



1

UNION OF PSYCHIATRIC NURSES

UNION POLICIES

Amended May 19, 1992, September 28, 1995, November 21, 1996, November 27, 1997, September 17, 1998, November 19, 1998, June 24, 1999, April 2001, April 10, 2001, June 27, 2002, January 23, 2003, March 27, 2003, June 2004, November 2005, June 2007, January 2008, April 2008, March 2010, April 2011

550-1-1

UNION OF PSYCHIATRIC NURSES

UPN POLICIES

PREAMBLE

Like most Unions, policy decisions are made democratically by the Council, the Convention, or a Wage and Policy Conference. It is vital in your position as Council member/Steward that you adopt both a commitment to the principles of majority rule and that you become familiar with the various levels of decision making in the U.P.N.

All Union policies will not be popular or seem to make sense. Obviously, you may have some questions or queries about these policies. Nevertheless, inasmuch as you hold the position as a representative of the Union, it is your responsibility to support and explain the policies and programmes of the Union to the members. Since you are one of our principal means of communication, it is vital that the message gets through with a minimum of editorial comment. It is important that the policies and programmes of the U.P.N. are both understood and supported.

This is not an instruction to suspend or discard your right to disagree or be sceptical. This too, is a cornerstone of any democratic organization. The reconciliation of these two concepts is in distinguishing between your self as a member and your role as a Council member/Steward. The Council member/Steward is, or ought to be, committed to the operation and furtherance of the goals of the Union. Hence, personal differences should be clearly distinguished from Union policy. Yours is an influential position. Members tend to look to you for advice and direction. Please do not abuse their trust.

May 1992

550-1-2

UNION/ASSOCIATION RELATIONSHIP

UPN will co-operate with CRPNBC in enhancing the profession of psychiatric nursing.



Policy

Statements

Policy Number:
Subject: Strike Action - Authorization
No. of Pages: 1
Date Effective: January 24, 2008
Status: New Policy

Any strike action can have a significant impact on the whole membership of the Union and not just those in the striking bargaining unit. Therefore, the final decision to take strike action should rest with the Council as governing body of the Union.

Reasons for the Policy

As a result of the significant impact of a strike, this policy sets forth the required procedure to be followed in all strikes.

Procedures

This procedure is not intended to weaken the normal democratic processes of the union. It is meant to identify the rights, obligations and role of the UPN Council, bargaining committees and members who by profession, UPN membership, payment of dues and association are directly linked in the strike action of any UPN bargaining unit.

1. Every bargaining committee has the authority to determine that a strike vote be taken by the affected membership.
2. On an affirmative strike vote, a strike may commence with prior authorization from Council.

550-1-3

3. Authorization is necessary for many reasons including the:
 - (a) significant financial costs/risks triggered by a strike;
 - (b) requirement to fund strikes from union dues provided by all members;
 - (c) requirement to act in accordance with a long term strategy to position certain issues and/or bargaining units to act in concert in their negotiations;
 - (d) need to ensure expected gains justify significant collective bargaining action;
 - (e) the possible impact of strike on other unions and their members.
3. Once a strike has commenced, the Council will be kept informed and may give direction to maintain the strike, resume collective bargaining and/or settle the contract.



Policy Statements

All members

shall have the democratic right to vote on their collective agreement and to determine whether to accept it or to take strike action.

Policy Number:
Subject: Strike & Ratification Votes
No. of Pages: 1
Date Effective: January 24, 2008
Status: Replacing previously undated policy

Reasons for the Policy

This policy provides the basic procedures for conducting a strike or ratification vote and for determining the wishes of those members within the relevant bargaining unit.

Procedures

During negotiations, the Bargaining Committee has the authority to recommend a proposed collective agreement or call for a strike vote.

Members of the bargaining unit shall be provided with a summary of final negotiated changes and the Bargaining Committee's recommendations prior to voting on any proposed Collective Agreement or on strike action.

The Bargaining Committee will determine the actual procedures for conducting the vote including whether the vote will be done through membership meetings, mail ballots or a combination of both.

550-1-4

All active members, as currently defined in the Union by-laws, shall have the right to participate in strike votes or ratification votes provided that they are members of the relevant bargaining unit.

Voting shall be by secret ballot and scrutineers shall be appointed by the Bargaining Committee to ensure that voting is conducted in a fair and equitable manner.

All votes shall be determined by a simple majority of those casting ballots.

The rejection of a proposed agreement shall constitute a vote to take strike action.

The rejection of a strike vote shall be deemed as a recommendation by the members to accept the last offer presented at the bargaining table.

MEMORANDA OF AGREEMENT

The Council, or in its absence the Executive Committee, has the authority to approve memoranda of agreement, and to determine whether or not members will be polled prior to these decisions.

OBSERVERS AT COUNCIL MEETINGS

1. A member of the Union may attend a Council meeting as an observer upon the invitation of Council through the President or two signing officers, or with the permission of Council through the President or two signing officers.
2. An observer does not have a vote at a Council meeting.
3. The Chair may invite an observer to address a motion before Council or to provide information to Council.
4. Observers attending a meeting of the Council at the invitation of the Council shall be eligible for reimbursement under the Union's salary and travel reimbursement policies. Observers attending a meeting of the Council at their own request attend at their own expense.

November 1996

550-1-5

STAFF OR ADVISORS AT MEETINGS OF THE UNION

Staff members or advisors, (e.g. legal counsel, auditors, etc.) on the invitation of the

Chair or the assembly, will be permitted to address any question before the membership at any meeting, including the Annual Convention of the Union, to provide information pro and con, technical or practical, in a non-partisan manner on the topic question.

CODE OF CONDUCT FOR STEWARDS

See Steward's Manual.

ENDORSEMENT OF SOCIO-POLITICAL ISSUES

The Union will, from time to time, at the direction of Council, support such socio-political issues or organizations which directly affect the labour movement and specifically, the U.P.N. The Union will not endorse or condemn social or political issues or organizations which do not directly affect the Union.

GRIEVANCE APPEALS

Members who are dissatisfied with the Union's handling of a grievance, have the right of appeal through the Grievance Appeal Procedure.

ALTERATIONS TO A COLLECTIVE AGREEMENT

Any alteration to a Collective Agreement regarding shifts, rotations and length of work day must have $66\frac{2}{3}$ percentage majority approval of the nurses affected. 90% in favour (P.C.A.)

MISSING EXECUTIVE COMMITTEE AND/OR COUNCIL MEETINGS

This is covered by UPN Bylaws 3.12.3 and 5.12.3 which states that any officer who within any twelve month period absents himself from three meetings of the Executive Committee and/or the Council, and any Council member who within any twelve month period absents himself from three meetings of the Council, for which ten days notice had been given, shall be removed from his position.

For Bylaw 3.12.3, when an Executive Committee and Council meeting occur on the same day, it will be regarded as one and not two meetings for the purpose of this Bylaw. Absence from an Executive Committee and/or Council meeting due to official union business or a bona fide reason as determined by Council shall not be considered as an absence.

February 2011

550-1-6

APPROVAL OF MINUTES OF MEETINGS

The minutes of the Executive Committee and Council meetings shall be signed by two signing officers after the minutes have been approved as correct. The minutes will be

identified with "DRAFT" until approved and signed.

FINANCIAL POLICIES AND PROCEDURES

The official investment policy of the Union shall be updated annually, at the first Council meeting following the Convention, and minuted.

Invoices shall be checked for accuracy and initialled after the invoice is checked.

INVESTMENT POLICY

The objective of the Union's investment policy is to maximize medium and long term income and long term capital appreciation while preserving capital through investments in interest bearing instruments, mutual funds, dividend paying equities, non speculative common stocks and investment trusts.

June 2002

HARDSHIP FUND

The Union of Psychiatric Nurses will establish a hardship fund. This Fund will be made available to all UPN members who have exhausted all other avenues of funding (medical benefits, E.I., etc.) and are awaiting their LTD/legal claim for further compensation. The Hardship Fund is a temporary loan that a member may receive upon approval of their application. A loan agreement with the union must be signed and the monies must be paid back to the union in a mutually agreed upon time frame.

