Will my pension be adjusted for inflation?**

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Yes, once you retire NSHEPP provides guaranteed cost-of-living adjustments (COLA) to your NSHEPP pension.

Each January 1st, your monthly lifetime pension (and your monthly bridging benefit, if applicable) will be adjusted by 100% of the increase in the previous year's cost of living index, up to a maximum of 3% per year.

If the year-over-year increase in the CPI exceeds the 3% maximum covered by the Plan, the Board of Trustees will consider whether further increases for any amount over 3% will be granted.

To measure the year-over-year increase in the cost of living, NSHEPP uses the Consumer Price Index (CPI) figures for Canada as of each September 30th.

Keep in mind that if you retire part way through the year, you will receive only part of the annual increase in the year following your retirement. For example, if you start to collect a pension July 1, you will receive one-half of the annual cost-of-living adjustment on the following January 1st.

## **Will tax be deducted from my pension benefits?**

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NSHEPP must, by law, deduct tax from your pension if it exceeds prescribed levels. How much tax is deducted will depend on government tax tables, as well as other information.

You may be able to arrange for less tax to be deducted if you are eligible for federal or provincial tax credits. To tell us about any tax credits you may be eligible for, simply send us a completed TD1 form (Personal Tax Credits Return).

You can also use the TD1 form if you want to have more tax deducted from your pension (perhaps because you have income from other sources). Alternatively, you may write to us explaining the specifics. Please ensure that you specify the exact dollar amount of the extra tax that you want taken from your pension over and above any tax that will be deducted normally as required by government tax tables.

## What is a past service purchase?

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As an active member of the Plan, you may have the opportunity to purchase certain periods of past service that had not been credited under then Plan.

Certain restrictions and time limits apply. Please review the Past Service Purchases section of the NSHEPP website for further details.

## Why would I purchase past service?

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Purchasing periods of past service will increase the amount of your pension and, in some cases, may allow you to retire earlier.

## What is a "pension adjustment" (PA)?

---

A PA represents the deemed value of the pension benefit you earned in a registered pension during the calendar year. A PA will be calculated for you each year that you participate in the Plan.

Your PA is reported on your annual T4 tax slip. CRA will reduce your personal RRSP contribution room in a given year by the amount of your PA that was reported to them for the previous year. (Example: the PA reported on your 2007 T4 tax slip will be used by CRA in calculating your personal RRSP contribution room for 2008.)

## Can I name anyone I want as my beneficiary?

---

Yes. However, keep in mind the following:

- If you die before retirement, Nova Scotia pension law states that your spouse or common-law partner (as applicable) *as of your date of death* will automatically receive death benefits from the Plan – even if you have named a different beneficiary.
- If you die after retirement, your spouse or common-law partner (as applicable) *as at your retirement date* will automatically receive death benefits from the Plan – even if you have named a different beneficiary.

## How do I change my beneficiary?

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To change your beneficiary, simply complete the Change of Beneficiary section of the Employee Change of Information Form and submit it to your human resources department.

## Can I continue to make contributions during a leave of absence?

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The short answer is yes you can contribute for a period of leave up to two years. But here are some details:

- If you are on an approved leave *with* pay, both you and your employer will continue to contribute to the Plan as if you were at work, and you will continue to earn pension benefits based on those contributions.
- If you are on an approved pregnancy or parental leave *without* pay or in receipt of Workers' Compensation Board benefits, you can choose to contribute to the Plan during the period of your leave.
- If you choose to contribute, your employer must pay the employer's share, unless there is a collective agreement or employment contract that requires a different cost sharing arrangement. You must decide before your leave begins whether to contribute during the leave.

- If you are on an approved leave *without* pay (for any reason other than a pregnancy or parental leave), you can choose to contribute to the Plan during the period of the leave. If you choose to contribute, you are required to pay both the employee and employer share of required contributions (unless there is a collective agreement or employment contract that requires a different cost sharing arrangement.) You must decide before your leave begins whether to contribute during the leave.

### What happens if I become totally disabled?

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If you are receiving monthly benefits from your employer's Long Term Disability (LTD) plan:

- your Plan membership will continue and you will still earn continuous service;
- all your required contributions will be waived during the LTD benefit period;
- you will continue to earn credited service in the Plan; and
- your pensionable earnings during this period will be deemed by the Plan to be equal to your pensionable earnings as at your date of disability.

### Is my spouse/common-law partner entitled to a share of my pension if our marriage/relationship breaks down?

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Under Nova Scotia pension law, if your marriage or common-law relationship breaks down, your spouse or commonlaw partner (as the case may be) may be assigned up to one-half of the pension benefits you earned during the years applicable to the marriage or the common-law relationship.

You and your spouse (or common-law partner, if applicable) must decide if the pension benefits will be split. However, in order to act on a direction to split pension benefits, the Plan must receive either a court order or a separation agreement.

**Note:** As with the splitting of any other assets upon marriage or common-law relationship breakdown, to split pension benefits (or not) may be a major financial decision. If you are involved in a marriage or common-law relationship breakdown, you should consider the advice of your lawyer and your financial advisor before you agree to split your pension.

