



MEMO

TO: **PCA Stewards** at worksites directly owned and operated by Health Authorities, Providence Healthcare and St Joseph's General Hospital in Comox

FROM: **Gary Fane, Executive Director, Negotiations & Strategic Development**

DATE: **April 10, 2007**

RE: **PRF Assessment Committee – Article 59**

Attached please find a copy of the Assessment Committee Letter of Understanding signed last week which names a list of Assessment Committee chairs and sets out the guidelines for the Assessment Committee process.

This work stems from the revision to Article 59 negotiated during our last round of bargaining. The revised language – Article 59.08 through 59.12 – calls for a new PRF process for worksites directly owned and operated by the Health Authorities, Providence Healthcare and St Joseph's General Hospital in Comox. In the new process, where the issue has not been resolved at the earlier stages, the presentation to the Health Authority Board of Directors has been replaced by an Assessment Committee.

Full information on the PRF language can be found in your Contract Interpretation Manual – Article 59. If you don't have a manual, it is available on the BCNU web site at www.bcnu.org.

We anticipate the new Assessment Committee option will be available sometime in May. We are organizing an information session for the Assessment Committee chairs, which will be held before the end of April. One other outstanding issue is the selection of BCNU nominees for the Assessment Committee. We canvassed for volunteers early in the year and will now be carrying out a selection process.

To initiate an Assessment Committee, notify the Employer (in writing) that the nurse(s) consider their issue unresolved after 59.07 and want to advance it to the Assessment Committee. Copy this notification to the manager, the local PRF committee, the COO or whoever represented the employer at 59.07 and the BCNU PRF Officer.

For assistance in taking PRFs forward to Assessment Committees contact BCNU PRF Officer, Jean Smith at the provincial office.

Thank you.

LETTER OF UNDERSTANDING

Between

HEALTH EMPLOYERS ASSOCIATION OF BRITISH COLUMBIA

And

NURSES' BARGAINING ASSOCIATION

Re: Article 59.08 through 59.12 – Assessment Committee

Whereas:

- A The parties agreed during bargaining for the 2006-2010 Provincial Collective Agreement, to the attached revision of Article 59 (applicable to Health Authorities, Providence Health Care Society and Bishop of Victoria (St. Joseph's General Hospital).
- B The parties recognize the benefits of further detail and direction regarding the selection of Assessment Committee Chairs and the logistics of the Assessment Committee Review process.

Therefore, the Parties agree to the following:

Selection of Assessment Committee Chair:

1. Should the Assessment Committee members chosen by the Employer and the Union ("nominees") be unable to mutually agree to a Chair within 10 days, the Chair will be selected on a rotating basis from the following list:

- *Rhea Arcand*
- *Stella Black*
- *Phyllis Giovannetti*
- *Lorill Harding*
- *Joy Johnson*
- *Martha Mackay*
- *Joanne Moffatt*
- *Jean Nicholson-Church*
- *Pam Ratner*

(Additional names for consideration as Assessment Committee Chairs will be forthcoming from the Employer.)

2. The rotation referenced in 1 will be subject to geographic considerations, reasonable availability and expertise in the subject area.

Assessment Committee Process:

3. The Assessment Committee process is intended to be informal, non-legal and emphasize a problem-solving approach.

4. The parties are encouraged to provide to the Assessment Committee, in advance of the Review date, all relevant documentation including a position summary and a recitation of events transpired and actions taken on the matter to date. (The parties will copy each other on the documentation forwarded to the Assessment Committee.)
5. The parties' expectation is that Assessment Committee reviews will, in the main, take no longer than one day.
6. On the review date, the parties will each make a single summary presentation to the Assessment Committee, which will be limited to a maximum of one hour in length. (Additional time may be granted by the Assessment Committee, where necessary, to fully canvass the matter.)
7. The Chair can determine the need, if any, for additional information, site/unit visits or Committee interviewing of involved individuals.
8. The number of attendees at the Assessment Committee Review will be limited to the employee(s) filing the Professional Responsibility Report Form, the individual presenting, plus one other; with up to an equal number of attendees from the Employer. Where additional attendees are required, this will be discussed with the other party prior to the Review date and communicated to the Assessment Committee.
9. Subsequent to input from the nominees, the recommendations will be issued by the Chair.
10. Recommendations will generally take no more than five pages.
11. Recommendations are specific to the matter under review and are without prejudice or precedent; however proposed resolutions contained in Assessment Committee Reviews may be considered by other Assessment Committees where relevant.
12. In advance of a scheduled Assessment Committee Review date, the parties will provide a briefing/orientation to Assessment Committee members regarding the parties' expectations of the process.

Expenses:

13. Further to Article 59.10 regarding costs, Assessment Committee Chairs will be compensated at a rate of \$1,000/day for Assessment Committee Review dates and \$100/hour for material review (see #4 above) and writing of recommendations.
14. Compensation for Assessment Committee nominees, who are not employees of the respective parties, will be at the rate of \$800/day for Assessment Committee Review dates and \$80/hour for material review.
15. Travel and meal expenses will be reimbursed consistent with relevant government policies.

Review of Assessment Committee Process:

16. It is understood that all of the above is subject to ongoing review and revision subsequent to experience with the process.

On behalf of HEABC

On behalf of NBA

Date