

Ontario Nurses' Association – Local 100



Local Policies

1.0 **POLICY MANUAL**

Local policies shall not contravene the ONA Constitution, ONA Provincial Policies, or the Financial Policy Guide.

Where a change is made to the ONA Constitution or ONA Provincial Policies becomes effective prior to the Local's annual meeting, the change will become effective in the Local policies automatically.

2.0 **LOCAL EXECUTIVE COMMITTEE**

The affairs of the Chartered Local Association shall be governed by the Local policies voted on by the membership at the Chartered Local Association Meeting to be held by March 31st of each year and administered by the Local Executive Committee, composed of the following:

Local Coordinator
Secretary/Treasurer
Bargaining Unit Presidents
LHSC RN Site Reps

In multi bargaining unit locals, a Local Executive Committee Member that does not hold the position of Local Coordinator, can hold the position of secretary treasurer.

Local 100 Bargaining Units:

Canadian Blood Services
Chelsey Park Nursing Home
Elmwood Nursing Home
Extendicare Nursing Home
LHSC MRT & D - OCTRF
LHSC Registered Nurse Bargaining Unit
Meadow Park Nursing Home
Middlesex Terrace

2.1 LOCAL COORDINATOR (LC)

Elected by members of all Bargaining Units within the Local and shall be the Senior Executive Officer and voting delegate of the Chartered Local Association and shall act as chairperson of all meetings of the Local Executive Committee and of the Chartered Local Association.

2.2 VICE COORDINATOR

The Local Executive Committee shall elect the First Vice-Coordinator from among the Bargaining Unit Presidents. If no Bargaining Unit President is willing to stand for election then the First Vice-Coordinator shall be elected by and from other Local Executive Committee members. The Vice Coordinator does not have a vote as Vice Coordinator, but holds one vote as a Local Executive Committee Member.

The First Vice Coordinator shall carry out duties as assigned by the Local Coordinator and act in lieu of the Local Coordinator in the absence of the Local Coordinator.

If the Vice Coordinator also holds the position of Secretary Treasurer, and is appointed as the Local Coordinator, or holds the position on an interim position for more than 4 weeks, they cannot continue to hold the position of secretary treasurer and an interim Secretary Treasurer will be appointed.

2.3 BARGAINING UNIT PRESIDENTS (BUP)

Bargaining Unit Presidents are elected from their applicable bargaining unit membership and holds one vote on the Local Executive Committee.

2.4 SITE REPRESENTATIVES/VICE PRESIDENTS

LHSC Site Representatives and/or Vice Presidents on the Local Executive Committee each hold one vote. Locals may choose to elect one (1) or more Vice Presidents.

2.5 SECRETARY/ TREASURER

Is elected from the members of the Local and carries one vote on the Local Executive Committee. In a multi bargaining unit local, one VP may hold the

position of secretary treasurer as long as they do not hold the position of local coordinator.

If the Secretary Treasurer is appointed as the Local Coordinator, or holds the position on an interim position for more than 4 weeks, they cannot continue to hold the position of secretary treasurer and an interim Secretary Treasurer will be appointed.

2.6 DUTIES OF OFFICERS

Officers of the Chartered Local Association will fulfill their duties in accordance with the Constitution and the ONA Bargaining Unit and Local Executive Accountabilities with Role Descriptions Resource Manual. Any Officer of the Local Association who fails to meet their accountabilities under Provincial or Local Policies will forfeit \$25 0 of their honorarium for each occurrence.

3.0 BARGAINING UNIT EXECUTIVE COMMITTEES

The work of the Bargaining Unit Leadership is integral in providing service to our members.

Bargaining Unit Leadership Teams: The Bargaining Unit President will chair their respective team/s.

The LHSC Registered Nurse Bargaining Unit Leadership Team is comprised of:

- Bargaining Unit President
- 2 Site Representatives (UH and VH Sites)
- 2 Vice Presidents Professional Responsibility (UH and VH Sites)
- 2 Vice Presidents Return to Work, Accommodation and Human Rights and Equity (UH and VH Sites)
- 2 Vice Presidents Health and Safety (UH and VH Sites)

LHSC MRT&D Bargaining Unit

- Bargaining Unit President
- Negotiating Team Members – 2
- Labour/Management – One Therapist and One Dosimetrist

Occupational Health & Safety Member and Alternate Members
Professional Responsibility Lead
Return to Work Representative

Middlesex Terrace
Extendicare
Chelsey Park
Elmwood
Canadian Blood Services
Meadow Park

3.1 BARGAINING UNIT COMMITTEES

LHSC RN HAC

The Committee will be composed of seven (7) nurses consisting of the Bargaining Unit President, two (2) Site Representatives, two (2) VP's for Professional Responsibility and two (2) nurses elected from the general membership.

LHSC RN NEGOTIATING COMMITTEE

The Committee will be composed of nine (9), including three (3) elected regular part-time or casual nurses, three (3) elected full time nurses, the Bargaining Unit President and two (2) Site Representatives.

