

Policies & Procedures Manual

Negotiations

PAGE

NEGS. 1.1 NEGOTIATIONS - RESPONSIBILITIES

- Executive Board 4
- Director of Labour Relations/Assigned Staff 5
- Negotiating Committee 6
- Observer 8
- Chairperson(s) 8
- Chief Negotiator 9
- Locals 10

NEGS. 1.2 NEGOTIATIONS - GENERAL

- Communications 11
- Meetings with Employer 11
- Negotiations which Occur Between Contracts 12
- Ratification/Strike Votes 12

NEGS. 1.3 NEGOTIATIONS - STRIKE AND LOCKOUT RELATED

- Support for Striking Locals 13
- Emergency Services 13
- Monies During a Strike or Lockout 14
- Strike Pay/Lockout Pay 15
- Members on Strike/Lockout One Month or More 16

NEGS. 1.4 NEGOTIATIONS - PROVINCIAL BARGAINING

Responsibilities

- Executive Board 17
- Districts 17
- Locals 17
- Staff 17

continued...



NEGOTIATIONS



Policies & Procedures Manual

| | PAGE |
|--|------|
| General | |
| - Addenda | 18 |
| - Analysis/Recommendations | 18 |
| - Demand Setting | 18 |
| - Fanouts | 18 |
| - Media | 18 |
| - Negotiating Committee - Elections | 19 |
| - Neg. Com. - Reporting to Executive Board | 19 |
| - Newsbulletin/Publications | 20 |
| Strike and Lockout Related | |
| - Emergency Services. | 21 |
| - Monies During a Strike or Lockout | 21 |

NEGOTIATIONS



NEGOTIATIONS

**NEGOTIATIONS
ARE CONFIDENTIAL
To UNA
MEMBERS ONLY**

NEGOTIATIONS POLICIES

The Negotiating Policies have four (4) Sections:

- Section 1. Responsibilities
- Section 2. General
- Section 3. Strike and Lockout Related
- Section 4. Provincial Bargaining

Sections 1, 2 and 3 apply to all Negotiations including Provincial Negotiations.

Section 4 “Provincial Negotiations” expands or amends policies in Sections 1, 2, or 3.

In addition to these policies, please refer to the UNA Strike Manual and UNA Media Manual.

NEGOTIATIONS INDEX

| 1. | NEGS. 1.1 NEGOTIATIONS - RESPONSIBILITIES | PAGE |
|-----------|--|-------------|
| | - Executive Board | 4 |
| | - Director of Labour Relations/Assigned Staff | 5 |
| | - Negotiating Committee | 6 |
| | - Observer | 8 |
| | - Chairperson(s) | 8 |
| | - Chief Negotiator | 9 |
| | - Locals | 10 |
| 2. | NEGS. 1.2 NEGOTIATIONS - GENERAL | |
| | - Communications | 11 |
| | - Demand Setting | 11 |
| | - Meetings with Employer | 11 |
| | - Negotiations which Occur Between Contracts | 12 |
| | - Ratification/Strike Votes | 12 |
| 3. | NEGS. 1.3 NEGOTIATIONS - STRIKE AND LOCKOUT RELATED | |
| | - Support for Striking Locals | 13 |
| | - Emergency Services | 13 |
| | - Monies During a Strike or Lockout | 14 |
| | - Strike Pay/Lockout Pay | 15 |
| | - Members on Strike/Lockout One Month or More | 16 |

4. NEGS. 1.4 NEGOTIATIONS - PROVINCIAL BARGAINING

| <i>Responsibilities</i> | PAGE |
|--|-------------|
| - Executive Board | 17 |
| - Districts | 17 |
| - Locals | 17 |
| - Staff | 17 |
| | |
| <i>General</i> | |
| - Addenda | 18 |
| - Analysis/Recommendations | 18 |
| - Demand Setting | 18 |
| - Fanouts | 18 |
| - Media | 18 |
| - Negotiating Committee - Elections | 19 |
| - Neg. Com. - Reporting to Executive Board | 19 |
| - Newsbulletin/Publications | 20 |
| | |
| <i>Strike and Lockout Related</i> | |
| - Emergency Services | 21 |
| - Monies During a Strike or Lockout | 21 |

NEGOTIATIONS - RESPONSIBILITIES**EXECUTIVE BOARD**

As per Article 5.02 of the UNA Constitution, the Executive Board is responsible as follows:

- 5.02(a) The Executive Board shall be responsible for the formulation and development of the general collective bargaining objectives of the UNA and for the presentation of the said objectives to the membership at meetings for discussion and approval.
- (b) The Executive Board or any person or committee to which the Executive Board delegates such authority, shall be empowered to negotiate and enter into regional, Local, provincial or area-wide collective bargaining agreements on behalf of the UNA or on behalf of any Chartered Local or Chartered Locals without the necessity of the written authorization of such Chartered Local or Chartered Locals and the Executive Board or its delegate shall coordinate activities towards this end in consultation with the Local Union(s) involved.
1. The timelines for each round of negotiations shall be submitted to the Executive Board by the Director of Labour Relations prior to the expiry of the current collective agreement(s).
 2. The length and timing of the Provincial Demand Setting Meeting shall be determined by the Executive Board.
 3. The Executive Board must authorize proposals developed to address urgent issues that arise following the Demand Setting Meeting and prior to the exchange of proposals with the Employer(s).
 4. Executive Board Members shall be Registered Voting Delegates at any Demand Setting or Reporting Meeting if they are covered by that Collective Agreement.
 5. Pursuant to Article 4.11 of the Constitution, “duration of Negotiations” shall be the time beginning with the exchange of proposals and ending with the ratification vote. (“4.11 In the event that a District Representative is elected to serve on the Provincial Negotiating Committee, the District shall elect an interim replacement for the duration of Negotiations. The interim replacement will receive the budgeted funding for that position.”)
 6. The Executive Board is responsible to direct dissolution of the Negotiating Committee.

NEGOTIATIONS - RESPONSIBILITIES CONT.**DIRECTOR OF LABOUR RELATIONS/ASSIGNED STAFF**

For each Collective Agreement (or grouping of Collective Agreements) the Director of Labour Relations shall:

1. Make recommendations to the Executive Board which should include:
 - (i) The composition of the Negotiating Committee
 - (ii) The process to be used to establish and prepare ingoing proposals
 - (iii) The timeline which shall include:
 - Expiry date of the Collective Agreement(s)
 - Date for a letter to be sent to the Local(s) requesting proposals for bargaining
 - Deadline to establish the Negotiating Committee
 - Deadline for receipt of Local(s)/Staff proposals for bargaining
 - Date(s) for Negotiating Committee orientation and preparation of recommendations/proposals
 - Date the package of the proposals with Negotiating Committee recommendations is to be sent to the Local(s)
 - Date for the Demand Setting Meeting
 - Date the final package of proposals is to be sent to the Local(s)
 - Date to hold Ratification Vote on the Ingoing Proposals
 - Date Notice(s) to Bargain is to be served to the Employer(s)
 - Date to exchange proposals with the Employer(s)
2. Assign staff to negotiate and/or assist in negotiations. The assigned staff is expected to:
 - Ensure correspondence related to negotiations is accurate and served in a timely manner (eg Notice to Commence bargaining)
 - Bargain until a Collective Agreement is achieved
 - Inform the Director of Labour Relations and Executive Officer's of bargaining dates
 - Ensure regular updates are provided to the members of the Local(s), the Director of Labour Relations, Executive Officer's and the Executive Board.

NEGOTIATIONS - RESPONSIBILITIES CONT.

- Shall be responsible for the preparation and archiving of all correspondence and documents throughout negotiations, up to and including the final edition of the Collective Agreement
 - Inform the Local(s) and Employer(s) of ratification of the memorandum of agreement
 - Submit a written summary and analysis of the process including recommendations to amend the process for future negotiations
3. Ensure the UNA Strike Manual and the UNA Media Manual are reviewed annually and revised as necessary to assure the accuracy and relevance of the contents.

NEGOTIATING COMMITTEE

1. Elections (other than Provincial Negotiating Committee):
- a. Nominations shall be accepted until (fourteen) 14 days prior to the established deadline to elect the Negotiating Committee Representative(s).
 - b. Each nomination shall be on a proper form bearing the name of the nominee and signatures of two (2) members in good standing to whom the collective agreement is applicable, or shall be applicable in the case of negotiations for a first collective agreement.
 - c. Nominations shall be submitted to UNA Provincial Office.
 - d. If at the close of nominations a single candidate has been nominated for any position, that person shall be deemed to have been elected by acclamation.
 - e. In the absence of nominations by the deadline, elections for the vacant position(s) shall occur at the Demand Setting Meeting.
 - f. Each Negotiating Committee member shall have an alternate elected to replace her on the Committee should she resign or cease to act.
 - g. The process for elections shall be consistent with the composition of the Committee, as approved by the Executive Board. The process may vary depending on whether the negotiations pertain to a single agreement or a group of collective agreements.
2. Dissolution of the Committee will occur upon the completion of the negotiating process.
3. All members of the Negotiating Committee shall have the status of a Registered Voting Delegate at their respective Delegate Meetings.