The maximum amount of the loan per member is \$ 2000.00 and may be approved for a maximum of up to three members each year to receive monies from this fund.

550-1-7

DEATH OR RETIREMENT OF A MEMBER

1. When a member of the Union dies, the Union shall make a donation of \$50 in memory of the member to a charity known to be preferred by the

member. If the preference cannot be determined, the donation shall be made to the Terry Fox Foundation.

May 1992

2. When a member retires (e.g. is eligible to receive a pension) the Union shall recognize the member by sending a retirement card. If there is a retirement tea, a representative of the Union shall attend the tea and present the member with an appropriate Union pen.
3. When a member of the Union's Council leaves office after serving a minimum of four years, the member shall be recognized with a plaque.
4. A Member Services Committee, responsible to the Membership Committee, shall be responsible for administering this policy.

WITHDRAWAL OF SERVICES IN THE HEALTH CARE INDUSTRY

1. The UPN, as a first principle, will provide essential nursing services during any withdrawal of services within the Health Care Industry.
2. The UPN members, except those members designated by the Union to provide essential services, will honour picket lines affecting the Health Care Industry established by any Trade Union.
3. The UPN will continue to urge all Trade Unions in the Health Care Industry to provide the Union with sufficient notice of any withdrawal of services, so that the Union can coordinate an essential services plan.
4. The UPN takes the position that the designation of nurses' essential services is the prerogative of the Union. To that end, this Union commits itself to seeing that no job action interferes with adequate staffing for:
 - a) Crisis intervention by nurses for the preservation of life.
 - b) Ongoing nursing care to assure the survival of those unable to care for themselves.
 - c) Nursing care required for therapeutic services without which life would be jeopardized.
 - d) Nursing involvement necessary for urgent diagnostic procedures required to obtain information on potentially life-threatening conditions.

550-1-8

VIOLENCE IN THE WORKPLACE

UPN goes on record as opposing any aggressive and/or threatening act, verbal or

physical, directed at nurses in the workplace.

UPN will work in collaboration with other unions and employers to address the issue of aggressive behaviour in the workplace.

Definition: Abuse includes but is not limited to biting, kicking, punching, pinching, spitting, tripping, slapping, or any threat or attempt to do any of the above.

Abusive behaviour is the verbal or physical acting out of aggressive or hostile feelings and impulses in a violent or destructive manner.*

*Hober, et al

June 1992



Policy

Policy Number:
Subject: Grievance Assessment Committee
No. of Pages: 3
Date Effective: June 13, 2007
Status: New Policy

Statements

Any member who believes that their grievance has been wrongly withdrawn or disallowed by a Local Union Representative shall have the right to have the matter referred to the Grievance Assessment Committee for investigation and evaluation of the merits of the case.

Any decision to withdraw a grievance at Step 3 or to proceed with it to a third party process will be made by the Grievance Assessment Committee.

Reasons for the Policy

1. The UPN recognizes that one of the most important objectives of any union is to ensure that the collective agreements that are negotiated on behalf of all of the members of the UPN are enforced and that the negotiated rights of the membership are protected.
2. The UPN also recognizes that one of its most important duties is to responsibly and fairly represent members in the processing and evaluation of grievances under the collective agreement.
3. The Council is the governing body of the Union between Annual Conventions and is charged with the duty to enforce the provisions of the Constitution and By-laws of the Union and to exercise all such powers as may be necessary for the operation of the Union.
4. The Executive Committee is the body responsible to manage the affairs of the Union between meetings of the Council.
5. While grievances may be filed by individual members of the Union, the Union is responsible to ensure that grievances are proceeded with in a manner that best represents the membership as a whole.
6. The decision to take a grievance to arbitration can lead to decisions that can have a profound impact on the membership both negatively and positively as well as cost the membership a significant amount of money.
7. A decision to withdraw a grievance can lead to proceedings that could impair the Union's reputation as well as cost the membership a significant amount of money.
8. The UPN supports the principle that all members are to be represented in a manner that is not arbitrary, discriminatory, or in bad faith. By ensuring that this type of decision is made by more than one person there is less chance of this occurring.

Procedures

1. Committee Composition

- a) The Grievance Assessment Committee (GAC) shall be made up of the full membership of the Executive Committee.
- b) The rules regarding quorum and decision making of the GAC shall be the same as those pertaining to the Executive Committee.
- c) The Chair of the GAC shall be the President of the Union or, in the President's absence, the Vice-President of the Union.

2. Grievances Disallowed by a Local Union Representative

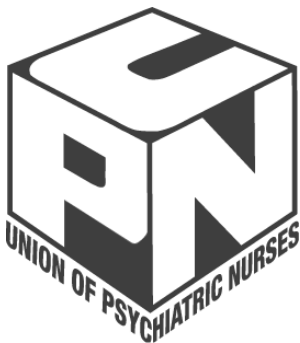
- a) A member whose grievance has been disallowed by a Local Union representative shall be advised of their right to have the grievance referred to the Grievance Assessment Committee (GAC) for further evaluation.
- b) The member must make the referral to the GAC within the time limits of appropriate grievance procedure.
- c) Referrals may be made by contacting the Director of Operations and Member Services (DOMS) either in writing or by email and provide the particulars of the grievance and the contact information of the Local Union representative who was handling the grievance.
- d) The DOMS shall investigate the matter and report results of his investigation to the GAC in a timely manner along with any recommendations that he feels are appropriate.
- e) The GAC will decide whether to concur with the Local Union representative or require that the grievance continue to be advocated on the member's behalf. In the latter instance the GAC may also appoint someone other than the initial Local Union representative to advocate on the member's behalf.

3. Step 3 Grievances

- a) All grievances that have not been resolved through the Grievance Procedure as outlined in the appropriate collective agreement shall be brought to the GAC for review and determination as to whether to proceed to third party or to withdraw.
- b) While the review process will normally be referred to the GAC at the regular meetings of the Executive Committee, it may be required to hold special meetings in order to fit the time limits of the collective agreement to refer matters to third party.
- c) Prior to the meeting of the GAC, the DOMS shall prepare documentation for the GAC including a copy of the grievance and any pertinent documents, a summary of the investigative findings and responses from the employer and recommendations to the GAC.
- d) The GAC will assess the grievance with the assistance of the DOMS and make a decision on whether to proceed to third party or withdraw the grievance in a timely manner.

4. Member Notification of GAC Decision

- a) The DOMS will immediately advise the grievor in writing, with a copy to the GAC, of the GAC's determination with respect to the grievance.
- b) Should the decision of the GAC be to withdraw the grievance, the DOMS will also provide the grievor with a copy of the Grievance Appeal and Hearing Procedures in the letter referred to in a) above.



Policy Statements

Policy Number:
Subject: Grievance Appeal and Hearing Procedures
No. of Pages: 3
Date Effective: June 13, 2007
Status: Replacing Policies dated June 27, 2002

Any member who believes that their grievance has been wrongly withdrawn or disallowed shall have the right to appeal such decision before the Grievance Review Committee.

The Grievance Review Committee shall conduct hearings observing the principles of natural justice.

Reasons for the Policy

The UPN believes that any decision to withdraw or disallow a member's grievance should be transparent and open to scrutiny. The UPN further believes that it is important to have an internal grievance review process where members, who have had their grievances arising out of the Collective Agreement disallowed by the Union, may present their case to a group of their peers and, where appropriate, have the decision reversed.

The Grievance Appeal and Hearing Procedures are a check and balance to ensure appellants are not treated in a manner which is arbitrary, discriminatory or in bad faith.

Procedures

1. Appeal to Grievance Review Committee
 - a) A member whose grievance has been disallowed by the GAC shall be provided with a copy of the Grievance Appeal Procedure.
 - b) A member whose grievance has been disallowed may appeal to the Grievance Review Committee (GRC). The appeal must be in writing and addressed to the GRC through the office of the Union. The member must make their appeal within the time limits of the appropriate grievance procedure.
 - c) If a member appeals to the GRC, or signifies to the Director of Operations and Member Services (DOMS) their intent to appeal, the DOMS shall request the employer or other appropriate body to grant a time extension to proceed with the grievance for such length of time as the internal appeal procedure may reasonably take. Should the request for a time extension be declined, the Union shall pursue the grievance until a ruling is made by the GRC.
2. Convening the Grievance Review Committee
 - a) When an appeal is submitted to the GRC, the Union office shall advise the Chairperson of the GRC (Chair) of the appeal as soon as practical.
 - b) The Chair shall set the appeal for a hearing. The Chair shall contact the appellant to confirm dates of availability. The GRC shall make a reasonable

effort to convene a hearing within 14 days of receiving the notice of appeal. A hearing date confirmation letter shall be sent to the appellant with copies to the DOMS, the Chair of the GAC, the Local Union representative, and to the members of the GRC.