LHSC RN GRIEVANCE COMMITTEE

The Committee will be composed of three (3) permanent members including the Bargaining Unit President and the two (2) Site Reps. Additional members may be drawn from the Bargaining Unit Leadership Team as determined by the Bargaining Unit President.

LHSC RN OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

The combined committee will be composed of 13 members from the RN Bargaining Unit which will include the Bargaining Unit President/delegate, both VP's for Health and Safety and ten (10) elected members (6 VH and 4 UH).

4.0 LOCAL EXECUTIVE MEETINGS

The Local Executive Committee shall meet a minimum of three (3 times/year exclusive of the budget planning day.)

Local Executive Committee members are expected to attend all Local Executive Committee meetings. A Local Executive Committee Member will be excused due to illness, vacation, the inability to be granted time off, or any other reason deemed acceptable by the Local Coordinator. Executive members who fail to meet their accountabilities under this policy will forfeit \$250 of their honorarium for each occurrence.

Where applicable, Notice of Local General Meetings, Special Meetings and Bargaining Unit Meetings will be advertised in the Newsletter the ONA LHSC Intranet, Facebook and the Local Website. Members will be notified of special meetings, Nurses Week activities, elections and ratification votes.

Parliamentary procedure will be followed at meetings of Local100. All minutes of the Local Executive must be signed by at least two executive members and approved by the Local Executive. They must capture any strategic budgeting changes in the approved financial budget and be attached to the audit. Previous minutes of Local meetings are available in the Local office for review. Copies will be made available at the discretion of the Local Coordinator.

Members of Local Executive Committee conducting Union business over meal times will be reimbursed the cost of such meals, in keeping with ONA MAST policy. The LC or BUP may determine the need for food and beverages at meetings of the Local or Bargaining Unit, not to exceed amounts allowable under Local policy on MAST expenses, as approved at the annual local budget meeting.

4.1 LOCAL GENERAL MEETINGS

Will be held at least twice (2) per year. Local General Membership meetings will be determined annually at the Local Budget Planning day. Additional meetings may be called as necessary.

Parliamentary procedure will be followed at meetings of Local 100. All minutes of the Local General Meetings must be signed by at least two executive members and approved by the Local membership at the next Local meeting. They must capture any strategic budgeting changes in the approved financial budget and be attached to the audit. Previous minutes of Local meetings are available in the Local office for review. A summary of the minutes will be posted on the Local website. Draft minutes of the last local general meeting will be distributed at the next general meeting, or upon an individual's request.

4.2 BARGAINING UNIT LEADERSHIP TEAM MEETINGS

Bargaining Unit Leadership Team members are expected to attend all Bargaining Unit meetings. A Team Member will be excused due to illness, vacation, the inability to be granted time off, or any other reason deemed acceptable by the Bargaining Unit President. Bargaining Unit Leaders who fail to meet their accountabilities under this policy will forfeit \$250 of their honorarium for each occurrence. (This applies to those people listed on the honorarium chart in Article 11.)

Members of a Bargaining Unit Leadership Team conducting Union business during meal times will be reimbursed the cost of meals as appropriate, in keeping with Local policy on MAST, as approved at the annual local budget meeting.

The LC or BUP may determine the need for food and beverages at meetings of the Local or Bargaining Unit, not to exceed amounts allowable under Local policy on MAST expenses.

4.3 BARGAINING UNIT GENERAL MEETINGS

Will be held at least twice per year

4.4 UNIT REP MEETINGS

Unit Representative (UR's) meetings may be called at the discretion of the BUP. LHSC RN – UBR's, if necessary, will be approved at the discretion of the Bargaining Unit President.

Note: A member on a scheduled day off may be entitled to an honorarium as identified in 12.0. Scheduled day off means a day that the employer is not paying the member for anything.

5.0 FINANCIAL POLICIES

The Local Executive Committee will prepare a budget at the beginning of each fiscal year. The Financial Policies of Local 100 will be in accordance with the Provincial Financial Policy Guide. Changes to Provincial Financial Policies will be mirrored by changes to the Local Financial Policies.

5.1 BANKING

All transactions will be by cheque or electronic funds transfer. The Treasurer must authorize transactions, and all cheques will be signed by the Local Treasurer and co-signed by the Local Coordinator. In the absence of the Treasurer and/or the Local Coordinator, the LHSC Bargaining Unit President or designate and a signing authority may co-sign cheques. The Treasurer will review all Transactions. A signing authority will not co-sign a cheque payable to themselves.

ONA Local 100 will maintain one operating account with chequing capabilities at TD Canada Trust, Baseline and Wellington Roads. The Local will maintain an operating account balance equal to 25% of the Local's total estimated operating expenses for the current fiscal period. This account will include both provincial dues and local levy monies. The local dues levy monies must be approved annually in our yearly budget to membership. The dues levy may be amended at a special meeting of the Chartered Local Association called in accordance with Bylaw XII.