NEGOTIATIONS - RESPONSIBILITIES CONT.

4. Responsibilities of the Negotiating Committee shall include:
 - a. Close communication and liaison with their respective Districts/Locals.
 - b. All Locals' negotiations including Local addenda, whether or not the Employer is participating in group bargaining.
 - c. Preparation of proposals for Demand Setting and Negotiations
 - i. The Committee shall address all proposals, provide rationale for each recommendation and develop a list of proposed priorities.
 - ii. The agenda for the Demand Setting Meeting shall be set by the Negotiating Committee with a view to debating the most important and contentious issues first.
 - iii. The Negotiating Committee shall group articles together for efficiency and presentation to the delegates at the Demand Setting Meeting;
 - iv. At the Demand Setting Meeting, the Chairperson or Co-chairs shall make motions to "accept the Negotiating Committee's recommendation as follows:"
 - v. Only those proposals that receive a 2/3 majority vote of the delegates at the Demand Setting Meeting shall form part of the incoming demands.
 - vi. The Demand Setting Meeting shall not finalize contract language. The Negotiating Committee may modify language providing the intent remains intact.
 - vii. All proposals not dealt with at the Demand Setting Meeting shall be referred to the Negotiating Committee and shall be considered approved as recommended by the Negotiating Committee.
 - viii. Only late proposals which are deemed by the Negotiating Committee to be of an urgent nature shall be placed before the Demand Setting.
 - ix. The Negotiating Committee shall have the authority to develop proposals to address urgent issues that arise following the Demand Setting Meeting and prior to the exchange of proposals with the Employer. Inclusion of such proposals (in the package of proposals to be exchanged with the Employer) is dependent on approval by the Executive Board.
 - x. Following the Demand Setting Meeting, Locals shall be requested to send their list of priorities for negotiating demands as well as any additional comments or concerns to the Negotiating Committee prior to the commencement of negotiations.
 - xi. These priority sheets should be returned, collated and analyzed by the Negotiating Committee when determining strategy prior to exchanging proposals.

NEGOTIATIONS - RESPONSIBILITIES CONT.

- d. Develop and Distribute Fanouts
 - i. All fanouts pertinent to negotiations should be initiated and written by the Negotiating Committee.
 - ii. The Negotiating Committee shall ensure fanouts are prepared for phone and electronic distribution.
 - iii. The Negotiating Committee Members when initiating their phone fanouts shall call no more than two to three (2 - 3) people.
 - iv. The Negotiating Committee shall ensure fanouts are timely, short and informative.
 - v. The Negotiating Committee shall make every reasonable effort to communicate changes regarding the status of negotiations to the members prior to commenting to the media.
5. The Negotiating Committee shall determine the scheduling of the Reporting Meeting.
6. At the conclusion of negotiations, the Negotiating Committee shall provide a written analysis of the negotiations with any recommendations to the Executive Board.

OBSERVER

1. When necessary, the Negotiating Committee may request the Local(s) select or appoint an observer.
2. Observer(s) will attend in an advisory capacity.
3. Observer(s) will be provincially funded.

CHAIRPERSON(S) - NEGOTIATING COMMITTEE

1. The Chairperson(s) of the Negotiating Committee shall be elected by the Negotiating Committee.
2. The Chairperson(s) chairs the Negotiating Committee meetings and prepares agenda items.
3. The Chairperson(s) assumes responsibility for making the motion to "Accept the Negotiating Committee recommendation as follows:" at the Demand Setting Meeting.
4. The Chairperson(s) ensures that active communication to all members is maintained.
5. The Chairperson(s) ensures an electronic version of each fanout is posted in UNAnet.
6. The Chairperson(s) updates the Negotiation Fact Line regularly.

