

Increasing or decreasing your FTE

ONLY Employees can ask for a change in FTE

The UNA Provincial Collective Agreement includes a Letter of Understanding that allows nurses to apply to increase or decrease the number of shifts they work, to change their FTE (Full-Time Equivalency).

Employers CANNOT unilaterally change FTE.

Employers must eliminate a position, or post additional positions if they are adding or reducing working hours. They cannot use this Letter of Understanding to add or reduce shifts on anyone's schedule. Nurses must apply for the change.

No work hours are lost

If nurses apply to reduce their hours and the Employer agrees, those hours are not lost, but must be worked by other nurses. This can either be by posting a new position, or if the hours are less than 0.42 FTE, they may be distributed, by seniority, to other regular part-time nurses working on the unit. If the hours are equal to or greater than 0.42 FTE, a new position must be posted.

Employers CANNOT coerce or force nurses to ask for a change in FTE

Nurses must initiate the change in FTE by applying in writing to the Employer who then decides whether to make the change. The Employer CANNOT initiate a change in FTE under this provision.

Apply in writing

Nurses who wish to increase or decrease their hours must apply in writing. Employees can ask to change the number of shifts in their shift cycle, but cannot change the length of their shift through this process.

Provincial Health Region Collective Agreement 2003-2006

Alberta Cancer Board Collective Agreement 2003-2006

Continuing Care Employers Bargaining Association Collective Agreement 2003-2006

Letter of Understanding, Increasing or Decreasing Regular Hours of Work

SPOTLIGHT on your UNA contract



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Questions?

Contact your UNA Executive or Labour Relations Officer.

• Provincial Office: (780) 425-1025 or 1 800 252-9394 • Southern Alberta Regional Office: (403) 237-2377 or 1 800 661-1802 • www.una.ab.ca •