- c) No member of the GRC shall have prior knowledge of the grievance other than the information included in the appellant's letter of appeal.

3. Grievance Review Hearing Procedure

- a) At the start of the hearing, the Chair shall introduce the members of the GRC.
- b) The Chair of the GAC or the DOMS acting on behalf of the GAC (respondent) will then introduce themselves and any others attending on behalf of the respondent.
- c) The appellant will then introduce themselves and any others attending on behalf of the appellant.
- d) None of the appellant, the respondent, or the Chair shall be accompanied by legal counsel.
- e) The Chair will review the hearing procedures as outlined in this document and ask if there are any questions regarding the hearing procedure.
- f) The Chair will confirm that the members of the GRC have no knowledge of the grievance other than what was included in the appellant's letter of appeal.
- g) The respondent shall prepare five copies of the grievance and all relevant correspondence for distribution to the GRC, the appellant and the file. If the circumstances surrounding the grievance are particularly complicated or confusing, the respondent will also prepare a short written statement for the Committee members.
- h) The respondent will first outline the classification, work location, and employee status (regular or casual/auxiliary) of the appellant, the article being grieved, and will present a summary of the grievance.
- i) The respondent will briefly summarize the facts of the case and the jurisprudence, if any, which led to the disallowing of the grievance.
- j) The appellant shall follow and present their case in their own words and explain why they think the grievance should not have been disallowed. The appellant may then offer rebuttal of the facts of the case and jurisprudence as previously presented by the respondent.

- k) Should either the respondent or the appellant require that witnesses be heard in support of their case, such witnesses shall be treated in the same manner as witnesses at an arbitration hearing. They shall provide their evidence under examination in chief and then be subject to cross examination by the other party. The party presenting the witness shall then have an opportunity for rebuttal examination of the witness but no new facts may be introduced at this stage of the examination.

- l) The respondent may then offer rebuttal of the case presented by the appellant. No new facts or jurisprudence will be introduced at this stage.
- m) The Chair may permit additional brief rebuttal by both parties if, in the opinion of the Chair, it is necessary to maintain fairness.
- n) Both parties may give a brief summary and closing remark, beginning with the respondent.
- o) The parties should speak slowly so the Committee can take notes. Statements by both parties should be straightforward and factual. Emotive language should be avoided.
- p) There must be no cross-fire of words between the parties or between the parties and the Committee.
- q) Within reasonable limits, this is the appellant's day in court and the appellant may be entitled to some latitude on matters of procedure and the conduct of their case.
- r) At the conclusion of the hearing, the parties will be asked to leave the room. The Committee shall then, or at a later date to be decided, review all the evidence and make a decision.
- s) The decision shall be sent to the appellant not later than seven days following the conclusion of the hearing.

4. Hearing Expenses

- a) Leave of absence without loss of pay will be given to the appellant, if necessary, for hearing time and travel. Expenses pursuant to the Union's Expense Account Policy shall be reimbursed to the appellant.
- b) Appellants may bring a steward, or another member of the Union, to accompany them to the hearing, but they must do so at their own expense.

550-3-1

THE BUDGET AND EXPENSE POLICIES

Every newly elected member to Council and every new committee chairperson shall be given a copy of the Union's expense policies.

Council, the Executive Committee, committees, employees and members acting on behalf of the Union are expected to make every reasonable effort to stay within the budget as approved by Council and by members at Convention.

SALARY REPLACEMENT, EXPENSE ACCOUNTS, REIMBURSEMENT OF CHILD CARE EXPENSES

Members acting for or on behalf of the Union are eligible for reimbursement of salary, expenses, and child care costs in accordance with the Union's Expense Account Regulations.

DEALING WITH CLAIMS NOT COVERED BY AND/ NOR CONFORMING TO POLICY

The Director, Operations and Member Services has the responsibility to withhold the payment of claims which either are not covered by the Union's expense policies and/or do not conform with these policies. These claims shall be referred to the Finance Committee for decision.

APPROVAL OF COSTS OF ARBITRATIONS, OTHER APPEALS, LEAP EXPENSES AND LEGAL FEES

The Director, Operations and Member Services, or any person acting in the absence of the Director, Operations and Member Services, shall keep the **Finance Committee** informed of all **arbitrations**, appeals or other similar matter(s) **including** legal fees which may involve the expenditure of Union funds in excess of **\$2,500.00**.

The members of the Committee shall review the above mentioned matters referred to it, either individually or at a meeting of the Committee, as determined by the Chairperson of the Committee.

The absence of an objection by any member of the Committee shall be regarded as "final determination" by the Committee.

APPROVAL OF OTHER BUDGETED EXPENSES

Expenditures exceeding five per cent, or anticipated to exceed five per cent, of the approved budget must be approved by Council, or if time is of essence, then by the Finance Committee and later ratified by Council.

Within the approved budget, authorization of expenses are as follows:

550-3-2

1. Individual and Committee Expenses including Convention Expenses

This policy excludes employees of the Union.

- a. Personal expenses up to \$500 per occasion - the individual member of Council or committee chair.
 - b. Committee expenses up to \$1,000 per occasion - the committee chair.
 - c. Expenses exceeding a. or b. but not exceeding \$5,000 per occasion - the Executive Committee.
 - d. Expenses over \$5,000 per occasion - the Council.
2. Equipment Purchases, General Office, Workshop, Public Relations, Special Project and Miscellaneous Expenses and Donations
- a. Routine office supplies and expenses - the Office Administrator or the Director, Operations and Member Services.
 - b. Expenses up to \$ 5,000 per occasion - the President or Director, Operations and Member Services.
 - c. Expenses up to \$ 10,000 per occasion - the Finance Committee.
 - d. Expenses over \$ 10,000 per occasion - the Council.
3. Negotiations Expenses
- a. The actual conduct of negotiations, but not related to job action, including leaves and travel expenses - the Director, Operations and Member Services or any person acting in the absence of the Director, Operations and Member Services.
 - b. All other negotiations expenses - as per other expense policies of the Union.
4. Salary and Benefit Expenses for DOMS and UPN President
The Council
5. Funding for Members to Attend Labour Related Courses
Funding will be provided for UPN members to attend courses that relate to Labour Studies. These courses will include but not be limited to the New Westminster labour Council, Harrison Winter School, Canadian Labour Congress or any other course recommended by the Finance Committee and approved by Council. The criteria will be strong Union participation. The number of members to attend will be determined and recommended to Council by the Finance Committee. As the need arises the Union will continue to provide steward training at the Union office.

March 2003

The Finance Committee shall make a written report to Council for all expenses approved by the finance Committee.

550-3-3

EXPENSE ACCOUNTS

A. OFFICERS, MEMBERS OF COUNCIL, COMMITTEE CHAIRPERSONS AND DESIGNATED OTHERS

Expenses will be paid in instances where common practice dictates such as attendance at Council meetings or Committee meetings, or when authorized by the President, or Director, Operations and Member Services or the Finance Committee.

Typical expenses are salary replacement, transportation, meals, accommodation, child care reimbursement and miscellaneous.

Salary Replacement

1. During Normal Work Hours

Salary replacement will be made where the member is required to attend to Union business during scheduled working hours. Salary replacement is covered under the Agreement with the employer. Leave of absence forms from the appropriate time off are submitted to the employer by the member, and the member receives an unreduced pay cheque for the pay period affected. The employer then bills the Union. The member must forward the Union copy to the union office, indicating that the leave was taken, and the purpose of the leave. Salary reimbursements will not be made if the Union office has not received verification that the leave was taken and the purpose of the leave.