### Am I required to stop working and start to receive my retirement pension when I reach age 65?

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There are really two separate questions here:

1. **Can you continue to work with your Employer beyond age 65?** and
2. if the answer to (1) is "yes", **Can you continue to participate in the pension Plan?**

Please note the following:

1. Whether you continue to work with your Employer after you reach age 65 is a matter to be decided between you and your Employer. NSHEPP has a Normal Retirement Date (the first day of the month coincident with, or next following, your attainment of age 65), but it allows Members who continue to be employed with their employer beyond age 65 to postpone their pension start date and continue participation in the Plan, within certain limits - see (2) below. You will need to finalize this matter with your Employer before you reach age 65.
2. If you continue your employment with your Employer beyond age 65, you will also continue normal participation in the Plan. However, even though you and your Employer may have agreed that you can work as long as you want to after you become age 65, the laws that govern the NSHEPP Pension Plan impose strict limits. The Income Tax Act of Canada requires that you end your participation in the NSHEPP Plan and begin to receive your monthly pension from the Plan not later than December 1 of the year in which you become age 71.

## NSHEPP Contact

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### Telephone

832-8500 (local call)  
1-866-400-4400 (Toll free in Canada)  
1-902-832-8500 (Toll charges apply)

### Fax

832-8506 (local fax)  
1-902-832-8506 (fax from outside of local call area)

### Email

[pensionplan@nshepp.ca](mailto:pensionplan@nshepp.ca)

### Website

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

### Mailing Address

Nova Scotia Health Employee's Pension Plan  
2 Dartmouth Road  
Bedford, NS B4A 2K7

## VON Canada National Office Contact

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### Telephone

(613) 233-5694  
or  
1-888-VON-CARE (866-2273)

### Fax

(613) 230-4376

### Email

[national@von.ca](mailto:national@von.ca)

### Website

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

### Mailing Address

2315 St. Laurent Blvd, Suite 100  
Ottawa, Ontario K1G 4J8

### For more information on your VON local, visit:

[www.von.ca/NationalDirectory/Default.aspx](http://www.von.ca/NationalDirectory/Default.aspx)

# NSNU Constitution

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Please find the most up-to-date version of the NSNU Constitution [here](#).

# NSNU Strategic Plan

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Please find the most up-to-date version of the NSNU Strategic Plan [here](#).

# NSNU Policy Procedure Manual

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Please find the most up-to-date version of the NSNU Policy Procedure Manual [here](#).

# NS Council of Nursing Unions Constitution

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Please find the most up-to-date version of the Nova Scotia Council of Nursing Constitution [here](#).



# NSNU Staff Directory

## Leadership

President	<b>Janet Hazelton</b>	902-468- <b>0737</b>
Executive Director	<b>Chris Albrecht</b>	902-468- <b>0286</b>
Director of Finance & Operations	<b>Tom Daniels</b>	902-468- <b>8046</b>

## Labour Relations

Labour Relations Representative	<b>Patti Humphries</b>	902-468- <b>0723</b>
Labour Relations Representative	<b>Angela McKenna</b>	902-468- <b>6784</b>
Labour Relations Representative	<b>Shannon Wark</b>	902-468- <b>0793</b>
Labour Relations Representative	<b>Lilo Wessels</b>	902-468- <b>0284</b>
Labour Relations Representative	<b>Wendy Johnson</b>	902-468- <b>6914</b>
Labour Relations Representative	<b>Farrel Huculak</b>	902-468- <b>0864</b>

## Communications

Communications Officer	<b>Coleen Logan</b>	902-468- <b>0283</b>
Communications Assistant	<b>Kaitlyn MacLean</b>	902-468- <b>6737</b>

## Research & Education

Research   Gov't Relations   OH&S Specialist	<b>Justin Hiltz</b>	902-468- <b>1862</b>
Education & Technology Officer	<b>Chad O'Brien</b>	902-468- <b>6751</b>

## Accounting

Accounts Receivable	<b>B.L. Moran</b>	902-468- <b>6748</b>
Accounts Payable	<b>Cindy MacPhee</b>	902-468- <b>6770</b>

## Administration

Legal Assistant	<b>Carol Crane</b>	902-468- <b>0269</b>
Receptionist	<b>Nancy MacDonald</b>	902- <b>469-1474</b>
Executive Assistant	<b>Priscilla Hardy</b>	902-468- <b>6769</b>
Labour Relations Assistant	<b>Debbie Grady</b>	902-468- <b>6740</b>



150 Garland Ave. Dartmouth, N.S.



902-**469-1474**



902-466-6935

## (BOD)

### President

Janet Hazelton

### 1st Vice-President

Jen Thiele

### Vice-President Finance

Jamie Stewart

### Eastern Vice-President

Gerri Oakley

### Central Vice-President

Anne Boutilier

### Northern Vice-President

Donna Gillis

### Western Vice-President

Michelle Lowe

### Vice-President LPNs

Maria Langille

### Vice-President Long Term Care

Glenda Sabine

### Vice-President Community Care

Kim Williams

### IWK Vice-President

Natalie Nymark

## BOD Alternates

### Eastern VP

Laurie Forrest

Dawn McKenna

### Northern VP

Stephanie Roberts

Santina Weatherby

### Western VP

Tracy d'Entremont

Sarah Lace

### VP LPNs

Laurie Hirtle

Alaine Halliday

### VP Long Term Care

Michelle Swan

Kim Grant

Audrey Bartlett

### VP Community Care

Tracy d'Entremont

Misty Hynes

### VP IWK

Edson Castilho

Wendy Johnson

## Personnel Committee

### Members

Michelle Lowe (Chair)