NEGOTIATIONS - RESPONSIBILITIES CONT.**CHIEF NEGOTIATOR**

1. The Chief Negotiator shall be responsible for compiling the Negotiating Committee recommendations with accompanying rationale and shall also be responsible for preparing a summary of the Negotiating Committee recommendations.
2. The Chief Negotiator shall be responsible for the preparation of UNA's ingoing proposals, in contract form for presentation to the Employers. The Chief Negotiator shall ensure that a copy of UNA's ingoing proposals are sent to the Locals.
3. Where UNA has determined it is appropriate to serve notice to bargain, the Chief Negotiator shall ensure:
 - a. Notices to bargain and authority to bargain accurately reflect the name of the Local(s) and the Employer as described in the certificate.
 - b. Notices are served within the timelines.
4. The Chief Negotiator shall prepare and maintain a summary of the UNA and the Employer(s) ingoing proposals. The summary document shall be sent to the Locals and updated by the Chief Negotiator following each round of bargaining. This summary shall include the current status of UNA/Employer positions on outstanding items in addition to agreed items/articles.
5. The Chief Negotiator shall keep UNA staff informed about the progress of negotiations.
6. The Chief Negotiator shall be responsible for preparing a summary document of any changes to the contract following the signing of the Memorandum of Agreement and prior to the ratification vote at the Locals.
7. The Chief Negotiator shall be responsible for the preparation of a document containing the contract language of any article, or section of an article, that is changed from the current language of the contracts.
8. The Chief Negotiator shall be responsible for informing the Employer and the Locals of Ratification.

NEGOTIATIONS - RESPONSIBILITIES CONT.**LOCALS**

1. The following suggestions are offered to Local Presidents to assist them during the demand setting and the negotiating process:
 - Individual meeting notices may be sent to all members in large Locals
 - Monthly meetings should be held for the four months preceding demand setting
 - Advance notice of meetings should be at least one week
 - Units/Offices which do not have ward/office representatives should be personally canvassed in order to establish representatives.
 - Meetings with the ward/office representatives and members of the Executive, should be increased as the intensity of negotiations increases
 - Invitations may be extended to other Local Executives, District Reps., Executive Officers, Negotiating Committee Reps. and L.R.O.'s to attend Local meetings
 - Joint meetings of Locals within close proximity may be held to encourage solidarity.
 - A committee of the Local could be established to assist in gathering and drafting proposals for bargaining.
 - Committee Chairpersons of Grievance, Professional Responsibility Committee and Occupational Health & Safety and the Local Executive should identify any contract administration issues or problems they had in their committees that could be resolved through changes to the contract.
 - Meeting of Ward/Office Representatives, Delegates and Local Executive should occur after the Demand Setting Meeting to discuss the proposals and their rationale.
2. Proposals submitted by Locals should include rationale and documentation as to why the proposal is a problem.
3. All proposals at a Local's Demand Setting Meeting shall be approved by a 2/3 majority of the members present at the meeting.
4. Proposals for Local addenda shall be submitted with other contract proposals.
5. Local Presidents shall ensure that the delegates to the Demand Setting Meeting and Reporting Meeting are fully appraised of their Roles and Responsibilities at the Meeting and their obligations to the members of United Nurses of Alberta.

NEGOTIATIONS - GENERAL**COMMUNICATIONS****Fanouts**

1. Local phone fanouts are to be operational three (3) months prior to the expiry of the collective agreement and updated monthly by the Local.
2. Each person listed on the phone fanout shall be assigned to call no more than two (2) - three (3) people.

Media

1. A UNA Media Manual shall be available to assist the Negotiating Committee and Local Executive with media relations.
2. Media releases concerning negotiations shall be posted on the UNAnet immediately upon release.
3. Media "Fact Sheets" shall be developed at the direction of the Director of Labour Relations.

Negotiation Fact Line

1. From the date of exchanging proposals with the Employer(s) until the conclusion of bargaining, UNA will establish a "Negotiation Fact Line" which can be accessed by the membership 24 hours a day.
2. The number of the Fact Line shall be distributed to the members through UNA mailings, publications and fanouts.

MEETINGS WITH EMPLOYER

During negotiations, members shall have no meetings regarding negotiations with representatives of the Employers, except those meetings that occur between the Negotiating Committee and the Employer or Employer representatives in bargaining.