2. During Time Off

When you are required to attend to union business during time off, your salary replacement is compensated later by the union. Submit the union accumulated time form to the union office along with the leave of absence form indicating that you have taken the time. The accumulated time should be taken on a regular working day and within three months. Full time employees working casual will not be reimbursed for casual hours lost.

3. Members on night shift would have discretion to apply for the shift commencing the day prior to the meeting or the night shift following the meeting. Members travelling between Vancouver Island and the Mainland or who have been approved by the Finance Committee would be entitled to both nights.

4. Attendance at "short meetings" (up to 2 to 3 hours) plus reasonable travel time would not justify a full day's LOA. Where travel between Vancouver Island and the Mainland are involved, a full days LOA is appropriate.

5. When travel needed for union business exceeds the regular workday this time will be compensated in half day increments.

April 2011

January 23, 2003

Any Council member incurring expenses may submit expense claims in advance

January 2003

550-3-4

Transportation

Members will be compensated for all mileage incurred on Union Business. Travel expenses paid would be at the mileage rate specified in the Agreement between the Union and the Provincial Government. Members shall have the option of travelling by automobile, air or bus. Airline reservations should be coordinated through the UPN office and billed directly to the UPN. Use your best judgement to choose the most appropriate transportation dependent for your circumstances. Remember mileage accumulated on personal business is your responsibility and will not be paid by the UPN.

January 2003

Hotel

Hotel or other accommodation expenses will be paid upon presentation of a paid receipt from the hotel. Members requiring hotel accommodation in the Greater Vancouver Regional District, Victoria, or outside of British Columbia, should make their reservations through the UPN office and UPN should be billed directly by the hotel.

Where the member elects to stay at the home of a relative or friend instead of a hotel, the member shall be entitled to claim an overnight allowance of \$30.00 per night.

Meals

March 29/09

Breakfast	\$11.50	<i>(These amounts are based on whichever contract has the higher rates)</i>
Lunch	\$13.25	
Dinner	\$22.25	

A claim must be for meals actually paid for by the member.

Timing of meals should also be considered by the member. Lunch is provided at all workshops, Council or Executive meetings encompassing lunch. A member residing in

the lower mainland would not normally be justified in claiming for a breakfast or dinner. The exception would be if other Union business was being conducted that same day. The time span involved in travelling by ferry between the Mainland and Vancouver Island encompasses all three meal times except as noted.

Members staying at hotels may charge their meals to their hotel rooms. In such instances, meal charges would be expected not to exceed the maximum allowed, unless authorized by the President, or Director, Operations and Member Services.

Meal expenses incurred in entertaining guests, as part of the members duties on behalf of the Union, or when accompanying representatives from other organizations will be paid and the regulation rate is not applicable. Members should show a receipt whenever possible or submit a signed statement showing the cost of the meal plus gratuity.

January 2003

550-3-5

Dependent Care Expenses

Eligibility

Members of Council, persons appointed by Council to represent the Union, persons accepted by the Union to take Union sponsored education workshops, and delegates to the Convention are eligible for reimbursement for Dependent Care expenses. Other situations will be considered on their merit and must have the prior approval of a signing officer of the Union.

Only additional Dependent Care expenses caused by activities on behalf of the Union are eligible for reimbursement. For example, if a member is on Union leave on a regularly scheduled work day, the member would have had Dependent Care expenses on that day in order to go to work, so has not been subjected to additional Dependent Care expenses and is not eligible to claim Dependent Care expenses from the Union. Should the Union activity begin prior to, or last beyond, the regular scheduled hours of work, the member is entitled to Dependent Care expenses incurred for those additional hours.

The Union only reimburses for Dependent Care expenses actually paid. It is not the Union's intention to reimburse a member where Dependent Care is provided by a spouse, or by anyone else (relative, friend) who was not paid.

Entitlement

The maximum that will be reimbursed is \$10.00 per hour for the first dependent and \$5.00 per hour for each additional dependent to a maximum of \$20.00 per hour for three or more dependents. This reimbursement is subject to a limitation of \$100.00 for one dependent, \$140.00 for two dependents and \$200.00 for three or more dependents in any one 24 hour period.

To Apply

Applications for reimbursement of Dependent Care expenses should be submitted directly to the Union office. Applications should be made on a claim form provided by the Union, or if the form is not used, the claim should include the following information: Name, Activity Giving Rise to Claim, Date of Activity, Date(s) and Time(s) Member Paid For Dependent Care, Number of Dependents Who Required Care, Amount Paid, and Signature of Applicant.

March 2010

550-3-6

Miscellaneous Expenses

Miscellaneous expenses are paid when such expenses are incurred on behalf of the Union. This would include parking expenses, phone calls, photocopying, etc. Out of town calls of a personal nature, unless incurred under unusual circumstances such as family emergency or grounded flights, will generally be limited to one five minute call per day. Cocktail lounge and similar expenses are not covered except under the provisions for meals.

The term "designated others" would include members of both standing and ad-hoc committees, participants attending Union workshops, delegates to Conventions, persons attending Wage and Policy Conferences, and other volunteers appointed to perform specific functions on behalf of the Union.

B. UNION EMPLOYEES

Transportation

Mileage expenses for Director, Operations and Member Services are covered by the Director's contract with the Union. Air and other transportation charges for travel on Union business within British Columbia may be incurred on the Director, Operations and Member Services' authority. Travel outside British Columbia should be authorized by the President or President's designate.

May 1999

Hotel, Meal and Miscellaneous Expenses

Hotel, meal and miscellaneous expenses are covered on the employee's own authorization. Hotel receipts should be shown when the accommodation is not

billed directly to the Union. Meal and miscellaneous expenses for the actual charges, whether below or above the Policy rate, are paid on the authorization of the individual; and either receipts or signed statements must be produced. The Policy rate may be used in instances where the actual meal charge exceeds the Policy rate, but where in the judgement of the individual, the full charge is not justified as a Union expense.

June 2002



Policy

Statements

Policy Number:
Subject: Scholarship/Bursary Awards
No. of Pages: 5
Date Effective: June 13, 2007
Status: Replacing Policy dated January 23, 2003

1) SCHOLARSHIPS

- a) A total of up to \$6,000.00 in scholarships will be awarded in each calendar year to students enrolled as undergraduates in a Psychiatric Nursing degree or diploma program at a recognized Canadian post-secondary institution.
- b) The scholarships will be in the amount of \$1,000.00 each and will be awarded to individual students using the following criteria:
 - i) To be eligible for a scholarship, the applicant must be an immediate relative of a current, deceased or retired UPN member or UPN staff member.
 - ii) Immediate relative is defined as spouse, brother, sister, child, niece, nephew, grandchild, stepchild or adopted child.
 - iii) Recipients of the scholarship are disqualified from applying for future scholarships during the course of their undergraduate studies.

2) BURSARIES

- a) A bursary of up to \$1,000.00 may be awarded to a current UPN member enrolled in a post-diploma program pertaining to Psychiatric Nursing in Canada.
- b) Eligibility and the amount of the bursary will be based on the following criteria:
 - i) The UPN member must be in good standing.

- ii) The post-diploma program must require a full-time student to attend classes for a minimum of nine months.
- iii) A part-time student applying for a bursary must be taking a post-diploma course that would require the same amount of class time as a full-time program as described in 2. b. ii) above.
- iv) A UPN member enrolled in a post-diploma program that requires less time than described in 2. b. ii) above may be eligible for a pro-rated bursary based on the number of months required.
- v) \$1,000.00 is the life-time maximum that a UPN member may receive under the bursary program. A UPN member who has received the maximum of \$1,000 will be disqualified from applying for future bursaries.
- vi) If a UPN member drops out of a program for which they have received a bursary, they may be required to reimburse the Union for all or part of their bursary.
- vii) The UPN Council will determine the number of bursaries to be awarded in any calendar year.

Reason for Policy

The UPN is committed to the promotion of Psychiatric Nursing as a vital part of the treatment and care of those suffering from mental illness or deficiency; or addictions in the Province of British Columbia. As such, the UPN wishes to support those taking training in the field.

