

UNIT REPRESENTATIVE

PURPOSE:

This role represents the true grassroots of ONA leadership. The Unit Representative holds a cornerstone role within the Union. 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.

ACCOUNTABILITIES:

TIER 1 ACCOUNTABILITIES

1. **Members (and management representatives in accordance with the established practice) are aware of who the Unit Representative is, their role and how they can be contacted**
 - ☐ Representatives need to identify themselves to all new members and managers on floor/units and identify role of the reps.
 - ☐ Representatives for all units should be posted on board and/or each floor depending on preference of Bargaining Unit (include extensions, e-mail, etc.).
 - ☐ All contact information of committee chairs etc., is posted/available on each floor/unit/program.).
 - Bargaining Unit President.
 - Grievance Chair.
 - Occupational Health and Safety.
 - Human Rights and Equity.
 - Reps for floor/unit/program.
 - Negotiations Committee.
 - Agency Association Committee.
 - Safe Return to Work – modified; WSIB, leave info (sick, pregnancy, leaves of absence).
 - Professional Development.
2. **The Unit Representative has an awareness of labour relations issues on the unit.**
 - a) Collective agreement.
 - b) Scheduling concerns.
 - c) Workload issues.
 - d) Health and safety issues.
 - e) Professional issues.
 - f) Issues where referral to LEAP would be required.
 - g) Issues where referral to ONA malpractice insurance might be required.
 - h) Human rights and equity issues.
 - i) ONA political action.

- j) CNO Standards of Practice.
 - k) ONA position on attendance management.
 - l) ONA benefits (Johnson Insurance: long-term disability for part-time members).
- ☐ Be the eyes and ears for the unit/floor/program.
 - ☐ Attend rep meetings (or get an alternate) with Bargaining Unit leadership team and do a report back (e-scan) from units covering:
 - Scheduling – staffing, agency.
 - Vacancies.
 - Trends e.g. violence.
 - Occupational health and safety issues.
 - Use of casuals.
 - Replacement of RNs with RPNs, RPNs with PSWs.
 - Payroll – overtime.
 - WSIB/modified/accommodated members.
 - Workload – PRCs (identify trends, liaise with Bargaining Unit President, fill in forms, etc.).
 - Professional issues – Nursing Practice Council work.
 - Human rights and equity issues.
 - ☐ Educate unit members on collective agreement rights and grievance process and refer members to Grievance Chair.
 - ☐ Refer members to Bargaining Unit President or designate regarding LEAP, WSIB, or ONA benefits issues.
 - ☐ Attend grievance meeting if requested,
 - ☐ Be aware of yearly meetings, committees and events that impact members, i.e. Labour-Management, Grievance, Health and Safety, Negotiations, ACC, PCM, Canadian Federation Nurses Union (CFNU) , Ontario Federation of Labour (OFL), Canadian Labour Congress (CLC).
 - ☐ Have contact information for Local committee chairs.

3. Communication of membership/unit issues to the appropriate Bargaining Unit leadership and/or committee for action and feedback.

- ☐ Review unit policies and identify concerns/issues to Bargaining Unit President or designate.
- ☐ Disseminate Bargaining Unit, Local and provincial information to unit, e.g. unit binder on each floor, bulletin board, verbal, e-mail.
- ☐ Liaises with appropriate leader e.g. Grievance Chair in gathering information for grievance fact sheet.

☐ Provide/send monthly envirosan to Bargaining Unit President or designate (Bargaining Unit President will utilize information for ACC envirosan).

☐ Attend Agency-Association Committee as required.

4. Unit Representatives have an understanding of their role and responsibilities and knowledge of the collective agreement, Local policies, employer policies, workload reporting process, membership forms and the ONA Constitution.

☐ Sign up new members as required ensuring entitlement status. Submit change of address/names of members to Bargaining Unit leadership.

☐ Share information and liaise with other Unit Reps.

☐ Communicate to Bargaining Unit President/LRO when workload reporting process forms are filed and ensure they are acted upon.

5. A process is in place for the proactive monitoring of unit policies/employer policies with reporting of potential violations to the Bargaining Unit leadership.

☐ Liaise with Bargaining Unit leadership on issues such as potential grievances, human rights, occupational health and safety.

6. Confidentiality is maintained in accordance with ONA policy during data collection and throughout the process.

☐ Be cognizant of maintaining confidentiality of member issues.

☐ Request alternate leader deal with unit specific issues if warranted.

7. All issues brought to the Bargaining Unit have the human rights and equity perspective applied.

☐ Be cognizant of the challenges faced by members of equity groups and our obligations under the Ontario *Human Rights Code*.

TIER 2 ACCOUNTABILITIES

8. Dissemination of information to members (information conduit)

☐ Post/communicate information on floors in binder or on bulletin board if available.

☐ Attend Local meetings or send alternate member to report back to unit representative.

9. **A process is in place to identify trends and report problem areas of the collective agreement to the Bargaining Unit President and the Negotiating Committees for proposal development in bargaining.**

- ☐ Track trends for Bargaining Unit President and Negotiating Team and provide evidence for changes to collective agreement during negotiations.

TIER 3 ACCOUNTABILITIES

10. **A process is in place, through the Local Executive, for Unit Representatives to identify their learning needs.**

- ☐ Identify learning needs to Bargaining Unit President so can be incorporated into learning needs assessment for Local executive.
- ☐ Seek out experienced Bargaining Unit leaders as coach and mentors.

Reference Materials (Contact your Regional Vice-President for assistance in locating):

ONA Constitution and Statement of Beliefs [ONA website » Publications & Forms » Booklets, Guides & Manuals]	Guide for Attendance Management Programs [ONA website » Executive Members » Forms & Reference Documents]
Service Delivery Manual/ Service Delivery Guidelines [ONA website » Executive Members » Forms & Reference Documents]	Human Rights and Equity: A Guide for ONA Members [ONA website » Publications & Forms » Booklets, Guides & Manuals]
ONA Policy Manual [ONA website » Publications & Forms » Booklets, Guides & Manuals]	
Collective Agreements [ONA website » ONA Members » various sector pages]	