

Seniority

Be sure you document your job

Updated Letter of Hire Correct Seniority Date

It is valuable and important for every nursing employee to have written documentation of their position. The key document is the “Letter of Hire” which must include:

- category (Regular, Temporary or Casual)
- classification
- hours and shift cycle
- date of hire, and transfer
- increment level
- site, or sites if the person is working “at or out of”

It also is important to be sure your Seniority Date is correct. You can check this with your Local Executive.

Documentation of each Employee’s position can be important if there are layoffs or displacements.

SPOTLIGHT on your UNA contract



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Questions?

Contact your United Nurses of Alberta Representative: