

RN BARGAINING UNIT PRESIDENT ROLE DESCRIPTION

Commitment:

- Full-time – Monday to Friday 8-hour schedule; after hours and weekend calls with members or early/late meetings with the employer and union executives are required.
- Attends all grievance and labour management meetings with the employer (usually held monthly).
- Attends all arbitration prep meetings and arbitrations.
- Attends monthly Hospital Association Meetings (HAC)
- Attends monthly Joint Health and Safety Meetings (JHSC)
- Attends and chairs monthly Bargaining Unit Leadership Team meetings and bimonthly Ward Representative meetings.
- Required to represent members in fact-finding and investigation meetings with the employer.
- Schedule and attend any ad hoc meetings with LHSC's senior executive up to and including the CEO to discuss members needs
- Attends LHSC's Central Orientation and provides education to new ONA members
- Chairs RN Bargaining Unit Meetings and attend Local General Meetings.
- Attends LHSC's Fiscal Advisory Committee with LHSC Executive Leadership
- Chair the RN Bargaining Unit Negotiations committee
- Liaise with other Union partners
- Attends Area Coordinator Conferences (three times per year). Travel is required.
- Attends Provincial Coordinator and Leadership Meetings, Sector Meetings, Biennial Convention and ONA Caucuses. Travel is required, which is often for days at a time.
- Support other portfolios as required including return to work, professional practice, health and safety and grievances. Provide coverage for these portfolios if they are vacant.

NOTE: Any member who seeks to hold the position of Bargaining Unit President shall have held a bargaining unit elected position for at least one term.

Accountabilities:

- Act in accordance with ONA's values and statement of beliefs
- Understand and promote ONA's strategic plan
- Disseminate information from ONA at the provincial and local level to the membership
- Advocate for membership needs at the local executive, organizational and provincial level
- Support and attend local activities including political action (rallies, picket lines etc.).
- Respond to member inquiries about interpretation of the Collective Agreements and whether the employers action violates the agreements
- Provide education on the Collective Agreements to membership
- Creates and presents education to the Ward Representatives on a bimonthly basis
- Mentor and coach other bargaining unit leaders
- Communicate with the Labour Relations Officer frequently to discuss matters pertaining to labour relations and portfolio matters.
- Liaise with the Local Coordinator, the Provincial VPs, and President as needed

- Liaise with ONA's media and government relations teams to discuss pressing issues requiring media and government attention
- Monitor the financial situation of the Local and ensure that monies are spent effectively, appropriately and within the scope of Local and Provincial policies.
- Maintain and update the membership database and identify gaps in the dues remittance report
- Ensure that all members' files are kept in confidence and stored in accordance with ONA's policies and procedures.
- Use ONA issued email and technology
- Seek out opportunities to expand competencies and skills development with ONA. Including attendance at workshops and education sessions.
- Ensure all issues have a human rights and equity lens applied, being cognizant of the challenges faced by members of equity groups and our obligations under the Ontario Human Rights Code.

Knowledge of the following an asset:

- Members applying shall have held a bargaining unit elected position for at least one term
- ONA constitution, statement of beliefs, provincial policies, and local policies
- Understand ONA's Guide to Leadership Accountabilities and Competencies
- Awareness and interpretation of Local and Provincial Collective Agreements
- Legislation (Occupational Health and Safety Act, Workplace Safety and Insurance Act, Ontario Human Rights Code, Employment Standards Act, and Ontario Labour Relations Act)
- Employer policies
- CNO Standards

SITE REPRESENTATIVE FIRST VICE PRESIDENT ROLE DESCRIPTION – LHSC RN

Commitment:

