

## STEWARD MEETINGS

### TYPES OF STEWARD MEETINGS - CHART

Meeting Type	Description	Purpose	Who Attends - Steward Roles
<b>Displacement</b>	As per article 19.01 (B), there will be a meeting with members, their steward, and management.	Under the PCA the member being displaced has access to all the vacancies at their workplace, whether they are posted or not.  At this meeting the employer must provide the following: <ul style="list-style-type: none"> <li>&gt; A list of all the vacancies (including unfilled vacancies)</li> <li>&gt; The seniority list for your worksite</li> <li>&gt; Information regarding any other options that may be available at that time</li> </ul>	Member, Steward, and Manager  The Steward needs to prepare the member, and ensures that member understands their rights. The steward should also support the member in understanding all options available to them before deciding on an agreement.  Steward attendance is mandatory.
<b>Job Share</b>	As per Appendix AA, a meeting will be held to come to a good faith agreement about the job share.	Job shares, with exception that the position is held by two people, are treated as one position with regard to scheduling, job description, and in most cases classification.  Job shares are agreed to, and if an agreement cannot be reached at the meeting, the union does not have access to the grievance process.	Both proposed job share members, Steward, and Manager  <ul style="list-style-type: none"> <li>&gt; The steward role in this meeting to facilitate the discussion, and advise members of their rights. The steward should also ensure that the members fully understand the agreement before making a commitment.</li> </ul>
<b>Learning Plans</b>	Not referred to in the Collective Agreement.	To establish a learning plan for the member.  Employer needs to provide evidence of deficiencies in practice (i.e. examples, and or other evidence). Stewards need to review plan to ensure appropriate -look for plans being used as disciplinary tactics vs. support aids.	Member, Steward, and Manager  The steward needs to know why the meeting was called, and what practice deficits have been identified for the member. The steward can prepare the member for the types of learning plans could be offered.  During the meeting the steward can support the member and ensure that they understand the plan and are comfortable with it before committing.
<b>PRP: Initial Discussion</b>	Article 59.01: A steward may be at the initial discussion with the manager within 72 hours of the concern being identified.  Reference Appendix KK while Article 59 is on hold.	To support the member to ensure that their issues are discussed and addressed in alignment with the guiding principles of the process.	Member, Steward, and Manager  Steward can meet prior to the meeting to support the member and ensure they are prepared to discuss how they will resolve their nursing practice concerns. Data and documentation can assist in action planning.  <ul style="list-style-type: none"> <li>&gt; The steward needs to ensure that any PRPs moving forward beyond this point are forwarded to the Union provincial office.</li> </ul>

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### TYPES OF STEWARD MEETINGS - CHART *continued*

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<b>PRP: PRC meeting</b>	<p>Article 59.03: PRC meetings are the second step to resolving the issues, if you were unable to resolve them with the initial conversation.</p> <p>Reference Appendix KK while Article 59 is on hold.</p>	<p>To fully explore concerns and jointly develop an action plan to be reviewed for progress at 30 days.</p>	<p>Standing PRC members, the member with the concern, PRP rep or Steward, immediate supervisor, and the excluded manager.</p> <p>Steward should connect with the member and prepare them. Stewards can help them collect data (the standing committee will make a request for this data), and make sure they are clear on the PRC process.</p> <p>Members are welcome to include any supporting research or other data that they may feel is important. For example position statements, comparative data, best practice research etc.</p> <p>Stewards should stay in contact with the member and ensure that the issue is resolved to their satisfaction. See NBA member toolkit for additional info at bcnu.org regarding roles and responsibilities.</p>
<b>EDMP (Enhanced Disability Management Program)</b>	<p>Appendix A: The purpose of the Enhanced Disability Management Program (EDMP) is to facilitate an employee-centered, pro-active, appropriate and customized disability management program for employees with occupational and non-occupational illness/injury.</p> <p>Employees who participate in the program will benefit from a holistic Case Management Plan (CMP) that may include medical intervention, transitional work (TW), a graduated return to work (GRTW), workplace modifications, vocational rehabilitation and/or retraining.</p> <p>EDMP is the process by which the union and employer meet their obligation to accommodate workers with disabilities.</p>	<p>Provide early, appropriate and on-going support so that ill/injured employees maintain their connection with the workplace and return to work in a safe and timely manner.</p> <p>Provide support to employees who are struggling at work when participation in this program could reasonably prevent the employee from being off work.</p> <p>Address barriers to return to work, including medical, personal, workplace, and vocational.</p>	<p>Member, Disability Management Professional, and EDMP Representative</p> <p>Straightforward files: Stewards may assist straightforward GRTW by contacting members and reviewing GRTW plans.</p> <p>Complex files: Stewards support the EDMP representative as necessary to address any barriers for return to work.</p> <p>Stewards may be asked by the EDMP representative to review postings, vacancies, address collective agreement issues (scheduling, pay), and help with displacements. Stewards should be available to assist as required by the EDMP representative.</p>