Procedures

3) SCHOLARSHIPS

- a) In order to apply for a scholarship, eligible students must fill out an application form which may be obtained at the educational institution or by contacting the Union office.
- b) Applications must include:
 - i) Proof of Acceptance to the Psychiatric Nursing Program at one of the approved educational institutions; and
 - ii) A reference letter from the family member who is a UPN member or staff (unless that person is deceased).
- c) Applications will be reviewed by the Chair of the Scholarship/Bursary Committee. The Chair shall:
 - i) Determine the eligibility of the applicants;
 - ii) Present the names of all applicants to the next UPN Council Meeting with a recommendation on which applicants should be awarded scholarships;
 - iii) The UPN Council will vote on the recommendations.

4) BURSARIES

- a) In order to apply for a bursary, eligible members must fill out an application form which may be obtained at the educational institution or by contacting the Union office.

- b) Applications must also include:
 - i) Proof of Acceptance to an appropriate post-diploma program; and
 - ii) Evidence from the educational institution indicating the length of time it would take a full-time student to complete the program.

- c) Applications will be reviewed by the Chair of the Scholarship/Bursary Committee. The Chair shall:
 - i) Determine the eligibility of the applicants;
 - ii) Present the names of all applicants to the next UPN Council Meeting with a recommendation on which applicants should be awarded scholarships;
 - iii) The UPN Council will vote on the recommendations.



APPLICATION FOR UPN SCHOLARSHIP

Union of Psychiatric Nurses
#200 – 508 Clarke Road
Coquitlam, B.C. V3J 3X2



Name: _____ E-Mail: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Family member who is a UPN member or staff: _____

School Attending: _____

Date Enrolled: _____ Expected Graduation Date: _____

Have you ever received a scholarship from the Union of Psychiatric Nurses before?

Yes

No

If you checked Yes above, please give details: _____

Please provide the following with your application:

Proof of Acceptance to the Psychiatric Nursing Program at the above noted school

Proof of payment for courses at the above noted school

A reference letter from the family member who is a UPN member or staff (unless that person is deceased)

I attest that all of the information on this application along with any supporting documents is true and correct to the best of my knowledge and I would ask that the Union Psychiatric Nurses consider my application for a scholarship.

Signature

Date of Application



APPLICATION FOR UPN BURSARY

Union of Psychiatric Nurses
#200 – 508 Clarke Road
Coquitlam, B.C. V3J 3X2



Name: _____ E-Mail: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Work Site: _____

Date of UPN Membership: _____ UPN Membership No. _____

School Attending: _____

Program Enrolled In: _____

Date Enrolled: _____ Expected Completion Date: _____

Union Involvement (if any): _____

Please provide the following with your application:

- Proof of Acceptance to an appropriate post-graduate program
- Proof of payment for the appropriate post-graduate program
- Evidence from the educational institution indicating the length of time it would take a full-time student to complete the program

I attest that all of the information on this application along with any supporting documents is true and correct to the best of my knowledge and I would ask that the Union Psychiatric Nurses consider my application for a bursary.

Signature

Date of Application



Policy

Policy Number:
Subject: Scholarships- Non-nursing Programs
No. of Pages: 3
Date Effective: April 3, 2008
Status: New Policy

Statements

1. A total of up to \$3,000.00 in scholarships will be awarded in each calendar year to students enrolled as undergraduates in a non-nursing degree or diploma program at a recognized Canadian post-secondary institution.
2. The scholarships will be in the amount of \$500.00 each and will be awarded to individual students using the following criteria:
 - a. To be eligible for a scholarship, the applicant must be an immediate relative of a current, deceased or retired UPN member or UPN staff member.
 - b. Immediate relative is defined as spouse, brother, sister, child, niece, nephew, grandchild, stepchild or adopted child.
 - c. Recipients of the scholarship are disqualified from applying for future scholarships during the course of their undergraduate studies.
 - d. Notwithstanding c) above, should an individual subsequently decide to enroll as an undergraduate in a Psychiatric Nursing degree or diploma program at a recognized Canadian post-secondary institution, they shall be eligible to apply for a further bursary of up to \$500.00 using the procedures found in the Scholarship/Bursary Award Policy.

Reason for Policy

The UPN is committed to the promotion of higher education for its membership and their families. As such, the UPN wishes to support its membership in this endeavour.

Procedures

1. In order to apply for a scholarship, eligible students must fill out an application form which may be obtained at the educational institution or by contacting the Union office.
2. Applications must include:
 - a) Proof of Acceptance at one of the approved educational institutions; and
 - b) A reference letter from the family member who is a UPN member or staff (unless that person is deceased).
3. Applications will be reviewed by the Chair of the Scholarship/Bursary Committee. The Chair shall:
 - a) Determine the eligibility of the applicants;

- b) Present the names of all applicants to the next UPN Council Meeting with a recommendation on which applicants should be awarded scholarships;
- c) The UPN Council will vote on the recommendations.



APPLICATION FOR UPN SCHOLARSHIP NON-NURSING PROGRAMS

Union of Psychiatric Nurses
#200 – 508 Clarke Road
Coquitlam, B.C. V3J 3X2



Name: _____ E-Mail: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Family member who is a UPN member or staff: _____

School Attending: _____

Date Enrolled: _____ Expected Graduation Date: _____

Have you ever received a scholarship from the Union of Psychiatric Nurses before?

Yes

No

If you checked Yes above, please give details: _____

Please provide the following with your application:

Proof of Acceptance to the above noted school

Proof of payment for courses at the above noted school

A reference letter from the family member who is a UPN member or staff (unless that person is deceased)

I attest that all of the information on this application along with any supporting documents is true and correct to the best of my knowledge and I would ask that the Union Psychiatric Nurses consider my application for a scholarship.

Signature

Date of Application

LEGAL EXPENSE ASSISTANCE POLICY

1. PURPOSE

The purpose of the Legal Expense Assistance Policy is to assist members of the Union with certain legal expenses associated with complaints or charges which may be made against a member under the Health Professions Act, criminal charges laid as a result of the member's employment, legal costs associated with being a witness at a Criminal Code case, or legal costs associated with preparation for and attendance at a coroner's inquest.

2. DEFINITIONS

2.1 "Legal Expenses" means the fees and disbursements payable by the member to a lawyer for conferences, counselling, investigations, preparation of documents, judicial or similar proceedings, witness fees, and costs awarded against the member.

2.2 "Personal Expenses" under clause 3.1.4 means reimbursement for salary loss, transportation, accommodation, meals, and child care in accordance with the Union's policies. Salary reimbursement is limited to reimbursement of actual salary loss, and, specifically does not include any salary loss payment if the member has been suspended or dismissed by their employer, or is otherwise not currently earning salary. Salary reimbursement is further limited to the time actually required plus direct travelling time.

2.3 "Policy" means a policy established by the Council of the Union under the authority of Section 5.3 of the Bylaws. "Policy" specifically does not mean "policy" as in "insurance policy".

2.4 "Member" means a person to whom the Union has an obligation to represent in accordance with the Bylaws of the Union or the provisions of Section 7.1 of the Industrial Relations Act.

May 1992

3. BENEFITS

3.1 Health Professions Act

3.1.1 Subject to the limitations described hereinafter, the Union will reimburse the legal and personal expenses of a member who is the subject of a complaint, or who has been charged, under the Health Professions Act. Expenses will be covered from the complaint stage through to the final internal appeal stage provided by the bylaws and policies of the College of Registered Psychiatric Nurses of British Columbia.

550-4-2

- 3.1.2 The Executive Committee of the Union may, in its absolute discretion, authorize reimbursement of partial or full legal expenses associated with an appeal to the Supreme Court of British Columbia, the Court of Appeal, and the Supreme Court of Canada. Authorization will be granted, or withheld, based on the Executive Committee's assessment of the merits of a possible appeal.
- 3.1.3 The Union will reimburse the legal expenses, if any, of a member called as a witness in matters arising out of the Health Professions Act, or the Nurses (Registered) Act.
- 3.1.4 Personal expenses will be paid in accordance with the policies of the Union.
- 3.1.5 The Union will not reimburse any legal expenses in respect to registration or enrolment of new members into the CRPNBC nor in respect to the annual fees payable to the CRPNBC.
- 3.1.6 The Union will not reimburse any amounts arising from fines, penalties, damages, nor loss of income other than salary reimbursement as defined under "Personal Expenses".

