

## **JOB POSTING**

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<b>Job Title:</b>	Full-Time Steward
<b>Bargaining Unit:</b>	British Columbia Nurses' Union
<b>Start Date:</b>	June 1, 2019
<b>End Date:</b>	May 31, 2022
<b>Posting Period:</b>	March 25 to April 7, 2019

The B.C. Nurses' Union is presently seeking stewards who are interested in becoming a full-time paid steward in the following health authorities:

Vancouver Coastal Health	6.0 FTE
Vancouver General Hospital (2 positions)	
UBC Hospital	
Lions Gate Hospital	
Richmond Hospital	
Vancouver (with Community)	
Fraser Health	8.0 FTE
Royal Columbian Hospital	
Surrey (2 positions)	
Burnaby	
Abbotsford	
Langley (with Community)	
Eagle Ridge (with Community)	
Chilliwack (with Community)	
Interior Health Authority	3.0 FTE
Kelowna General Hospital	
Royal Inland Hospital	
Vernon	
Vancouver Island Health Authority	4.0 FTE
Royal Jubilee Hospital	
Victoria General Hospital	
Nanaimo Regional General Hospital	
South Island (LTC & Community)	
Northern Health	1.0 FTE

University Hospital of Northern BC	
Provincial Health Services Authority	2.0 FTE
BC Children and Women's Hospital	
Forensic Psychiatric Hospital and Forensic Clinics	
Providence Health Care	2.0 FTE
St. Paul's Hospital	
Mt. St. Joseph's Hospital	
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<b>TOTAL</b>	<b>26.0 FTE</b>

Please note: This is a full time position and members in this position will not participate as members of their Regional Executive. If you are currently a member of your Regional Executive you will be asked to step down from this role effective May 31, 2019.

## Position Overview

Under the direction as designated by BCNU, and in cooperation with the Regional Executive, the incumbent is responsible for increasing stewards' visibility within a worksite, and the BCNU's visibility to the membership; acts as a steward coordinator in the worksites and provides leadership to the worksite steward team; and works collaboratively with, and keeps Regional Chair/Council Member up to date on significant and major issues within the worksite or area of responsibility.

## Key Responsibilities

### Ensures effective member relations and communications

- Communicates regularly with Regional Chairperson regarding the trends, issues, and overall vision of labour relations at the worksite;
- Works to build a sense of relationship between the members and the union through dialogue and communication and creates meaningful opportunities for members to participate, connect and contribute;
- Promotes a culture of health, safety and respect at the workplace, working collaboratively with members and other stewards;
- Educates members on the rights and processes contained in their collective agreement and on other relevant topics;
- Encourages and supports members to bring patient care concerns forward through the Professional Responsibility process;
- Coordinates and/or encourages member leadership and participation in BCNU campaigns at the worksite level.

### Contributes to and supports the effective performance at the worksite

- Provides leadership and mentorship to the steward team; including the recruitment, training, and mentorship of new stewards, reviewing and planning worksite strategy, addressing educational

needs and assisting in the development of the steward team, and to ensure that all members of the team are involved in worksite labour relations;

- Develops a respectful working relationship with the employer as a foundation for effective labour relations;
- Advocates and proposes solutions on issues of concern to members at Union-Management meetings.

**Ensures member interests are served in accordance with the organization's mission and vision**

- Maintains a professional face for the union at the worksite or area of responsibility
- Investigates, prepares for and conducts grievance meetings, documenting the process and working with the BCNU Labour Relations Officer to move grievances forward;
- Works alongside members to advocate for health care workers' ability to deliver quality patient care;
- Works with local membership and with representatives from other unions and community groups to identify, publicize and resolve BCNU members' issues;
- Organizes campaigns or assists campaign stewards to organize campaigns around members concerns in the worksite and/or the region, and keep BCNU campaigns officers, including the PRF Office, informed of the progress of campaigns;
- Coordinates the steward team by establishing a process to enable a response to all urgent matters.
- Performs Article 6 work when necessary.

## Priority Duties

1. Assist with activities that will increase BCNU visibility to the membership. For example, ward rep recruitment drives, bag lunch union meetings on specific topics, nursing week promotion events, etc. This includes assisting the organizing department and staff in organizing and supporting new members. Attend all Regional Meetings and Regional Education Sessions. Return all phone calls within forty-eight (48) hours.
2. Provide leadership and mentorship to the steward team, including recruiting new stewards, reviewing and planning strategy to address education needs, and assisting in developing a plan to ensure that all members of the team are involved in committee work.
3. Develop and increase relationships with management – including attendance at union/management meetings, establishing a steward schedule to enable a response to all urgent matters, and performing Article 6 work when management efforts to find stewards have not been successful or the matter is of the most serious nature.
4. Maintain a consistent method of tracking worksite issues that will ensure that the confidentiality and privacy rights of members are maintained. Develop and maintain an activity log for phone calls, contract interpretation, grievances, and DTAs, that will record issues, name of steward assigned to the file, date file is started, the date it is closed and the outcome. The files must include all communication and documentation on the issue and be kept in a locked filing cabinet and maintained for 2 years.