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### TYPES OF STEWARD MEETINGS - CHART *continued*

Meeting Type	Description	Purpose	Who Attends - Steward Roles
<b>DTA (Duty to Accommodate)</b>	As per Article 31 and the Human Rights code stewards support the role of the union in ensuring that BCNU meets its obligations under the law. DTA is a tripartite agreement.	Primarily the stewards will be involved with medical DTA, however accommodations can occur for any of the protected grounds under human rights law (i.e. family status, religion)	Steward's role is to work with the LRO assigned to the case, and support as required.  Steward attendance is mandatory.
<b>JOHS</b>	A Joint Occupational Health & Safety (JOHS) committee consists of member and employer reps working together to create and promote safe and healthy workplaces.  The duties and functions of JOHS committees are listed in the Members Compensation Act and in our collective agreements.  As per worksafe.	JOHS committees are the cornerstone of effective health and safety programs, providing a forum for collaboration, consultation, and participation at the workplace.  JOHS committees guarantee you the right to participate in health and safety issues at your worksite. It's through these committees that you and your co-members can offer frontline solutions to make our workplaces safer and healthier.	The number of member reps on each committee must be equal to or greater than the number of employer reps.  To be effective, JOHS committee members need education and training on a wide range of issues. BCNU's OH&S Department offers a one-day course for JOHS committee members, and assists them with research and problem-solving.  Union rep attendance is mandatory.
<b>Discipline</b>	Discipline is a progression through several stages:  1. Coaching 2. Correcting 3. Counselling 4. Verbal warnings 5. Written warnings	The steward should take very good notes, and also gather as much data as possible. Investigation meetings usually occur before the employer initiates discipline.	Member, Steward, and Manager
<b>Selection</b>	As per Article 18:  1. Applicants already working for the Employer must be considered before external applicants.  2. Regular employees who are displaced or on layoff have to be considered ahead of the internal applicants  3. All internal applicants have to be given an equal opportunity to show they are capable of doing the position either by formal interview or assessment.  4. Each employee who applies is entitled to a formal interview or assessment	Management must demonstrate it has complied with the Collective Agreement.  This meeting is to review the steps taken during the selection process.	Member, Steward, and Manager  The steward should take very good notes, and also gather as much data as possible.

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### TYPES OF STEWARD MEETINGS - CHART *continued*