5.2 INVESTMENTS

The Local Executive Committee will determine to what extent excess funds can be invested. Investments must be restricted to low risk GIC, term deposits of chartered banks, trust companies, credit unions, or Provincial or government backed securities.

For example, the amount that can be invested outside the operating account would be calculated as follows:

Current Operating Account Balance is \$105,000 (1)
Estimated Expense Budget for Fiscal xxxx, is \$240,000 (2)
Minimum amount to be held in the operating account is \$60,000 (3)
(2*.25%)

Amount eligible for investment is \$45,000 (4) (1-3)

The investment amount must be held in the name of the Local and the term of the investment must not exceed a term of one year from the date of purchase. The Local should maintain different maturity dates in their investment portfolio.

5.3 AUDITS

Audits will be performed yearly and forwarded to the ONA Provincial Office by March 31st of each year. Management letters must be included.

The Treasurer will discuss any management letter received from the Auditor with the Local Executive Committee at the next Local Executive Committee meeting.

The Auditor will be approved annually by membership at the Local General Budget Meeting. The name of the approved Auditor will be recorded in the minutes.

5.4 EXPENSES

Members should endeavor to submit individual expense forms by January 31st. The expense forms shall include itemized expenses, type of Union business, claimant's full signature and the date incurred. Receipts must support items expensed. In the event of a lost receipt, a request for reimbursement, signed by the submitter and confirmed by an executive member may be accepted. Where salary replacement is claimed, the TD1 and TD1-ON must be completed prior to the initial reimbursement.

The Local Coordinator and Bargaining Unit President, must approve all expenses prior to expenses being paid by the Secretary-Treasurer.

The Treasurer will endeavor to reimburse members for expenses within 14 days of receipt of expense forms.

The Treasurer will endeavor to pay all outstanding Local and Bargaining Unit expenses from the previous year by January 31 of the following year. The Treasurer will provide the Local auditor with any outstanding expenses.

Any single expenditure over \$5,000.00 should be approved by membership prior to purchase.

5.5 REIMBURSEMENT OF FEES

Any monies associated with attendance at conferences, workshops, conventions, etc, and paid by ONA or reimbursed to the member, including overpayments must be repaid to the Local if the member fails to attend such workshop, convention etc. If necessary, such fees may be deducted from any future honorarium payment or salary reimbursement. Repayment may be excused due to illness, the inability to be granted time off, or any other reason deemed acceptable by the Local Executive Committee.

5.6 DUES

The Local has set a local dues levy of **\$10.00** per member per month. The local will reimburse for dual dues levy payment within the local at the request of the Member, as long as such request is in writing to the Local Coordinator. Requests will be honoured up to January 31st of the year following the year in which the dual dues were collected.

5.7 BUDGETING

By February 10 of each year, the Local Executive Committee will develop a strategic budget for Local operating expenses. Membership needs and the Local priorities must be considered when setting the local budget for the year. The yearly budget must be presented and approved at the annual General Membership meeting held by March 31.

In November of the year prior to the annual budget meeting, the Local Coordinator will send a budget request form to each bargaining unit president to complete and return by the date requested for review by the pre-budget committee. i.e bargaining unit days required to do bargaining unit work, education days, request to send members to the PCM's and

Biennial etc. Local Executive Committee Members will endeavor to not book conflicting appointments on Budget Planning day.

The Treasurer shall submit a financial report at each Local Executive Committee meeting and the Annual General Meeting. The Treasurer will send the monthly financial summary as outlined in the Treasurer’s manual to the Local Executive. This includes the Balance Sheet, Income Statement/Comparison, Bank Reconciliation (summary and detailed) and a copy of Bank Statement. The Local Executive Committee will review these statements monthly and acknowledge by email to the Treasurer and Local Coordinator that they have been reviewed. Any concerns must be brought to the attention of the Local Treasurer and the Local Coordinator.

Upon request, a member may review the financial records of the local.

5.8 LOCAL CREDIT CARDS

Local 100 will obtain a business credit card for approved Local expenses, with a credit limit of \$15,000.00. The use of this card will comply with the Treasurer’s and Local Financial Policy Guide. There shall be no cash withdrawals made on the Local credit card. Personal purchases will not be made on the Local credit card.

Visa Account

The monthly Visa statement will be reconciled and initialed on a monthly basis by the Treasurer and the Local Coordinator. Credit card receipts must be attached to the billing statements. The total monthly balance will be paid in full by automatic withdrawal.

5.9 MEAL ALLOWANCE

Meal allowance will be reimbursed as per provincial policy.

Breakfast - \$20.00

Lunch - \$25.00

Supper - \$45.00

If eligible, members may flex the amounts of two meals or more per day but cannot claim more than the daily limit allowed for both meals.

If a meal is provided while on Union business, the amount allowable under MAST will not be reimbursed.