## Hours of Work

These positions are intended to be full time and to operate on a regular schedule from Monday to Friday, 7.5 hours per day.

## Qualifications

The successful applicant must be an elected steward at a worksite and:

1. Demonstrate an ability to lead a team and motivate others while working collaboratively in a team environment.
2. Demonstrate time management and organizational skills.
3. Have proven ability to work independently.
4. Possess excellent written and verbal communication skills, including conflict resolution skills.
5. Demonstrate the ability to set boundaries and delegate.
6. Demonstrate experience dealing with contentious issues with management.
7. Have the skills and abilities to work with a diverse workforce.
8. Possess a thorough understanding of the Provincial Collective Agreement.
9. Be the successful applicant in a competition for the position.

## Compensation

Compensation and benefits are according to the successful applicant's existing classification under the NBA PCA, at a minimum Level 3 First Year wage rate, and as per policy 4.4.7 Full-Time Stewards.

## Other

In future staff Labour Relations Officer positions, the BCNU will consider incumbents who have demonstrated strong labour relations practice in the full-time steward role. Please review the attached policy, which contains the full particulars of the position.

*Note: Policy 4.4.7 & Policy 4.4.7.1 apply to these positions.*

## How to Apply

If you are interested in this opportunity, please submit your resume and a letter of interest including your region and current Union activities. A reference is also required from your Regional Chair. Please use the reference form attached. You may also submit an additional two references to support your application.

Please submit your application **by April 7, 2019** to:

**Mail to:** Human Resources  
BC Nurses' Union  
4060 Regent Street  
Burnaby, BC V5C 6P5

**Fax:** (604) 433-7945 or 1-888-284-2222  
**Email:** [hr@bcnu.org](mailto:hr@bcnu.org)

#### 4.4.7 Full Time Stewards

Section	Effective Date (dd-mm-yy)	Revision Date (dd-mm-yy)	Date Approved (dd-mm-yy)	Page	Applicability	Subject
4.4.7	11-12-12	25-01-19	11-12-12	1 of 2	<input checked="" type="checkbox"/> BCNU Members <input type="checkbox"/> Employees / Staff	Full Time Stewards
<b>Policy</b>	To ensure the Full Time Stewards are aware of how/when to apply to become a full time steward, how the selection process works, the job description and expectations, and the process involved in the evaluation of Full Time Stewards.					
<b>Procedure</b>	<p><b>Hiring Process:</b></p> <ol style="list-style-type: none"> <li>Posting: on the BCNU website for a minimum of ten (10) days and throughout the Health Authority.</li> <li>Three (3) year term commencing June 1, 2019, and every 3 years thereafter.</li> <li>Completed application and Regional Chair reference submitted. The applicant may also submit an additional two (2) references by the application deadline.</li> <li>Qualifications as per the job description.</li> <li>Candidates will be selected from applicants meeting one, or more, of the following criteria:             <ol style="list-style-type: none"> <li>Employed by the health authority in question,</li> <li>Works at an affiliate of the health authority in question, or</li> <li>Works for an independent operator within the health authority geographical boundaries.</li> </ol>             If the member works at an independent or affiliate site, they may apply and they must be an elected steward and a member of one of the regions of the health authority in question. Any other potential applicants may be reviewed by the Human Resources Committee and the relevant Director.           </li> </ol>					
<b>Procedure</b>	<ol style="list-style-type: none"> <li>Selection process:             <ol style="list-style-type: none"> <li>Candidates will be interviewed by a panel to determine qualifications. A score of 50/100 from the interview process will be considered threshold for the selection process.</li> <li>Where the above qualifications are equal, seniority as a BCNU Member will be the determining factor.</li> <li>Incumbents may be required to re-interview if they are the only applicant.</li> </ol> </li> <li>Appeals:             <ol style="list-style-type: none"> <li>An unsuccessful applicant who is dissatisfied with the hiring decision or with the process should first speak with the relevant Director, within 14 days of receiving the decision.</li> <li>If they are still dissatisfied they may appeal the hiring decision to the Provincial Executive Committee, within 14 days of discussing with the relevant Director.</li> <li>The decision of the Executive Committee shall be final and binding.</li> </ol> </li> <li>Seniority: BCNU seniority will be maintained in their Health Authority, or other employer as negotiated.</li> <li>Affiliate and independent members employment will be dealt with through secondment.</li> </ol> <p><b>Remuneration:</b></p> <ol style="list-style-type: none"> <li>Compensation and benefits are according to their existing classification under the NBA PCA. In addition they will be compensated for premiums that would have attached to their regular schedule when not filling a position. They are permitted to work overtime shifts as per the NBA PCA. <b>Note:</b> If NBA PCA language changes it will automatically take effect in this policy.</li> <li>The equivalent of 37.5 hours per week on a regular schedule Monday to Friday 9:00am to 5:00pm, in the designated office, with some flexibility when needed, as discussed with the staff person designated in charge (input from the Regional Chair(s) may be sought). Full time Stewards should undertake to schedule their work so as not to incur overtime.</li> <li>BCNU asserts (through negotiations and potentially grievances) the right to all premiums associated with the nurses regular position, including shift differentials, car allowance, on call premiums and qualification differentials.</li> <li>BCNU does not assert the right to overtime that would have been worked in the nurses' regular position including overtime for stat holidays.</li> <li>BCNU allows local arrangements for benefits that are not collective agreement rights such as parking, but does not assert an entitlement to such benefits where not provided.</li> <li>Vacation Relief: BCNU asserts the right to backfill under the collective agreement. Details of coverage should be worked out at the local level and follow all relevant articles of the NBA PCA.</li> </ol> <p><b>Job Duties:</b></p> <ol style="list-style-type: none"> <li>As per job description and collective agreement.</li> <li>Is the Steward Coordinator at the worksite. Where there are multiple Full Time Stewards in one site, the position of Steward Coordinator is to be rotated equally amongst the Full Time Stewards.</li> </ol> <p><b>Attendance at Union Meetings:</b> Full time Stewards are expected to attend union events such as regional meetings, regional educations, steward planning, convention and other conferences as per regional policy.</p> <p><b>Orientation and Education:</b></p>					