3.2 Criminal Code Cases

- 3.2.1 Subject to the limitations described hereinafter, the Union will reimburse the legal fees of a member who is prosecuted on a criminal charge laid as a result of the member's employment provided that, after exhaustion of all appeals, the member is not found guilty.

May 1992

- 3.2.2 No legal expenses shall be reimbursed on behalf of a member who is eligible for reimbursement of legal expenses from an employer, nor who is eligible for reimbursement from any group liability plan provided by the College of Registered Psychiatric Nurses of B.C. or by the College of Registered Nurses of B.C.
- 3.2.3 The Union may, at its discretion, provide legal counsel for a member who has a substantial direct interest in but who is not charged him or herself, or who is called as a witness, in a Criminal Code case arising out of job-related incidents.

3.3 Coroner's Inquests

- 3.3.1 The Union may, at its discretion, provide legal counsel for a member who has a substantial direct interest in a coroner's inquest, or who is called as a witness at a coroner's inquest, arising out of job-related incidents.

550-4-3

3.3.2 Legal counsel will not normally be provided where a member is called as a witness at a coroner's inquest, but who does not have a substantial direct interest, if in the opinion of the Union the legal representation provided by the member's employer is adequate under the circumstances.

4. CONDITIONS AND CLAIMS

- 4.1 Clauses 4.2 to 4.7 do not apply to coroner's inquests nor to members called as witnesses in a Criminal Code case.
- 4.2 A member who is the subject of a complaint or who is charged under the Health Professions Act, or who is subject of a criminal charge laid as a result of the member's employment, must consult the Union immediately to determine eligibility for reimbursement of legal expenses.
- 4.3 Once eligibility is established, the member may retain any lawyer of his or her choice. The relationship as to fees and services shall be between the member and the lawyer, and the Union will have no direct involvement.
- 4.4 The member is responsible for payment of any interim and final account rendered by the lawyer, and then may apply for reimbursement by the Union. The Union will reimburse the member for interim accounts rendered by the lawyer.
- May 1992**
- 4.5 Costs awarded to the member by the CRPNBC or by any court shall first be applied to reduce any claim for reimbursement of expenses by the Union.
- 4.6 All accounts rendered by the lawyer for which reimbursement is sought from the Union must contain detailed descriptions of the services performed, disbursements incurred, hours devoted to the member's action, hourly rate charged by the lawyer, and the exact amount of any costs awarded to the member by the CRPNBC and any court.
- 4.7 The Union may require that a member demand taxation under the Legal Profession Act of any account submitted by the lawyer for which the member seeks reimbursement from the Union. If taxation is required by the Union, the Union shall retain legal counsel for the member and will pay the legal fees associated with the taxation, in which case Section 5.1 shall not apply.
- 4.8 When the Union provides legal counsel for a member in matters related to coroner's inquests, or who is called as a witness in a Criminal Code case, the relationship as to fees and services shall be between the Union and the lawyer, and the Union shall pay all accounts rendered by the lawyer, in which case Section 5.1 shall not apply.

550-4-4

5. FUNDING AND LIMITATIONS

- 5.1 While a member may agree to pay the lawyer an hourly fee in excess of \$175, the maximum amount in respect to legal fees for which reimbursement by the Union will be paid is \$175 per hour.

March 1998

- 5.2 The maximum expenditure in any one calendar year to provide benefits under this Policy shall be limited to an amount equal to 25% of the amount of funds in the Union's Contingency Fund as of December 31 of the previous calendar year, as verified by the Union's audited financial reports. Expenses shall be assigned to the year in which the expenses were accrued, whether or not the expenses were actually paid in that year.

- 5.3 The maximum total amount reimbursable to a member in respect to a complaint or charge under the Health Professions Act, including all appeals, shall be \$25,000. The maximum total amount reimbursable to a member in respect of all criminal charges, including all appeals, shall be \$25,000. The maximum total amount reimbursable to a member in respect to both a complaint or charge under the Health Professions Act and a criminal charge arising out of the same incident shall be \$37,500.

May 1992

- 5.4 The Union will not guarantee the reimbursement of any legal expenses incurred by a member except to the extent that funds are available and to the extent and subject to the limitations set forth in this Policy.

6. EFFECTIVE DATE

This Policy will be applicable only to matters arising out of a job-related incident which occurred on or after October 1, 1988 while the person was a member of the Union.

7. AMENDMENTS, SUSPENSION, OR TERMINATION OF THE POLICY

- 7.1 This Policy may be amended, suspended or terminated by the Council of the Union at any time.
- 7.2 Upon suspension or termination of the Policy, no further claims will be accepted arising out of incidents which occur after the date of suspension or termination. Incidents, giving rise to reimbursement of legal expenses, which occur prior to the date of suspension or termination of this Policy shall be eligible for the benefits of this Policy.

8. DISPUTES

Any dispute concerning the operation of this Policy shall be dealt with in accordance to the "Grievance Appeal Procedures" in the Union's policies.

550-4-5

9. ADMINISTRATION

The Legal Expenses Assistance Policy will be administered by the Executive Committee of the Union. The Executive Committee may assign any of its functions in administering this Policy other than those functions specifically assigned to the Executive Committee in this Policy, or functions which must be retained in accordance with the Bylaws.

May 1992

POLICY - JOB ACTION PAY

1. Eligibility

- 1.1 To be eligible for job action pay, a member must have paid dues to the UPN in the previous 30 days immediately prior to the job action, or have been on employer recognized leave of absence.
- 1.2 New members of the Union who were hired for regular full time or regular part time employment, but who have not yet paid dues to the Union, shall be eligible to apply to the Executive Committee for job action pay benefits, and shall be given reasonable consideration.
- 1.3 Job action pay is not paid to members who are:
 - drawing STIIP, sick leave, LTD nor WCB benefits;
 - on lay-off at the beginning of the job action;
 - on scheduled paid or unpaid leave of absence.

2. Job Action Pay

- 2.1 Members who are on strike, locked out by an employer, or picketed off the job by another union involved in a legitimate labour dispute with the employer will be entitled to receive job action pay.
- 2.2 Job action pay shall be set at 70% of the gross starting (step 1) rate of pay of the classification in which the majority of members are employed. (Job action pay is not subject to income tax.)
- 2.3 The maximum daily job action pay rate shall be based on the regular full time hours per week of the majority of members.

**NOTE: Sections 2.4, 2.5 and 2.6 immediately following refers to “pay”.
Sections 2.7, 2.8 and 2.9 refer to “hours”.**

- 2.4 Job action pay shall be determined on a per day basis, and not on a per week basis.
- 2.5 Job action pay during a strike or lockout shall be by the hour and based on the number of hours performing job action duties. Job action pay for members picketed off the job will be based on the performance of duties related to the dispute, as assigned by the Union.
- 2.6 The maximum daily job action pay for which a member is eligible is the maximum daily job action pay less 70% of the gross wages earned while performing essential services work, and/or work for any other employer.

550-5-2

- 2.7 A regular or auxiliary/casual full time employee is eligible for job action pay to a maximum of the number of hours per calendar week identified in clause 2.3. The number of regular and overtime hours of essential services work plus all other paid hours for any other employer is deducted from those maximum hours.
- 2.8 A regular part time employee, or auxiliary/casual part time employee with standard hours is eligible to job action pay on a prorated basis. The number of regular and overtime **hours** of essential services work plus all other paid **hours** for any other employer is deducted from the pro rated **hours**.
- 2.9 An auxiliary/casual employee who does not work scheduled hours shall have their maximum weekly job action **hours** entitlement prorated, based on the total number of non overtime **hours** worked for the employer involved in the job action in the immediately previous two completed biweekly pay periods. The number of regular and overtime **hours** of essential services work plus all other paid **hours** for any other employer is deducted from the prorated **hours**.
- 2.10 Negotiating Committee members, and job action committee members as assigned by the Executive Committee, earn job action pay when their facility is behind a picket line or when they would otherwise be engaged in job action. When the aforementioned has not occurred, normal UPN leave provisions apply.
- 2.11 A member who works their normal number of shifts and hours performing essential services is not eligible for job action pay.
- 2.12 A member who experiences **extraordinary** financial hardship as a result of a job action may apply to the Executive Committee for special financial assistance from the Union's "hardship fund".