5.10 HOTEL ACCOMMODATION

Hotel accommodations will be at the corporate rate based on double occupancy whenever possible. The Local Coordinator and the LHSC RN Bargaining Unit President will not be required to share their rooms. Executive Members living greater than 90km from the meeting location may travel to the meeting location the night before if the meeting/registration is scheduled to begin before 0900. Any other accommodation requirements will be at the discretion of the Bargaining Unit President, subject to approval by the Local Executive Committee.

5.11 TRAVEL

Costs associated with travel on approved Union business, will be reimbursed based on the most reasonable mode of transportation. Mileage will be reimbursed consistent with the ONA corporate rate.

Members will endeavor to switch scheduled working time to accommodate travel on a day off- the Executive Committee may review this where the member is unable to switch the scheduled shift

Members may only confirm travel arrangements once time off has been approved.

5.12 TELEPHONES

Long-distance charges incurred by Local Executive members conducting Union business will be reimbursed when receipts are provided.

To facilitate the work of the Union, the Local Coordinator, LHSC RN Bargaining Unit Leadership Team members, and the Administrative Assistant will each be provided with a cellphone. The phones will be leased by the Local and must be returned when the member ceases to be part of the Local Executive, the LHSC RN Bargaining Unit Leadership Team, or an employee of the Local. Members will reimburse the Local for charges not related to Union business

Local Executive Committee Members demonstrating a need, may request a cell phone.

5.13 ARBITRATION COSTS

Appropriate expenses incurred by Bargaining Unit members attending an Arbitration Hearing will be reimbursed as per Local 100 financial policies if approved by the Local Coordinator and/or the Bargaining Unit President

5.14 DISCRETIONARY SPENDING

The Local Executive and/or the Bargaining Unit Leadership Team, at their discretion, may spend a maximum of \$150 to acknowledge a birth, death, or other significant event in the life of a member/affiliate.

The Local Executive and/or the Bargaining Unit Leadership Team, at their discretion, may acknowledge the service of a departing Local Executive or Bargaining Unit Leadership Team member with a gift. The cost of the gift will not exceed \$100 for each year of service, to a maximum of \$500.

5.15 DONATIONS

A donation to a charity, strike fund or organization in excess of \$500.00 will be considered with the approval of the Local Membership.

5.16 The Local Executive Committee, at the annual budget planning meeting, will determine if monies are available to participate in a charity, special interest, or human rights and equity sponsored event.

5.17 CANADIAN NURSING STUDENT ASSOCIATION

Recognizing that the members of the Canadian Nursing Student Association are affiliate members of ONA, the Local Executive at their discretion, may provide a donation of up to \$3500 for the London CNSA.

6.0 COMMUNICATION

To facilitate efficient and timely communication, it is expected that Local Executive members will utilize electronic mail. Local Executive members will be reimbursed a maximum of \$100.00 monthly, to cover the cost of

their Internet connection. The Local Executive may withdraw this privilege if this expectation is not met. ONA Central will reimburse the Local for the annual cost of Internet service for the Local Coordinator and Treasurer

7.0 BIENNIAL CONVENTION

The Local Executive Committee will attend the Biennial and recognizes the value of Bargaining Unit Leaders attending the Biennial meeting. The Local Executive will review the local budget prior to the Biennial with the goal of sending 10 Bargaining Unit Leaders, if fiscally able.

Bargaining Unit Leaders will be selected through an “Expression of Interest”. Meals, Accommodation, Salary and Travel (MAST) funds will be reimbursed.

7.1 TRAVEL – BIENNIAL MEETING ONLY

The preferred mode of travel to the Biennial Meeting will be by train, economy class, from the closest Via Rail station. Reimbursement for Train travel, mileage and parking will not exceed the cost of a return economy class fare, London - Toronto – London. Members are expected to use the ONA Discount Code (710609).

The Local Coordinator and the LHSC BUP may be required to use alternate travel methods if required. Any additional travel expenses will be subject to the approval of the Local Executive Committee.

7.2 PROVINCIAL AND AREA COORDINATORS MEETINGS

Meals, Accommodation, Salary, and Travel (MAST) funds will be provided for the Local Coordinator and Vice Coordinator. The Local Executive will review the local budget prior to the meeting with the goal of sending additional members.

7.3 CANADIAN FEDERATION OF NURSES UNIONS CONVENTION

The Local Executive Committee recognizes the value of members attending the CFNU. The Local Executive will review the local budget prior to the convention with the goal of sending the Local Coordinator and 3 Bargaining Unit Leaders. In an effort to facilitate access to CFNU

education, the Local executive will approve convention registration prior to approval of the annual budget.

Travel to the CFNU Biennial Convention will be by the most reasonable mode of transportation. Reimbursement for plane travel, luggage (Max of \$50.00/each way), Seats (Max of \$50.00/each way) will occur.