NEGOTIATIONS - GENERAL CONT.**NEGOTIATIONS WHICH OCCUR BETWEEN CONTRACTS**

- a. The Negotiating Committee composition shall be:
 - Director of Labour Relations (or designate)
 - 1 Executive Officer (or designate)
 - 1 Representative from each Local involved
 - If the negotiations are regional, a committee shall be elected by the Locals involved (2-4 representatives)
- b. The appropriate District Representatives will be informed of any negotiations occurring in their District.

RATIFICATION/STRIKE VOTES

As per Article 11 of UNA's Constitution:

- 11.01 Strike votes and ratification votes shall be conducted by secret ballot.*
- 11.02 Only UNA members shall have the right to vote in strike and ratification votes.*
- 11.03 An information meeting shall be held at least twenty-four (24) hours prior to commencement of strike and ratification votes.*
- 11.04 Strike votes and ratification votes shall be conducted on all shifts within a twenty-four (24) hour period. Locals may conduct an advanced poll.*
- 11.05 Ratification votes require fifty percent (50%) plus one of members voting in order to pass except in the case of merger/transfer, which requires a two-thirds (2/3) majority.*

1. Separate ratification votes shall be held for each table of negotiations.
2. In a ratification vote, the decision to ratify a Local's contract shall be decided by a majority vote of those Local members voting. Where the Local is in group bargaining with other Locals, the decision to ratify a collective agreement shall be based on a majority vote of both those Locals and the membership who are covered by the Memorandum of Agreement.
3. In a strike vote, the decision to take strike action shall be decided by a majority vote of those members voting. Where the Local is in group bargaining with other Locals, the decision to take strike action shall be based on a majority vote of both those Locals and the membership who are covered by the Memorandum of Agreement.

NEGOTIATIONS - STRIKE AND LOCKOUT RELATED**SUPPORT FOR STRIKING LOCALS**

In the event of a UNA approved Local strike, Locals within that District will actively support the strikers, if requested, by organizing a roster for picketing purposes.

EMERGENCY SERVICES

In the event of a strike, UNA will withdraw nursing services. UNA will not negotiate any level of regular staffing. It is the responsibility of the Employer to plan and ensure alternate arrangements are in place.

Consistent with our professional responsibilities and past practice, UNA will provide emergency services authorized by the Local.

All Locals will organize an Emergency Services Committee that will be responsible for providing nursing services, if the staff available to the Employer (management nurses, doctors, etc.) are incapable of providing the needed services and only where the need for nursing services arises due to unusual circumstances beyond the regular day-to-day operations.

Exceptions to the above will only be made in situations where the withdrawal of services would threaten life or limb and where the Employer can show that it has attempted but has been unable to make alternate arrangements, and where the exception has been agreed to by the Local.

NEGOTIATIONS - STRIKE AND LOCKOUT RELATED CONT.**MONIES DURING A STRIKE OR LOCKOUT**

1. There will be no loans from Provincial funds given out to any members during a strike or lockout.
2. All Locals are required to submit receipts and expense claim forms to Provincial Office. All monies not used by the Local must be returned to UNA Provincial Office within one month following the end of any strike/lockout related activity.
3. Local Grants in the event of a strike or lockout.
 - a. Locals shall receive a grant from the Collective Bargaining Fund on the following basis:
 - i. Locals with greater than 2000 members shall receive a maximum of \$10,000.00;
 - ii. Locals with 1,250 - 1,999 members shall receive a maximum of \$6,500;
 - iii. Locals with 1,000 - 1,249 members shall receive a maximum of \$5,000.00;
 - iv. Locals with 750 - 999 members shall receive a maximum of \$3,750;
 - v. Locals with 500 - 749 members shall receive a maximum of \$2,500.00;
 - vi. Locals with 200 - 499 members shall receive a maximum of \$1,000.00;
 - vii. Locals with less than 199 members shall receive a maximum of \$750.00.
 - b. The Local grant shall be used to finance strike/lockout preparations. Allowable expenses for strike/lockout preparations shall include rent, phones, bank charges, copying, couriers as required or other incidental expenses as approved by the Secretary/Treasurer of UNA.
 - c. Salary Replacement for assisting with a strike vote may be taken from the Local grant.