Meeting Type	Description	Purpose	Who Attends - Steward Roles
<b>Grievance Step 1</b>	We follow the “work now, grieve later” rule.	Grievor, Steward and employer meet to discuss the issue(s) within 14 days of the initial breach of the Collective Agreement. Employer and Steward have up to 7 days to jointly determine if the issue has been resolved. Steward submits grievance. If unresolved, steward must file a written grievance within 14 days of Employer denial.  Steward may consult with LRO during this time.  Employer has 7 days to provide a written response with reason for denial.	Member, Steward, and Manager  The steward’s role is to prepare the member for the meeting. The steward needs to ensure accurate and detailed notes are taken.
<b>Grievance Step 2</b>	Steward initiates Step 2 using written form.  File is transferred to the LRO for representation. BCNU Grievance Assessment  Committee decides to refer the grievance to 3rd party or to withdraw the grievance.	A meeting is called to discuss the issues. The LRO will handle all suspensions or dismissals. This meeting will take place within 35 days of the Step 2 being filed.  Within 7 days of this meeting the management will respond in writing to the Union. If the grievance is denied, a reason(s) must be provided. Referral to 3rd party within 30 days of receipt of Employer notification.	LRO, Member, Steward, and Step 2 Manager
<b>Investigation Meeting</b>	<b>Stage 1:</b> Immediately meet with the member in a private area off their unit. Ask the member what they think the meeting may be about.  <b>Stage 2:</b> Contact the Labour Relations Department in your facility or the excluded nursing representative who initiated the meeting.  <b>Stage 3:</b> Ask the Employer to fully disclose to the steward what the meeting is about including any evidence, witnesses or other collaborating evidence it may have in advance. Discuss and share all this evidence with the member.  <b>Stage 4:</b> The principles of natural justice and arbitral jurisprudence state that once the meeting with the employer begins, the employer must state its case first and clearly state what its concerns are. If the employer does not follow this process, immediately stop the meeting and advise the employer that you will be contacting the union office for advice.	Guide the individual to tell the truth, collect the facts, this meeting is used by employer to decide next steps. Follow the steps outlined.  Investigations are fact-finding exercises that collect relevant information on a matter and are a form of due process that allow members to share their side of the story. Therefore, it is essential that the facts surrounding an issue or incident be fully investigated at the earliest possible opportunity.  An effective investigation, regardless of its nature, follow these four (4) overarching principles:  > <b>Neutrality:</b> Investigators must not have a personal stake in the outcome of the investigation or pre-judge the issue.  > <b>Fairness:</b> Investigators need to approach investigations objectively and impartially. All parties involved must have the opportunity to provide all relevant information and to have the investigator consider it.	Member, Steward, and Manager

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### TYPES OF STEWARD MEETINGS - CHART *continued*

Meeting Type	Description	Purpose	Who Attends - Steward Roles
<b>Investigation Meeting</b> <i>continued</i>	<p><b>Stage 5:</b> During the meeting: Advocate and ensure that the employer sticks to the agenda. Any questions or matters which seem to deviate from the matter at hand will not be discussed. Answer questions with factual statements only. Do not speculate and if you don't know the answer say so. Beware of entrapment. If you do not wish to answer a question advise the employer that you will consider the question in consultation later.</p> <p>Remember you have the right to end the meeting at any time and the employer must respect that right. Some employers might threaten you with discipline for ending a meeting. If that should happen remain calm and leave the meeting immediately.</p> <p><b>Meeting Ends:</b> Leave the meeting with the member and go to a private area to discuss the events of the meeting. Review the issues as you understand them and ensure that your notes are complete. Once your records are in order, you should remain with the member until they feel calm enough to return to work.</p> <p><b>Stage 6:</b> Remain calm and remember to reassure the member that they have rights under the Collective Agreement. Most people find this type of experience very stressful.</p> <p><b>Stage 7:</b> Refer member to appropriate BCNU representative, if applicable (i.e. LEAP, EDMP)</p>	<ul style="list-style-type: none"> <li>&gt; <b>Timeliness:</b> The investigator should endeavor to uncover and collect ALL available information and evidence in an impartial and objective manner to arrive at conclusions and decisions supported by facts.</li> <li>&gt; <b>Thoroughness:</b> Investigators should endeavour to conduct investigations as soon as possible without sacrificing any of the other principles.</li> </ul> <p>As a steward your job is to ensure that the employer follows these four principles, guide the individual to tell the truth, and collect the facts. This meeting is used by the employer to decide next steps. Make sure to follow the steps outlined.</p>	
<b>Respectful Workplace Meeting</b>	Occurs via Employer policy as per Appendix G.	To address workplace violence and respect in the workplace	<p>Member, Steward, and Manager (Complainant and/or Respondent).</p> <p>Review your workplace policy.</p> <p>Attend meeting to support member.</p> <p>Take good notes and ensure the policy is appropriately administered.</p>