Expenses will be reimbursed at 50% prior to the attendance at the conference, and balance paid after the conference based on receipts submitted.

Conference Registration fees will be paid for by the Local

8.0 PAID LEAVES FOR UNION BUSINESS

Active ONA members deliver excellent service to Local 100 membership. We support these individuals by remunerating members who provide sanctioned service to members on their “off duty” time to a maximum of 7.5 hours per day. Some examples of sanctioned service include:

- Attending committee meetings stipulated in collective agreement which are not reimbursed by the employer, or covered by an honorarium
- Election Committee
- Any budgeted and approved salary replacement accounted for as a line item in the budget
- attending negotiations,-conciliation, or arbitration hearings related to negotiations.
- Union leave requests will be submitted to the respective Bargaining Unit President and reviewed.

LHSC Site Rep and Vice President (VP) roles have budgeted hours to replace the personal time commitment required to complete the work of the Union. Where approved, a VP’s accumulated hours may be requested as UBR LOA’s (see Appendix A).

Union leave requests will be submitted to the appropriate Bargaining Unit President, and reviewed by Local Coordinator for approval, prior to payment by the Treasurer. Approved Union leave of absence requests will

be forwarded to the Administrative Assistant who will forward the request to the employer, the member and the appropriate Bargaining Unit President.

Remuneration will be at straight time, at the current wage rate, and has no retroactivity. The member will submit the appropriate expense forms. This remuneration is not to be added to entitlement for time covered by an existing remuneration (no double dipping). This reimbursement does not apply to educational opportunities.

Any dispute concerning approval of such leaves will be referred to Local Executive Committee for resolution.

8.1 SALARY REPLACEMENT

Local Executive Committee members and Bargaining Unit Leadership Team member's salary will be kept whole by the Union for scheduled work days while on approved union business.

A member who is approved for paid union leave must notify the employer and/or the Local Administrative Assistant if they will be absent due to illness. The UBR/P will be cancelled and STD will apply (if applicable).

With the approval of the Local Coordinator (or delegate), a member who must attend to approved Union business during the day, and is scheduled to work night shift prior to or post such Union business, may flex a maximum of 11.25 hours between the night prior and the night post.

9.0 OFFICE SUPPLIES AND EQUIPMENT

Supplies will be ordered by the administrative assistant shall be the sole property of ONA Local 100. An inventory of such equipment shall be devised, updated as required, and the Treasurer shall keep a record of equipment with make, model, serial number, type of equipment, bill of sale and who has possession of said property. Any member in possession of ONA equipment/property agrees to be responsible for the safe-keeping and maintenance of the equipment/property. Executive members will be reimbursed reasonable costs for supplies required to conduct Union business. Executive members will take all reasonable care of Union property in their possession.

The cost of any ONA equipment on loan to a Local Executive Member, Bargaining Unit Team Leader, or member, and not returned, at the completion of their term, will be deducted from any outstanding expense or honorarium payments.

9.1 INSURANCE

Local 100 will have office insurance as required and update as required annually.

9.2 LEASE COSTS

The Local will pay the costs for any leased equipment.

9.3 OFFICE SPACE

The Local will maintain a Local office for use by the Local Executive.

9.4 LOCAL ADMINISTRATIVE ASSISTANT

The Local employs an Office Administrative Assistant who reports to the Local Executive Committee. The Administrative Assistant is responsible for providing administrative and clerical services. The Local Coordinator and or the LHSC BUP will manage the day to day function of the Union office and the duties of the Administrative Assistant.

9.5 The terms of employment will be reviewed annually and approved by the Local Executive Committee (see Appendix B)

10.0. NURSING WEEK/MRT&D WEEK

The Local Executive Committee will determine the finances available to support the Bargaining Units with planning and implementing their Nursing Week/MRT&D activities.

11.0. HONORARIA

Members

An honorarium of \$125 for a time commitment of less than 4 hours, \$250 for a time commitment greater than 4 hours may be paid to non-executive

members engaged in authorized union business or education, on a scheduled day off, who would not be otherwise compensated

Local Executive

An honorarium is given in recognition of the responsibility, commitment, and time invested in the Local by the Local and Bargaining Unit Executive. Honorariums will be subject to statutory deductions.

The honorarium amounts for the Local Executive and the LHSC RN Executive members shall be as follows:

<u>Honorarium - 2020</u>	
LC	\$ 4,500.00
Secretary/Treasurer	\$ 4,500.00
CBS-BUP	\$ 6,000.00
LHSC - MRT&D	\$ 8,500.00
Chelsey - BUP	\$ 8,000.00
Elmwood - BUP	\$ 4,500.00
Extendicare - BUP	\$ 4,500.00
Middlesex Terrace - BUP	\$ 4,500.00
Meadow Park - BUP	\$ 4,500.00
LHSC – RN - BUP	\$ 14,500.00
LHSC - RN - UH Site Rep	\$ 10,000.00
LHSC - RN - Site Rep	\$ 10,000.00
VP - LHSC - Rehab/HR/Attend - UH	\$ 7,500.00
VP - LHSC - PP VH	\$ 7,500.00
VP - LHSC - PP UH	\$ 7,500.00
VP - LHSC - OH - UH	\$ 7,500.00
VP- LHSC - OH - VH	\$ 7,500.00
VP - LHSC - Rehab/HR/Attend-VH	\$ 7,500.00
Total:	\$ 129,000.00

Honorariums are paid annually in December. Requests for an early pay out of an honorarium shall be made in writing to the Local Coordinator and the Treasurer. Approval is based on available funds, will be prorated, and at the discretion of the Local Co-ordinator and Treasurer.