NEGOTIATIONS - STRIKE AND LOCKOUT RELATED CONT.**STRIKE PAY/LOCKOUT PAY**

1. Strike/Lockout pay shall be paid only as long as funds are available in the Collective Bargaining Fund or through donations from outside organizations. Once such funds are depleted, strike/lockout pay shall cease.
2.
 - a. Payment is contingent upon active participation (including picketing where required by the Local) during the strike or lockout.
 - b. Negotiating Committee Members shall not be entitled to salary replacement during a strike or lockout. Participation on the Negotiating Committee shall be considered active participation during a strike or lockout and Negotiating Committee members shall be entitled to strike pay and expenses for the number of days spent in negotiations.
 - c. UNA members on strike or lockout who are required to do UNA business, other than that related to negotiations shall be considered as actively participating in a strike or lockout.
3. In the event of a strike or lockout, assistance to UNA members, in accordance with 1. above shall be:
 - i. Members scheduled to work 7.75 hour shifts shall receive forty dollars (\$40.00) per shift except there shall be no pay for the first three scheduled shifts missed.
 - ii. Members scheduled to work ten (10) hour shifts shall receive fifty dollars (\$50.00) per shift except there shall be no pay for the first two point five (2.5) scheduled shifts missed. On the beginning of the third (3) scheduled shift missed, the member shall be entitled to point five (.5) shift payment of twenty-five dollars (\$25.00).
 - iii. Members scheduled to work twelve (12) hour shifts shall receive sixty dollars (\$60.00) per shift except there shall be no pay for the first two (2) scheduled shifts missed.
 - iv. Members who are casual employees shall receive forty dollars (\$40.00) per shift based on the average number of shifts worked over the last six (6) months except there shall be no pay for the first three (3) shifts.

NEGOTIATIONS - STRIKE AND LOCKOUT RELATED CONT.**MEMBERS ON STRIKE/LOCKOUT ONE MONTH OR MORE**

1. Members on strike/lockout for more than one month are encouraged to pursue alternate employment for the duration of the strike/lockout.
2. Strike/lockout pay shall be paid only if it is impossible for the member to find alternate employment for the duration of the strike/lockout.
3. Members who are employed are not entitled to strike/lockout pay except where the new employment provides less than the number of shifts per month worked prior to the strike/lockout. In such case the member may be entitled to strike/lockout pay for any additional shifts not provided by the new employment.
4. Members shall have their contributions for health care benefits paid by the UNA. Such payment shall become effective the second month of the strike/lockout.

NEGOTIATIONS - PROVINCIAL BARGAINING**EXECUTIVE BOARD**

- a. Twelve (12) months prior to the expiry of the Provincial Collective Agreement Provincial Bargaining, the Executive Board shall determine which Locals are to be considered part of provincial bargaining.
- b. Following the conclusion of Provincial Negotiations, Executive Board Members shall submit written analysis of the negotiations with any recommendations to the Executive Board.

DISTRICTS

1. Districts should formulate plans six (6) months in advance of the contract expiry date for the next round of negotiations. These plans should include the following:
 - i. Increasing awareness and involvement of all members concerning negotiations;
 - ii. Distributing information and developing media tactics;
2. District phone fanouts shall contain the largest Locals at the top of each phone fanouts
3. The responsibility for communication and coordination of strike activities remain the responsibility of the District Chairpersons working together.

LOCALS

1. Addenda shall be negotiated at the provincial bargaining table.

STAFF

1. The Director of Labour Relations shall prepare draft recommendations accompanied by rationale for ingoing contract proposals based upon the submissions of Locals and Staff. These will constitute draft recommendations and rationale for further review by the Negotiating Committee. These recommendations shall be sent to the Negotiating Committee members for review prior to the Negotiating Committee Meeting.
2. The L.R.O's, Education Officer, Communications/Publications Officer and Policy/Research Officer shall be updated on a regular basis on the status of negotiations, rationale and interpretation of agreed items.

NEGOTIATIONS - PROVINCIAL BARGAINING CONT.

3. The Communications/Publications Officer shall be available to assist the Negotiating Committee with media releases, preparation of pamphlets, media fact sheets and Newsbulletin articles as required and as assigned by the Director of Labour Relations.
4. One individual shall be assigned to provide administrative/secretarial assistance to the Negotiating Committee. A record of all documents shall be maintained in the office and shall include: the ingoing proposals of UNA and the Employer, changes to these positions, all correspondence relating to negotiations from the Employer, to the Locals, to the members, preparations and minutes of reporting meetings, copies of all media releases, Newsbulletins, fanouts, pamphlets and fact sheets

ADDENDA

Addenda shall be negotiated at the provincial bargaining table.