- Full time, Monday to Friday 8-hour schedule; after hours and weekend calls with members or early/late meetings with the employer.
- Attends all grievance meetings and labour management meetings with the employer (usually held monthly).
- May be required to attend arbitration and arbitration prep meetings.
- Attends all Hospital Association Committee meetings (usually held monthly).
- Attends union orientation and provides education (usually held monthly).
- Represents members in meetings with the employer. This includes all investigative meetings with complainants, respondents, and witnesses that are members of ONA
- Attends Bargaining Unit and Local General Meetings.
- Attends all Local Executive meetings.
- Attends Area Coordinator Conferences (three times per year). Travel is required.
- Attends Provincial Coordinator Meetings and Provincial Leadership Meetings, Biennial Convention. Travel is required.
- Participate in Collective and Political Actions within the Local and the Province. Travel is required.
- Support other portfolios as required including Return to work, professional practice and grievance.
- Cover for the BUP as required
- Accountabilities:
 - Act in alignment with ONA's values.
 - Understand and promote ONA's strategic plan.
 - Ensure member information is kept confidential including storing information in accordance with ONA policy. Creating and providing access to folders/files as needed and as appropriate. Using ONA issued email.
 - Respond to member inquiries and escalate concerns to relevant parties.
 - Address member concerns with LHSC management team.
 - Educate members about their rights under the collective agreement and any relevant policies or processes.
 - Communicate with Local leadership team as well as Labour relations officer regarding violations of the collective agreement.
 - Collect necessary evidence to support the grievance process.
 - Maintain member confidentiality.
 - Take detailed notes in meetings with members and provide those notes to grievance chairperson and labour relations officer.
 - Review all local financial statements monthly.
 - Accountable for the financial stability of the Local through strategic fiscal planning in adherence to ONA's constitution and financial policies.

- Relay member concerns and needs to the bargaining unit president as well as the local executive for planning purposes.
- Review and propose changes to local policies and budget.
- Inform members of their right to vote on Local policies and budget.
- Advocate on behalf of member with employer associations, government decision makers and local stakeholders.
- Support and attend Local bargaining unit political action activities.
- Ensure all issues have a human rights and equity lens applied, being cognizant of the challenges faced by members of equity groups and our obligations under the Ontario Human Rights Code.
- Knowledge of the following is an asset:
 - ONA constitution, statement of beliefs, provincial policies and local policies.
 - Local and Provincial Collective Agreements.
 - Legislation (Ontario Human Rights Code, Labour Relations Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act).
 - Employer policies.
 - CNO standards.

GRIEVANCE VICE PRESIDENT ROLE DESCRIPTION

Commitment:

- Full-time – Monday to Friday 8-hour schedule; after hours and weekend calls with members or early/late meetings with the employer may be required.
- Attends all grievance meetings and labour management meetings with the employer (usually held monthly).
- Attends all arbitration prep meetings and arbitrations.
- Attends monthly Bargaining Unit Leadership Team meetings and bimonthly Ward Representative meetings.
- Frequently required to represent members in fact-finding meetings with the employer.
- Attends Bargaining Unit and Local General Meetings.

Accountabilities:

- Respond to member inquiries about interpretation of the Collective Agreement and whether or not an employer action violates the agreement.
- Address perceived violations of the Collective Agreement with LHSC management in advance of filing a grievance in an attempt to resolve the issue.
- Educate members about the grievance process.
- Communicate with the Labour Relations Officer for contract administration advice and to determine merit for a grievance.
- Collect necessary evidence for grievances and provide it to the Labour Relations Officer.
- Ensure member data is kept and stored confidentially and maintain privacy of personal health information.
- Maintain an ongoing record of grievances, including current and past files.
- Track where grievances are in the process and ensure grievance timelines are met.
- Ensure continued feedback and connection with grievors throughout the process and answer any questions they have.
- Take detailed notes of all discussions with grievors and all meetings related to grievances; ensure those records are saved and maintained.
- Busy role that requires high level of organization and good communication skills (153 grievances filed in 2025, 80 grievances filed as of July 2026).