A member who holds more than one Executive position will only receive one honorarium, whichever is greater.

Unit Representative/Committee Members

The yearly honorarium provided to Unit/Committee Representatives for their service to membership will not exceed \$300 net. The BUP responsible for the Unit/Committee Rep's will, determine who shall receive the honorarium, taking into consideration attendance at meetings, assistance provided to members, and engagement with the Bargaining Unit Leadership.

12.0. BURSARY

ONA Local 100 has established a bursary amount of \$12,500 to be distributed in the following manner:

Canadian Blood Services: Two (2) \$500 bursaries for members to use to expand their knowledge (can be a course, workshop or conference, etc.) and one (1) \$1000 bursary for a CBS members child who is enrolled in post-secondary education.

LHSC MRT&D: Two (2) \$500 bursaries for members to use to expand their knowledge (can be a course, workshop or conference, etc.) and three (3) \$500 bursaries for an MRT&D members child who is enrolled in post-secondary education.

LTC (Nursing Homes): Two (2) \$500 bursaries for either a member (course, workshop or conference) OR a members child who is enrolled in post-secondary education.

LHSC RN: Four (4) \$500 bursaries for members to use to expand their knowledge (can be a workshop or conference, etc.), two (2) bursaries \$1000 for members enrolled in post-degree University courses AND two (2) bursaries \$1000 for a members child who is enrolled in post-secondary education.

LHSC RN: Two (2) \$500 bursaries, in honour of Gail Hathaway, for an LHSC RN who is enrolled in post-secondary education which benefits the profession.

Applicant Eligibility Criteria and Conditions

1. Applicants must be bona fide Local members with entitlements.
2. Bursary funds will be provided to successful applicants upon proof of completion of the education. The successful applicant shall endeavor to complete the education within 12 months of notification of bursary approval.
3. You will be asked to provide your SIN number in order for ONA to issue T4A.

Application Procedure

1. Applications/information will be made available by April 1 via email, ONA Web and Facebook.
2. Applications must be received no later than July 15 of each calendar year.
3. Applicants should use the application form appended to this policy.
4. Successful applicants will be notified via email by July 30. Any bursaries not awarded or any bursaries remaining unclaimed for greater than 45 days will be distributed amongst those members who submitted applications for the current year but were unsuccessful.
5. The Local Executive will determine the final selection based on the recommendation of the Local Coordinator. All selections are final and not subject to review.

Executive Members of the Local will not be eligible for a bursary. (See appendix for application form)

13.0 HUMAN RIGHTS AND EQUITY COMPLAINTS

Human rights and equity complaints against an Officer of the Chartered Local Association, will be handled by the applicable Bargaining Unit President or designate. The need for a Local Human Rights and Equity Representative will be reviewed yearly at the Local Budget Planning Day or at the request of the Local Coordinator.

14.0 NEWSLETTER

The newsletter will contain the Local Co-ordinator's message, summaries of the Standing Committee Reports, The BUP's and VP reports, and upcoming meeting agendas. Content must be submitted by the dates determined.

Bona-fide members with entitlements may advertise workshops, conferences and reunions as it relates to their profession

The newsletter will be emailed to members and posted on the Local 100 website.

Local Executive and Bargaining Unit Leadership Team Members who fail to provide their newsletter submission unrelated to illness, vacation, or any other reason deemed acceptable by the Local Coordinator, will have \$250 deducted from their respective honorarium.

15.0 POLITICAL ACTION

A political action plan will be submitted to Local Executive for consideration on budget planning and monies will be determined at that time. The local executive will re-evaluate the need for a political action representative at the yearly budget meeting.

16.0 ELECTIONS LOCAL

Local Election Committee

Local members shall elect an Election Committee of three members. This election will take place at the time of the general elections held within the local. If a member of the election committee running for a position is not acclaimed, they cannot remain on the election committee. The resulting vacancy will be advertised and replaced through an Expression of Interest and appointed by the Local Coordinator.

Posting of notice outlining the demographics of the election, the positions being contested and the details of the nomination process shall be posted on the ONA bulletin boards and the ONA website.

The number and type of unit/ward reps will be determined by a vote of the membership held at a meeting.