3. Job Action Duties

- 3.1 Members **on strike or locked out** will be required to perform picket duty or other job action related duties as assigned in order to qualify for job action pay. (Job action pay is paid by the hour.)
- 3.2 Members **picketed off the job** may be required to perform duties related to the dispute as assigned by the Union in order to qualify for job action pay.
- 3.3 If the member performs no essential services work, they would be eligible to perform the maximum number of hours of job action duties during the calendar week and receive the maximum daily/weekly job action pay.)

550-5-3

- 3.4 Job action duties during a **strike or lockout** may be assigned by a recognized representative of the UPN. These duties may also be assigned by a representative of the Nurses Bargaining Association job action committee, a picket captain, or other similarly recognized person. This may be a member of another Union.
- 3.5 Job action duties while a member is **picketed off the job by another union**, if required, will normally be assigned by a recognized representative of the UPN.
- 3.6 To receive job action pay,
- 3.6.1 a member will sign a personal declaration of the number of hours of job action duties performed each day. The number of hours of job action duties must be verified by a representative of the UPN, the Nurses Bargaining Association job action committee, a picket captain, or other similarly recognized person (Members are encouraged to use the form provided by the Union, or a reasonable facsimile), **and**
- 3.6.2 a member will sign a personal declaration in the form of an application for job action benefits attesting to the amount of their entitlement to job action pay. (Members are encouraged to use the form provided by the Union, or a reasonable facsimile.)

4. **Essential Service Work**

Essential service work is contingent upon performing job action duties. In order for a member to qualify for essential service shifts they must perform job action duties.

5. **Benefits**

The Union will reimburse the employer for the cost of members' health and welfare benefits.

6. **Appeals**

If any member has cause to believe that they have been dealt with unfairly regarding claims to job action pay benefits, they may appeal in writing for a review by the Executive Committee. **Deadline for submitting application will be 30 days from the time job action ceases.**

April 2001

1

UNION OF PSYCHIATRIC NURSES

#200 - 508 Clarke Road, Coquitlam, BC, V3J 3X2 - tel (604) 931-2471
fax (604) 931-1070; email: upn@telus.net

APPLICATION FOR JOB ACTION BENEFITS

Use this form only after May 1st, 2004. Use one form only for each calendar week of job action.
PLEASE PRINT ALL HOURS OF JOB ACTION DUTY MUST BE VERIFIED

NAME _____ hm ph _____ wk ph _____

ADDRESS _____

WORKPLACE _____

Check one: Reg f/t _____ Reg p/t _____ Aux/casual f/t _____ Aux/casual p/t _____ Aux/casual on call _____

Collective Agreement PCA _____ PSA _____ Classification _____ Step _____

1. Determine your daily job action pay entitlement for the calendar week of _____ to _____

Date

Day 1 _____ Job Action Hours: _____ Verification: _____

Day 2 _____ Job Action Hours: _____ Verification: _____

Day 3 _____ Job Action Hours: _____ Verification: _____

Day 4 _____ Job Action Hours: _____ Verification: _____

Day 5 _____ Job Action Hours: _____ Verification: _____

Day 6 _____ Job Action Hours: _____ Verification: _____

Day 7 _____ Job Action Hours: _____ Verification: _____

Members must perform job action duties on an hour for hour basis in order to qualify for job action pay.

All claims of job action duties must be verified.

**Job Action pay is 70% of your current hourly rate.
DAILY MAXIMUM IS ESSENTIAL SERVICE HOURS.**

I declare the above information is true and that I am entitled to job action pay.

Signature _____

Policy 550-6-1

Union of Psychiatric Nurses Code of Conduct

Subject: Code of Conduct for UPN delegates and/or participants at UPN functions.

1. Introduction

At any activity where members are representing the Union or participating in union/affiliate functions, it is expected that those members will conduct themselves as ambassadors of the Union. Certain common sense rules of conduct should govern participants/delegates= behaviour.

2. Attendance

It is expected that delegates/participants attend during the sessional hours of conventions, conferences, courses or other functions. It is understood that people may go out for refreshments or conversation but absences should not be prolonged.

Extended absences for activities unrelated to the function are not acceptable and appropriate action will be considered (see Section 4 below). This may entail denial of leave of absence and/or expenses.

3. Behaviour Which May Bring the Union into Disrepute

A variety of behaviour, which common sense would indicate may bring disrepute to the Union is unacceptable at any time.

Delegates/participants attending a convention, conference, course or other function on behalf of the Union, who behave in a manner which could or does bring the Union into disrepute, will be subject to action as described in Section 4 below.

Three examples of such behaviour are:

- (A) intoxication during working or sessional hours;
- (B) damage to or destruction of property; and
- (C) harassment (this behaviour is covered by a separate policy 550-3-10)

4. Protocol

Complaints will be reported to the Ranking Elected Officer, his/her designate, at the conference, course or other function and will be investigated in an expeditious manner.

Determination of the appropriate action will be the responsibility of the Ranking Elected Officer, or his/her designate.

550-6-2

Action may include:

- removal of credential;
- immediate return home and cancellation of subsequent leave of absence;
- cancellation of the Union leave of absence for the period of time the delegate/participant was absent from the event without valid reason;
- denial of expenses and/or reimbursement of expenses paid by the Union where the delegate/participant was absent from the event without valid reason;
- the delegate/participant may appeal the action to a subsequent meeting of the Provincial Executive.

None of the above protocol precludes the laying of charges pursuant to Article 13, Discipline of the Union=s Constitution and By-laws.

Policy 550-7-1

UNION OF PSYCHIATRIC NURSES

Subject: Scent Free Environment for Union Functions
(Hair sprays, colognes, perfumes, tobacco products)

Introduction

The purpose of this policy is to provide a scent free environment for members and staff at union offices and when attending union functions.

THEREFORE BE IT RESOLVED that the UPN adopt a SCENT FREE policy for all union functions in consideration of members with scent sensitivities and allergies.

The policy recognizes that scented and perfumed products contain chemicals that cause serious problems for many people, especially those with asthma, allergies and environmental illness.

Application:

The UPN will:

- Inform attendees to all UPN conferences, conventions and meetings of the policy. This will be done on all information sheets and meeting notices and will state:

Further to the March 24, 2004 meeting passed by Council to adopt a scent free policy for all union functions, in consideration of those who have allergies or sensitivities to perfume and other fragrances, please refrain from wearing scented products and perfume.

- Where a member or staff person with a known scent sensitivity or allergy raises a concern, the President or designate in consultation with the Executive Committee shall implement a solution appropriate to the particular office and situation.

550-8-1

UNION OF PSYCHIATRIC NURSES

Subject: Harassment

The UPN wishes to provide a harassment-free environment during all UPN activities and while conducting our day-to-day business.

Interaction between trade unionists must be based on mutual respect, cooperation and understanding. Harassment creates feelings of uneasiness, humiliation and discomfort.

The UPN will neither tolerate nor condone any behaviour which is likely to undermine the dignity or self-esteem of an individual, or create an intimidating or offensive environment.

For the purpose of this policy harassment can be defined as any unwelcome action by any person whether verbal or physical, on a single or repeated basis, which ridicules, humiliates, insults or degrades.

“Unwelcome” or “unwanted” in this context means any action which the harasser knows or ought reasonably to know is not desired by the victim of the harassment.

The policy encompasses, but is not limited to, harassment around issues of race (i.e. comments, slurs and jokes), politics, religion, sexual orientation, physical or mental abilities as well as sexual harassment (unwanted attention of a sexual nature such as remarks about appearance or personal life, graffiti or degrading pictures, physical contact or sexual demands).

There are two principles that are fundamental to the trade union movement: human rights and solidarity. Harassment strikes at the heart of both. As trade unionists we must work to protect rights, not take them away.

Trade Union principles prohibit us from infringing on the human rights of others, and oblige us to stand with those whose rights are under attack in order to defend those rights for all of us.