Knowledge of the following an asset:

- ONA constitution, statement of beliefs, provincial policies, and local policies
- Local and Provincial Collective Agreements
- Legislation (Occupational Health and Safety Act, Workplace Safety and Insurance Act, Ontario Human Rights Code, Ontario Labour Relations Act)
- Employer policies
- CNO Standards

HEALTH AND SAFETY VP ROLE DESCRIPTION

Commitment:

- Part time – One representative from the University Site and one from the Victoria Hospital Site will be scheduled the equivalent of six -12 hr shifts a month as agreed upon with Labour Relations and their respective Unit Manager.
- Attend monthly Bargaining Unit Leadership Team meetings and bi-monthly Ward Rep meetings. Membership is required on the JHSC with monthly meeting attendance. The employer will provide the H&S VP with additional paid time, as required to fulfill other responsibilities outlined within JHSC, including workplace inspections, violence risk assessments, incident investigations and any other JHSC activities.
- Be available to participate in ONA member Unit Safety plans if required.
- Attend Bargaining Unit and Local General Meetings.

Accountabilities:

- Support and encourage member participation in workplace health and safety activities, including assisting members in raising concerns and understanding their rights and protections under applicable OHSA legislation and the Collective Agreement.
- Increase awareness of the ONA educational calendar available for members to pursue further education. Encourage members to attend and participate in the yearly Health and Safety Caucus and ACCs.
- Ensure confidentiality in accordance with ONA policy and in alignment with ONA values and Strategic Plan.
- Network with other ONA Regional/Provincial H&S resources. Access relevant health and safety information and records necessary to track trends within the Bargaining Unit, identify hazards, investigate, challenge, and make recommendations if required through JHSC. Escalate unresolved H&S concerns through the appropriate processes, including to the Ministry of Labour where appropriate. Continue to follow up on identified H&S concerns. Monitor resolutions and any corrective actions regularly. Continue to follow up where concerns remain unresolved.
- Ensure all H&S concerns have a human rights and equity lens and assist to work towards anti-racism and anti-oppression.

Knowledge of the following an asset:

- ONA constitution, statement of beliefs, provincial policies, and local policies
- Local and Provincial Collective Agreements
- Legislation (Occupational Health and Safety Act, Workplace Safety and Insurance Act, Ontario Human Rights Code, Ontario Labour Relations Act)
- Employer policies
- CNO Standards

PROFESSIONAL PRACTICE VICE PRESIDENT ROLE DESCRIPTION – LHSC RN

Commitment:

- Full-time – Monday to Friday 8-hour schedule; after hours and weekend calls with members or early/late meetings with the employer may be required. Part-time role supported as per local policies.
- Attends all Hospital Association Committee (HAC) meetings with the employer (held monthly and as needed).
- Attends monthly Bargaining Unit Leadership Team (BULT) meetings and bimonthly Ward Representative meetings.
- Attends Performance Improvement Plan check in meetings with members (when requested).
- Frequently required to represent members in fact-finding meetings and practice/performance/conduct meetings with the employer.
- Attends Bargaining Unit and Local General Meetings (typically held in the evenings for 1.5 to 3 hours duration).
- Attend various Political Action initiatives or community events (i.e. Pride Parade).

Accountabilities:

- Review and track all Professional Responsibility Workload Forms (PRWFs) and connect with RNs following submission.
- Schedule and hold workload meetings with RNs.
- Support and advocate for RNs at meetings with the employer and take detailed notes.
- Chair the Hospital Association Committee (HAC) meetings held every month.
- Review, compile, create and circulate detailed Action Plans for units with unresolved workload issues
- Present Action Plans at HAC meetings to the committee and leadership team of the unit being discussed - advocate and speak to the workload issues unit RNs are experiencing.
- Provide and complete any necessary follow up or communication with the employer following HAC.
- Support RNs placed on Performance Improvement Plans (PIPs) - this includes providing support and advocacy at meetings with employer, reviewing and providing guidance on employer specific PIP documents, liaising with the employer, and attending PIP check ins (as needed).
- Provide relevant and up to date practice-based resources to RNs.
- Stay current on College of Nurse of Ontario (CNO) standards and guidelines, employer-based policies, and provincial legislation affecting RNs and speak to this information as needed.
- Provide ongoing education on the workload process, and CNO practice standards and guidelines to RNs and the employer.
- Create and provide resources for RNs.
- Liaise with the provincial Professional Practice Specialist (PPS) on any workload related issues.