A member who allows her or his name to stand for an elected position must be a member of the Ontario Nurses' Association (ONA) with entitlements.

All candidates must sign a Nomination Form which stipulates that they have read, understand and agree to abide by the Local Election Guidelines. Any questions on the guidelines should be directed to the Chair of the Local Election Committee.

Active campaigning (speaking engagements, pamphleting, etc.) may begin two days after the close of nominations and must cease on Election Day.

There will be no campaigning on any employers' premises other than the specific area(s) designated by the Bargaining Unit's and consent of the employer as applicable.

On behalf of each candidate, the Local will facilitate the sending of up to three (3) emails to the appropriate ONA members. These emails will be sent by the Local Administrative Assistant once approved by the Election Committee. With the exception of the email communication provided above, candidates must not utilize the Local database information or any Local contact lists for the purpose of campaigning.

Election materials and emails must not violate the Human Rights Code. It is also a requirement that such materials be truthful, fair and in good taste.

Each candidate is entitled to one half-page article including photograph in the Local Newsletter. Subject to publication contingencies, the font size and length of information for inclusion in the ONA newsletter, and contain no more than 500 words. Each candidate's article, photograph, and email address will be posted on the Local and/or Bargaining Unit Bulletin Boards.

Candidates will not call or send electronic communications to members at their employer email address for the purpose of campaigning. Candidates may use their campaign posters to request members to contact them directly if they wish to speak to a candidate.

Candidates will respect requests from individuals not to send them any

campaign-related electronic communications.

Candidates who have personal websites and wish to post an image of a person must have the expressed written consent of that individual prior to the publication of her/his image. With the permission of the endorser, endorsements on personal websites for the purpose of campaigning may include the person's position within the Ontario Nurses' Association. If a Local Executive/Bargaining Unit chooses to hold any meeting(s) for the purpose of personally getting to know candidates, all candidates must be invited. A member of the Local Election Committee will send Local/Bargaining Unit invitations to all candidates at least two weeks in advance of the meeting. Candidates will be provided with the date and time of the meeting, including the amount of time available for them to speak.

It is understood that candidates agree to abide by the Local Election Guidelines of Local 100.

Any alleged breach of the guideline will be referred to the Local Election Committee as soon as possible. The Local Election Committee will provide a response, setting out its views as to whether or not the conduct complained of is a breach of the guidelines, or if not a breach, gives rise to a concern. Concerns will be brought to the attention of the parties along with any further actions that may be necessary to address the concern. Breaches of the guidelines and concerns of the Local Election Committee will be addressed at a Local General or Bargaining Unit Meeting.

It is understood that these guidelines apply to Local Elections only.

ONA Provincial Election Guidelines will govern provincial Elections.

In addition to the ONA Provincial Election Guidelines and on behalf of an ONA member with entitlements who is standing for election to any ONA Provincial Office or Committee; the Local will facilitate the sending of up to three (3) emails to Local 100 members. These emails will be sent by the Local Administrative Assistant once approved by the Local Election Committee. With the exception of the emails communications provided above, candidates must not utilize the Local database information or any Local contact lists for the purpose of campaigning.

For clarity this amendment is to replicate the same provisions as outlined for Local and Bargaining Unit elections and campaigning.

17.0 SUCCESSION PLANNING

When a Bargaining Unit President is planning to leave their position, up to 6 days of union leave may be requested (twenty days if LHSC BUP) and the costs covered by the Local to allow for successful transfer of the position to the new Bargaining Unit President. It is understood that this policy applies only when the member leaving the position remains an ONA member regardless of the employer.” If another Local or Bargaining Unit executive were to vacate their position, the Local Executive will consider a request for union leave- hours or days to allow for transition of the work to another Executive as long as the incumbent remains employed at an ONA facility.”



Please indicate which of the following bursaries you are applying for:

- One of four (4) bursaries \$500 for LHSC RN members to use to expand their Nursing knowledge (workshop or conference, etc.)
- One of two (2) bursaries \$1000 available for a LHSC RN member’s child who is enrolled in post-secondary education.
- Gail Hathaway Bursary – two (2) \$500 for an LHSC RN/CE ONA member who is enrolled in post diploma education which benefits the profession.
- Two (2) bursaries \$1000 for LHSC RN members enrolled in post-degree University course

Eligibility Criteria

- Applicants must be bona fide LHSC RN ONA member with entitlements.
- Provide Evidence of intent (e.g. receipts, enrollment notification, a course outline). Must accompany the application.

Education must be other than that sponsored or delivered by ONA or organizations to which ONA is affiliated.

❖ Scholarship funds will be released upon proof of course completion for the year in which the scholarship fund is applied for.

Application Deadline

Applications must be received at ONA Local 100 by 1600 hrs. July 15 of the calendar year in which the Bursary is available. Successful applicants will be notified by email within 15 days of the closing date for applications .