Janet Hazelton (President)

Gerri Oakley

Jamie Stewart

### Staff Advisor

Chris Albrecht, Executive Director

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## AGM Operations/Nominations Committee

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### Chair

---

Anne Boutilier

### Members

---

Jayne Fryday  
Tracey MacRae

### Staff Advisor

---

Coleen Logan, Communications Officer

### Technical Advisor

---

Chad O'Brien, Education & Technology Officer

### Staff Assistants

---

Priscilla Hardy, Executive Assistant  
Tom Daniels, Director of Finance & Operations

### Alternates

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Pending

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## Constitution/Resolutions Committee

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### Chair

---

Donna Gillis

### Members

---

Joane Boutilier  
Karen Eldridge

### Staff Advisor

---

Chris Albrecht, Executive Director

### Alternates

---

Denise Elms  
Tracey MacRae

---

## Finance Committee

---

### Chair

---

Jamie Stewart

### Members

---

Alaine Halliday  
David Fox

### Staff Advisor

---

Tom Daniels, Director of Finance & Operations

### Alternates

---

Vicki Royles  
Barbara Blays

## Education Committee

---

### Chair

---

Gerri Oakley

### Members

---

Misty Hynes  
Kayla Holleran

### Staff Advisor

---

Chad O'Brien, Education & Technology Officer

### Staff Assistant

---

Coleen Logan, Communications Officer

### Alternates

---

Jessica McCormick  
Chanda MacDonald

## Union Discipline Committee

---

### Members

---

Alanna Fergusen  
David Fox  
Vicki Royles  
Crystal Thibodeau

### Alternates

---

Emma Covey  
Christine Aucoin  
Alaine Halliday  
Dianna Hutt

## Union Discipline Appeal Committee

---

### Members

---

Tracy d'Entremont  
Denise Elms  
Laurie Forrest  
Laurie Hirtle

### Alternates

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Geraldine Griffin  
Melissa Humphrey  
Santina Weatherby  
Marilyn Malis

## Bursary Committee

---

### Central Region

---

Anne Boutilier (Chair)  
Janis Ritcey  
Jennifer MacLeod

### Chair Alternates

---

Laurie Hirtle  
Melissa Humphrey

### Alternates

---

Andrea Casey  
Wendy Johnson

### Eastern Region

---

Gerri Oakley (Chair)  
Christine Aucoin  
Brandy Lyle

### Chair Alternates

---

Laurie Forrest  
Dawn McKenna

### Alternates

---

Thomas MacKenzie  
Marilyn Malis

### **Northern Region**

Donna Gillis (Chair)  
Maria Langille  
Denise Elms

### **Chair Alternates**

Stephanie Roberts  
Santina Weatherby

### **Alternates**

Alaine Halliday  
Vicki Royles

### **Western Region**

Michelle Lowe (Chair)  
Esther Stamm  
Sarah Lace

### **Alternates**

Dianna Hutt  
Tracy d'Entremont

## **Acute Care Provincial Negotiating Committee**

### **President**

Janet Hazelton

### **Vice-President**

Jen Thiele

### **Central**

Janis Ritcey

### **Alternate: Central**

Mitchell Procter

### **Western**

Sarah Lace

### **Alternate: Western**

Helen Uhlman

### **IWK**

Edson Castilho

### **Alternate: IWK**

Alanna Ferguson

### **Eastern**

Laura Lee Sharpe

### **Alternate: Eastern**

David Fox

### **LPN**

Dawn McKenna

### **Alternate: LPN**

Dan Scott

### **Northern**

Donna Gillis

### **Alternate: Northern**

Dan Scott

### **NP**

Santina Weatherby

### **Alternate: NP**

Robert Burrows

### **Members at Large**

Dianna Hutt  
Vicki Royles

### **Alternate: Members at Large**

Alaine Halliday  
David Fox

# Component Chairs & Assistants

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## Licensed Practical Nurses Component

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### Chair

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Maria Langille

### Assistants

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Tracy d'Entremont - **Western**  
Alaine Halliday - **Northern**  
Laurie Hirtle - **Central**  
Darren Lavin - **Eastern**  
Kelsey O'Neill - **Long Term Care**

## Community Care Component

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### Chair

---

Kim Williams

### Assistants

---

Tracy d'Entremont - **Western**  
Emily Dunford - **Northern**  
Misty Hynes - **Central**  
Susan George - **Eastern**

## Long Term Care Component

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### Chair

---

Glenda Sabine

### Assistants

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Vacant - **Western**  
EJ Murray-Clark - **Northern**  
Audrey Bartlett - **Central**  
Michelle Swan - **Eastern**