- Ensure member data is kept and stored confidentially and maintain privacy of personal health information.
- Ensure continued feedback and connection with RNs throughout the workload process and answer any questions they have.
- Take detailed notes of all discussions with RNs and all related meetings; ensure those records are saved and maintained.
- Busy role that requires high level of organization and good communication skills (385 workloads submitted from Jan 1/26 to July 27/26 and 9 units presented at HAC from Jan to July 2026).

Knowledge of the following an asset:

- ONA constitution, statement of beliefs, provincial policies, and local policies
- Local and Provincial Collective Agreements
- Legislation (Occupational Health and Safety Act, Workplace Safety and Insurance Act, Ontario Human Rights Code, Ontario Labour Relations Act)
- Role of a meeting co-chair including responsibilities and meeting structure
- Employer policies
- CNO Practice Standards and Guidelines
- CNO Report/Complaint process
- ONA Legal Expense Assistance Plan (LEAP) role

Return to Work and Accommodations/Human Rights & Equity Role Description

Commitment:

- Full-time – Monday to Friday 8-hour schedule; after hours and weekend calls with members or early/late meetings with the employer may be required. Part-time role supported as per local policies.
- Communicates by phone and email with members multiple times a day, sometimes with phone calls taking 1-2 hours each, regarding all questions related to RTW, navigating forms required by Occ Health, all 3 phases of sick time, Maternity/Parental Leave, Attendance Support Program, Accommodation Needs, Temp/Permanent Restrictions, Serious Chronic Illness/Disability Program, WSIB and general questions
- Attends weekly Return to Work (RTW) Meetings with Occupational Health and brings up any issues re: accommodation/RTW/STD/EI/LTD/medical forms/member specific issues
- Attends Attendance Support Meetings with multiple members and acts as a supportive representative before, during, and after each meeting.
- Attends multiple meetings a month in relation to Return to Work Plans or Accommodations with members
- Attends meetings to represent members related to culpable absences
- Attends monthly Bargaining Unit Leadership Team meetings and bimonthly Ward Representative meetings.
- Attends fact-finding meetings with members and the employer as needed.
- Attends Bargaining Unit and Local General Meetings.

Accountabilities:

- Act in alignment with ONA's values
- Understand and promote ONA's strategic plan
- Ensure confidentiality is maintained of members' information, including personal health information, in accordance with ONA policy
- Be aware of caucus dates (e.g., health & safety and human rights and equity) and Local meetings
- Build effective working relationships with the members of the Bargaining Unit team, employer, Labour Relations Officer(s) and members
- Foster a sense of advocacy among the membership by: Encouraging members to familiarize themselves with the collective agreement articles related to return to work and all duties to accommodate, educating members about their rights in relation to: Disclosure of personal health information to employee health services and members' rights to see their own physician.
- Provide ongoing communication and support with members regarding their WSIB and long-term disability (LTD) claims
- Advocate for membership needs at the Bargaining Unit level by: Notifying members of their right to representation in accommodation matters; Where possible, ensuring union representation in all modified/accommodated work plan meetings; Ensuring that grievances are filed in a timely manner, via the Labour Relations Officer, Bargaining Unit President and Grievance Chair