The UPN considers harassment of any kind a serious offence. Complaints of harassment should be reported to the Ranking Elected Officer to be investigated in an expeditious manner. A substantiated complaint may result in the removal of the harasser from the event.

550-8-2

HARASSMENT POLICY INVESTIGATION PROTOCOL

Complaints of harassment at UPN activities will be investigated in an expeditious manner.

Depending on the circumstances of the event or meeting, complaints of harassment will be referred to the ranking elected officer.

It will be the responsibility of the ranking officer to receive the complaint, to investigate it as soon as reasonably possible, given the nature of the complaint and the event. The ranking officer will make every effort to corroborate the allegation if it was witnessed. If in the officer's judgment the complaint is founded suitable remedial action will be taken.

In pursuing an allegation of harassment, the officer will insure that the complaint is made in writing, and signed by the complainant(s). Every investigation must be done according to the norms of natural justice. Confidentiality and the rights of all members concerned will be respected.

The subject of a complaint has the right to know the nature of the complaint and to make reasonable explanation or defense.

In investigating the complaint, the officer will determine, where appropriate, whether the complainant made it known to the subject of the complaint that the behaviour in question was unacceptable, or unwelcome. It is assumed that some forms of harassment, such as physical assault or lewd comments, ought to be known to be inappropriate.

In seeking corroboration of the complaint, the officer will ascertain from the witness(es) not only the facts of the behaviour, but also any relevant circumstances.

When seeking a remedy, the officer will be guided by the goals of this policy.

- 1) Stop the harassment
- 2) Safeguard against a repeat of the offensive behaviour
- 3) Show harasser why the objectionable behaviour is unacceptable.
- 4) Satisfy the complainant that the event will remain harassment free.

It is not the intent of this policy to replace the disciplinary procedure of the By-Laws. The role of the officer is not to mete out punishment but to insure a harassment free environment. The investigator must exercise judgement as to what is the best approach. The officer must determine from the circumstances whether it is appropriate to mediate a resolution by seeking an apology from the offender and a promise to cease the offensive behaviour, or to remove the offender from the event. To the fullest extent possible, consistent with fairness and the nature of the offence, the officer should satisfy the harassed member that the harassment will stop.

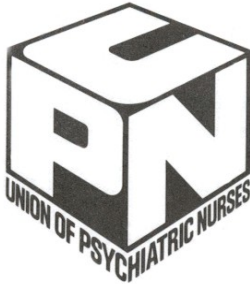
550-8-3

A complaint which, in the minds of the ranking officer is frivolous, vindictive or vexatious is a form of harassment of the subject. Such behaviour will be dealt with in the same manner as any other harassment under this policy.

Where the investigation establishes harassment and that the behaviour cannot be stopped without the offending member being removed from an event, a report by the ranking officer will be sent to the President. The member must show the Council why expenses should be paid for attending the event from which the member was ejected. If a disciplinary charge is laid under the Constitution as a result of the event, evidence

from the investigation may be used as evidence of a charge. Incidents involving staff will be subject to the provisions of the appropriate Collective Agreement.

550-9-1



Policy Number:
Subject: Privacy of Personal Information
No. of Pages: 4
Date Effective: November 24, 2005
Status: New Policy

Policy Statements:

UPN is committed to protecting the privacy, confidentiality, accuracy and security of any personal information we collect, use, retain and destroy in the course of conducting our representational duties as the Union. Collected personal information applies to the UPN membership or staff of the union.

1. UPN upholds the definition of personal information as specified under the Personal Information Protection and Electronic Document Act (PIPED) and the BC Provincial Information Protection Act (PIPA).
2. UPN supports the principle that collection of personal information will be used only for the purposes of servicing the membership.
3. UPN complies with legislative or legal requirements regarding disclosure of personal information.
4. UPN Council appoints a Privacy Officer who has the primary responsibility of safeguarding personal information, implementing applicable procedures and responding to enquiries and complaints.
5. UPN does not sell, lease, trade or donate member or staff personal information.

Reason for Policy

To guide UPN practices concerning the collection, use, disclosure and protection of personal information. Although the Union is not normally involved in commercial activity as defined by the Personal Information Protection and Electronic Documents Act (PIPED Act) and the British Columbia provincial Personal Information Protection Act (PIPA), UPN is committed to respecting the fair information principles as described by the legislation.

550-9-2

Procedures

1. Definitions of Personal and Public Information

1.1 Under legislation, “personal information” is defined as any information that may identify an individual, such as:

- Home address;
- Home phone number;
- Personal e-mail address;
- Salary and benefit information;
- Medical and health information;
- Information about transaction history with UPN (e.g., number and type of LTD claims, grievance details, etc);
- Financial information, including credit card information or expense claims;
- Any other information that may identify an individual.

“Public information” (also called “business card information”) includes a person’s:

- Name;
- Place of employment;

1.1.1 Employment contact information, such as job title, work phone number, work e-mail address, and work address.

2. Collection, Use, and Disclosure of Personal Information

2.1 Personal Information is collected, used or disclosed in order to:

- Maintain current membership list of the union;
- Collect and manage dues and any special assessments;
- Prepare for negotiations;
- Investigate, process and arbitrate grievances, appeals, claims and/or legal actions;
- Assist the Union in representing its members with respect to employment under collective agreements;
- Verify eligibility for benefits and services;
- Establish and maintain communication with members and respond to their Inquiries;
- Assist the Union to research, develop, manage and protect the services provided to our members; and, Run online interactive services such as message boards, online ordering web mail or web hosting.

2.2 To administer and or fulfill the purposes of this policy, personal information may be disclosed internally within our organization or to an employer in representing the member concerning matters arising out of negotiations, grievance handling and or the administration of a collective agreement.

550-9-3

- 2.3 Personal information may be shared with benefit and pension plan administrators, with insurance reporting agencies, financial and legal advisors, consultants or contractors retained by the union.
- 2.4 Prior to sharing information for any purpose other than those listed above, UPN will explain the purpose and obtain consent. In particular, UPN will not share health information without the person's expressed consent.

3. Third Party Access

- 3.1 There may be instances where UPN provides certain personal information to a third party, such as providing address labels for the sole purpose of distributing information and communication material to our members.
- 3.2 UPN may ask a third party to conduct a survey of its members where the information gathered may be of a personal nature. When a member is contacted and asked to participate in any such survey, he/she will be first informed of the purpose of the survey and their right not to participate. UPN does not share any of this personal information and no individual member or their personal information is identified in the results of the survey.
- 3.3 Where personal information is provided to a third party or when a third party is asked by UPN to conduct a survey of our members, UPN will insist on assurances from the third party that they undertake to abide by UPN's privacy policy and protect and secure any personal information from unauthorized or unintended use.

4. Duties of the Privacy Officer

- 4.1 All personal information inquiries or complaints fall under the jurisdiction of the UPN Privacy Officer.
- 4.2 Members of UPN and UPN staff may request access to their personal information and may request corrections to personal information so that it is complete and accurate.
- 4.3 Members may also choose not to provide UPN with personal information over and above that required to be a member of UPN. A member may also withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. Members should be aware that in doing so, they may restrict the Union's ability to represent their interests.
- 4.4 The UPN Privacy Officer will ensure that personal information is secured.

550-9-4

- 4.5 The UPN Privacy Officer will ensure the protection of personal information safeguarded by UPN including:
- Limiting access to personal information to those employees and /or elected officials who require access to the information in the performance of their job function.
 - Installing and maintaining reasonable security safeguards to prevent unauthorized access of its computer system and hard copy files.
 - Not collecting or disclosing personal information for purposes other than what is listed in this policy.
 - Ensure that personal information kept is accurate and current.
 - Destroy personal information (when required) in a manner that maintains the confidentiality of that personal information.

5. Complaints Procedure

- 5.1 If a member or staff has a complaint related to this policy or any of UPN's procedures, they should contact UPN's Privacy Officer. If the complaint is justified, the Union will take the steps necessary to resolve the issue, including amending UPN's policies and practices, if necessary.
- 5.2 If the member or staff is not satisfied that the complaint has been dealt with adequately, he/she may appeal to the Union Council.