As determined and developed by the designated staff person(s). Any education requests, other than those designated for Full Time Stewards, are to be approved by the designated staff person in charge of Full Time Stewards.

**Reporting Structure:**

1. Reports directly to the designated staff person(s).
2. In the event of planned or unplanned absences, notify the designated staff person and Regional chairperson. Follow all appropriate employer leave policies.

**Communications:**

1. Regularly and often, communicates trends, issues, and the overall large picture of what is happening in the facility or community to be serviced, to the Regional Chairperson(s).
2. Initiates regular communication with servicing staff regarding labour relations issues in the facility or community to be serviced.
3. Develops a professional working relationship with the Regional Chairpersons(s), Labour Relations Officers and local Stewards.

**Evaluation process:**

1. An evaluation process is developed and implemented by the Human Resources Committee and Chief Operating Officer, or designate.
2. Regular evaluation/performance development to be ongoing and within 12 months from hire date, and annually thereafter, at a minimum.

#### 4.4.7.1 Full Time Stewards Evaluation, Removal and Appeal

Section	Effective Date (dd-mm-yy)	Revision Date (dd-mm-yy)	Date Approved (dd-mm-yy)	Page	Applicability	Subject
4.4.7.1	20-04-17	05-12-18	20-04-17	1 of 1	<input checked="" type="checkbox"/> BCNU Members <input type="checkbox"/> Employees / Staff	Full Time Stewards Evaluation, Removal and Appeal
<b>Policy</b>	To ensure Full Time Stewards (FTS) are aware of the evaluation process, the removal process and the appeal process.					
<b>Procedure</b>	<p><b>Evaluation:</b></p> <ol style="list-style-type: none"> <li>1. Within the first month of appointment:             <ol style="list-style-type: none"> <li>a. FTS signs the Commitment of Appointment form which confirms that:                 <ol style="list-style-type: none"> <li>i. The Member understands the role is a term appointment and can be cancelled at any time by the BCNU. BCNU will attempt to give one months notice.</li> <li>ii. BCNU asserts the right to remove a FTS from the appointment at any time.</li> <li>iii. The Member understands the evaluation process.</li> <li>iv. The Member understands the appeal process.</li> </ol> </li> <li>b. There will be an informal evaluation with the designated BCNU Employee.</li> <li>c. There will be checklists provided to FTS regarding:                 <ol style="list-style-type: none"> <li>i. Attendance at regular regional meetings, steward planning, and mini-regionals.</li> <li>ii. Monthly check-in information: issues, supports needed, and calendar.</li> </ol> </li> </ol> </li> <li>2. Within the first 12 months after being appointed, the FTS will have a formal evaluation by the designated BCNU Employee in consultation with the Regional Chair.</li> <li>3. Annual evaluation thereafter.</li> </ol> <p><b>Removal:</b></p> <ol style="list-style-type: none"> <li>1. As a FTS represents BCNU, the Union has the authority to intervene if obligations are not being met. In some cases, intervention may need to occur quickly in order to prevent damage to the Union.</li> <li>2. A FTS may be removed if there is determined to be a breach of the duties of the roles and responsibilities of the FTS job description.</li> <li>3. Removal of a FTS under 4.4.7.1 will not constitute a complaint under Article 24 and may not be subject to disciplinary action, unless a separate Article 24 complaint is filed.</li> </ol> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1. If a Regional Chair(s) or designated BCNU Employee has a concern with the actions of the FTS, the expectation is that the Chair or designated BCNU Employee attempts to remedy the situation with the FTS and communicates the outcome to the designated BCNU Employee or Director.</li> <li>2. If the issue is not resolved by the Director, the issue shall be reported to the Executive Director.</li> <li>3. If the issue is not resolved by the Executive Director, a committee of three (3) individuals, drawn from the Human Resources Committee, the Executive Director, and the designated BCNU Employee, may remove a FTS.</li> </ol> <p><b>Appeal Process:</b></p> <ol style="list-style-type: none"> <li>1. Upon removal from the appointment, the former FTS may appeal the decision to the Executive Committee within 14 days.</li> </ol>					