- Consult with a Labour Relations Officer regarding the impact of modified work on short-term disability (STD), LTD and WSIB and when dealing with difficult accommodation issues.
- Develop and maintain a tracking tool that identifies all permanently accommodated workers, description of their permanent accommodations and those off on STD/LTD/WSIB with dates and their units
- Maintain ongoing discussion with Labour Relations Officer on files where members are not readily accommodated by the employer in their current position
- Identify learning needs and educational opportunities to help others grow/understand the duty to accommodate under the legislation and employer/union/worker obligations in supporting the return-to-work process
- Support and attend Local and Bargaining Unit political action activities
- Support brand visibility
- Ensure all issues have a human rights and equity lens applied, being cognizant of the challenges faced by members of equity seeking/deserving groups and our obligations under the Ontario Human Rights Code
- Continuously work towards acquiring knowledge of anti-racism and anti-oppression approaches (ARAO) and promote ONA's ARAO action plan

Knowledge of the following an asset:

- ONA constitution, Statement of beliefs, Provincial and Local Policies
- Local and Provincial Collective Agreements
- Legislation (Occupational Health and Safety Act, Workplace Safety and Insurance Act, Ontario Human Rights Code, Ontario Labour Relations Act)
- Employer Policies
- CNO Standards

LHSC RN HOSPITAL ASSOCIATION REPRESENTATIVE

Commitment: Attend bimonthly (3 hours) and ad hoc prep meetings as required, paid time to attend meetings and paid education is offered.

The purpose of the Hospital-Association committee is outlined in the collective agreement and may include promoting and providing effective and meaningful communication of information and ideas including but not limited to workload measurement tools, the promotion of best practices, matters related to orientation and in-service education/programs. This committee is charged with the responsibility of reviewing and resolving professional practice concerns and ensuring there is ongoing feedback between the union's leaders, membership, and ONA staff on the status of issues.

LHSC RN NEGOTIATION TEAM REPRESENTATIVE

Commitment: Attend approximately 3-5 prep meeting days (8 hour) for development of bargaining proposals. One session will be negotiation education. Days of meeting with the employer – to be determined based on needs at the time. Possible further days for conciliation and/or arbitration. Time is paid based on Local Policies and collective agreement.

Build an effective relationship with members of the Negotiating Committee.

Consult with members to gather information on problem areas of the collective agreement. by implementing a process for membership to provide input into proposal development (e.g., membership surveys/questionnaires) and actively soliciting feedback.

Participate in preparatory meetings in collaboration with the Labour Relations Officer and team members for review and vetting of proposals, bargaining preparation (including conciliation, interest arbitration and hearing dates).

Advocating for collective agreement improvements that are consistent with member priorities and reflective of concerns raised by all categories of members.

LHSC RN OCCUPATIONAL HEALTH & SAFETY REPRESENTATIVE

Commitment: Attend monthly (8 hour) meetings, prep for meetings by reviewing agenda/policies for the meeting. Attendance at meeting is paid time, or approved leave from work; paid education.

Health & Safety Representatives are key to assisting ONA in achieving its beliefs that “it is the right of all its members to work in a healthy and safe work environment. It further believes in the pursuit of the highest degree of physical, mental, and social well-being of workers in all occupations. As one of the largest health care unions in the province and in the country, ONA believes it is part of its mandate to exercise a strong leadership role in achieving progressively greater gains in the field of occupational Health & Safety. Health & Safety Representatives are key advocates for membership in ensuring their legal rights to a safe work environment (legislative and under the collective agreement) are enforced.

LHSC RN UNIT/WARD REPRESENTATIVE

Commitment: Attend bimonthly 4-hour meetings

To ensure you have the knowledge of a ward representative's duties and accountabilities we offer paid education.

The Unit Representative is the “face of ONA and the eyes and ears” on Union matters at the Unit level. The Unit Representative holds a pivotal role within the Bargaining Unit Leadership Team and assists in ensuring that information/collective agreement violations are reported to the Bargaining Unit Leadership Team, and that information follows back to members at the Unit level to keep them updated on the status of Union matters.