Name: _____

Address: _____

City: _____ Postal Code _____

ONA I.D. # _____ Email _____

Social Insurance Number: _____

Send your application to: ONA – Local 100
James Murray, Local Coordinator
105-750 Baseline Road
London, ON N6C 2R5 or fax: 519-667-2072



Please indicate which of the following bursaries you are applying for:

- One of two (2) bursaries \$500 for CBS members to use to expand their Nursing knowledge (workshop or conference, etc.)
- One of one (1) bursaries \$1000 available for a CBS member's child who is enrolled in post-secondary education.

Eligibility Criteria

- Applicants must be bona fide CBS ONA member with entitlements.
- Provide Evidence of intent (e.g. receipts, enrollment notification, a course outline). Must accompany the application.

Education must be other than that sponsored or delivered by ONA or organizations to which ONA is affiliated.

❖ Scholarship funds will be released upon proof of course completion for the year in which the scholarship fund is applied for.

Application Deadline

Applications must be received at ONA Local 100 by 1600 hrs. July 15 of the calendar year in which the Bursary is available. Successful applicants will be notified by email within 15 days of the closing date for applications .

Name: _____

Address: _____

City: _____ Postal Code _____

ONA I.D. # _____ Email _____

Social Insurance Number: _____

Send your application to: ONA – Local 100
James Murray, Local Coordinator
105-750 Baseline Road
London, ON N6C 2R5 or fax: 519-667-2072



ONA BURSARY APPLICATION FORM – LHSC MRT&D

Please indicate which of the following bursaries you are applying for:

- One of two (2) bursaries \$500 for LHSC MRT&D members to use to expand their knowledge (workshop or conference, etc.)
- One of three (3) bursaries \$500 available for a MRT&D member’s child who is enrolled in post-secondary education.

Eligibility Criteria

- Applicants must be bona fide LHSC MRT&D ONA member with entitlements.
- Provide Evidence of intent (e.g. receipts, enrollment notification, a course outline). Must accompany the application.

Education must be other than that sponsored or delivered by ONA or organizations to which ONA is affiliated.

❖ Scholarship funds will be released upon proof of course completion for the year in which the scholarship fund is applied for.

Application Deadline

Applications must be received at ONA Local 100 by 1600 hrs., July 15 of the calendar year in which the Bursary is available. Successful applicants will be notified by email within 15 days of the closing date for applications .

Name: _____

Address: _____

City: _____ Postal Code _____

ONA I.D. # _____ Email _____

Social Insurance Number: _____

Send your application to: ONA – Local 100
James Murray, Local Coordinator
105-750 Baseline Road
London, ON N6C 2R5 or fax: 519-667-2072



ONA BURSARY APPLICATION FORM – LTC (Nursing Homes)

Please indicate which of the following bursaries you are applying for:

- One of two (2) bursaries \$500 for a LTC member for (course, workshop or conference) OR a members child who is enrolled in post- secondary education.

Eligibility Criteria

- Applicants must be bona fide LTC (Nursing Home) ONA member with entitlements.
- Provide Evidence of intent (e.g. receipts, enrollment notification, a course outline). Must accompany the application.

Education must be other than that sponsored or delivered by ONA or organizations to which ONA is affiliated.

❖ Scholarship funds will be released upon proof of course completion for the year in which the scholarship fund is applied for.

Application Deadline

Applications must be received at ONA Local 100 by 1600 hrs., July 15 of the calendar year in which the Bursary is available. Successful applicants will be notified by email within 15 days of the closing date for applications .

Name: _____

Address: _____

City: _____ Postal Code _____

ONA I.D. # _____ Email _____

Social Insurance Number: _____

Send your application to: ONA – Local 100
James Murray, Local Coordinator
105-750 Baseline Road
London, ON N6C 2R5 or fax: 519-667-2072



NOMINATION FORM

To be used for all bargaining unit positions.

Name: _____

Address: _____ Telephone: (h) _____
_____ (w) _____

Bargaining Unit: _____
(CBS, Chelsey Park, Elmwood, Extendicare, LHSC (MRT&D, RN), Meadowpark and Middlesex Terrace)

ONA Member ID Number: _____
(Found on your ONA Membership Card)

Position: _____
(e.g. Bargaining Unit President, OH Rep, Negotiation Rep, etc.)

Your Signature: _____

DATE: _____

Nominated by: (you must be nominated by two members)

Signature

Signature

ONA Member ID Number

ONA Member ID Number

Please return this form to either your Bargaining Unit President or to the Local 100 office at: 105-750 Baseline Road E., London, ON, N6C 2R5 or via fax at: 667-2072.
FORMS MUST BE RECEIVED NO LATER than NOON 12:00 p.m. on _____.

Local Policies – as passed at Local Meeting March 11, 2020

Appendix A – Meetings Payment Chart

..\..\Excel\Meetings Payment Chart - 2018.xlsx

Appendix B – Employment Terms – Administrative Assistant

Employment Contract - Ellie 2016.doc