ANALYSIS /RECOMMENDATIONS

Following the conclusion of Provincial Bargaining Locals and individual members shall be encouraged to submit comments and recommendations to the Executive Board.

DEMAND SETTING

The evening of the first day (and second day, if a three day meeting is scheduled) shall be used as meeting time on a PRN basis. The evening meeting time would be from 1900 and would not go beyond 2200 hours.

FANOUTS

During intensive periods of negotiations, a fanout should be issued each day (whether or not progress has been achieved). The Negotiating Committee shall establish a specific time for the daily communication/fanout.

MEDIA

1. Where possible, prior to media releases and media conferences, the Chairperson of each District shall be notified of the contents.
2. Information appropriate for release to the media shall be provided to each District Representative via e-mail.
3. UNA shall establish media fact sheets. These will be changed as necessary and e-mailed to each District Representative and Local President. Fact sheets shall provide a concise statement of UNA positions.
4. Media comments by Local representatives shall contain both an emphasis of the Local's particular concerns for the contract, and support for the provincial proposals and the Negotiating Committee's position.

NEGOTIATIONS - PROVINCIAL BARGAINING CONT.**NEGOTIATING COMMITTEE - ELECTIONS**

1. Elections:
 - a. Nominations shall be accepted until seven (7) days prior to the District Meeting at which elections will occur or from the floor at the District Meeting only in the absence of an official nomination.
 - b. Each nomination shall be on a proper form bearing the name of the nominee and signatures of two (2) members in good standing. Only members participating in Provincial Bargaining shall be eligible to nominate candidates or stand for election.
 - c. Nominations shall be submitted to UNA Provincial Office.
 - d. Provincial office shall notify the District Chair of the nominations received. The nomination forms shall be forwarded to the District Chair.
 - e. If at the close of nominations a single candidate has been nominated for any position, that person shall be deemed to have been elected by acclamation.
 - f. Each Negotiating Committee member shall have an alternate elected to replace her on the Committee should she resign or cease to act.
 - g. All elections shall be by secret ballot.

Notwithstanding Appendix B Bylaw IV of the UNA Constitution, only the following District Committee members shall be entitled to vote:

- i. the President or designate of each Local representing members participating in Provincial Bargaining, and
- ii. District Representatives who are members of an eligible bargaining unit.

NEGOTIATING COMMITTEE - REPORTING TO EXECUTIVE BOARD

1. Negotiating Committee members shall be funded to attend District Meetings after the Demand Setting Meeting and throughout Negotiations.
2. The Chairperson(s) provides written reports to the Executive Board on negotiations activities.
3. The Chairperson shall be funded to attend Executive Board Meetings as required during negotiations.

NEGOTIATIONS - PROVINCIAL BARGAINING CONT.**NEWSBULLETIN/PUBLICATIONS**

1. There shall be a campaign in the Newsbulletin at the beginning of a contract year to encourage and stimulate interest in the contract and urge Locals to start preparing proposals.
2. There shall be an article in the Newsbulletin highlighting the ingoing positions of UNA and the Employers. Throughout negotiations, each subsequent Newsbulletin shall include an update on agreed and outstanding items.
3. The Newsbulletin shall continue to be used for contact with the membership during negotiations. Publication dates and deadlines should be drawn to the attention of the Negotiating Committee in advance in order that the committee may plan submissions in advance.
4. Whenever possible, all Newsbulletin articles concerning the status of negotiations shall be reviewed by the Negotiating Committee prior to publishing
5. Locals shall be encouraged to contact the Edmonton and Calgary Offices in order to obtain additional copies of publications related to negotiations.

NEGOTIATIONS - PROVINCIAL BARGAINING CONT.**EMERGENCY SERVICES**

In the event the Local Executive receives a request to provide Emergency Services, the Local Executive shall consult with the Provincial Strike Coordinating Team and the District Chair prior to agreeing or refusing to grant the request. (See Also Emergency Services - General)

MONIES DURING A STRIKE OR LOCKOUT

1. Locals shall submit approved strike/lockout pay claim forms to UNA Provincial Office. Disbursement of Local Grants and strike/lockout pay will be determined by the Provincial Strike Coordinating Committee.
2. Each District shall be given a small Collective Bargaining Fund grant when a strike or lockout occurs. The amount will be determined by the Secretary/Treasurer after considering requests from each District. This grant is to be used for strike related expenses and actual expenses of the District Representatives.