

## **NSHA Zone Labour Management Committee (ZLMC) IWK Labour Management Committee (IWK LMC)**

### **Role of the Labour Management Committees**

- To carry out the responsibilities set out in the Collective Agreement.
- To be responsible for the day to day administration of the Collective Agreement.
- To develop, as required, a Memorandum of Agreement with the Employer if any changes are made to terms of the Collective Agreement (such as shift length, rate of pay for new classifications, secondments, etc.).
- Each Memorandum of Agreement shall be reviewed by the Board of Directors before it can be entered into by representatives of a ZLMC/IWK LMC.
- To deal with other issues that may be delegated to the Committee by the Board of Directors.

### **Composition of NSHA ZLMC**

- The ZLMC will be compromised of representation from the Constituent Unions as per Article 28.01 of the Collective Agreement.
- The NSNU representatives on ZLMC shall include the president of the locals referenced below. Alternates to the ZLMC will be elected by members of the appropriate Nurses' Union Local at a meeting called for that purpose.
- In the event that only one name comes forward for the position, that person will be declared elected by acclamation.

### **Western Zone – (9 NSNU, 3 CUPE, 1 NSGEU)**

Nine (9) representatives and nine (9) alternates, one (1) each from the following sites:

- South Shore Regional Hospital
- Fishermen's Memorial Hospital
- Queens' General Hospital
- Digby General Hospital
- Roseway Hospital
- Yarmouth Regional Hospital
- Valley Regional Hospital
- Soldiers Memorial Hospital
- Annapolis Community Health Centre and Western Kings Community Health Centre - one representative to alternate/rotate from site to site as per term of office.

**Northern Zone – (11 NSNU, 1 NSGEU)**

Eleven (11) representatives and eleven (11) alternates, on the following basis:

- Colchester Hospital - two (2) representatives
- Lillian Fraser Hospital
- Cumberland Regional
- Bayview
- South Cumberland Hospital
- North Cumberland Hospital
- All Saints Hospital
- Aberdeen Hospital - two (2) representatives
- Sutherland Harris Hospital

**Eastern Zone – (12 NSNU, 1 Unifor, 1 NSGEU)**

Fourteen (14) representatives and fourteen (14) alternates, on the following basis:

- St. Martha's Hospital
- St. Mary's Memorial Hospital
- Strait Richmond Hospital
- Eastern Memorial Hospital & Guysborough Memorial Hospital - one representative to alternate/rotate from site to site as per term of office.
- Cape Breton Regional Hospital - three representatives from the site (one of whom shall be the President of the Local) + two additional representatives (1 alternate only)
- New Waterford - the President of the Local
- Glace Bay - the President of the Local
- Northside - the President of the Local
- Inverness and Sacred Heart - one representative to alternate/rotate from site to site as per term of office.
- Buchanan Memorial and Victoria County -one representative to alternate/rotate from site to site as per term of office.

**Central Zone – (6 NSNU, 10 NSGEU)**

Six (6) representatives and six (6) alternates, one (1) each from the following sites:

- Eastern Shore
- Hants Community
- Musquodoboit Valley
- Cobequid Multi-Service Centre
- Twin Oaks
- Dartmouth General

## **Composition of IWK LMC**

- The IWK LMC will be compromised of representation from the Constituent Unions as per Article 28.01 of the Collective Agreement. (6 NSNU, 1 NSGEU)
- The NSNU representatives on the IWK LMC shall include the president of the local. The other representatives and the alternates to the IWK LMC will be elected by members of the Local at a meeting called for that purpose.

## **Alternates**

Where adequate notice has been given, alternate representatives shall attend a ZLMC/IWK LMC meeting in the event that the regular representative is unable to attend.

## **Term of Office**

Term of Office for ZLMC/IWK LMC representatives shall be two (2) years. A representative may serve consecutive terms.

## **Quorum**

A quorum for the Committee shall be a majority of the Committee representatives.

## **Chair**

The Union Chair of the ZLMC/IWK LMC shall be chosen by and from the Committee representatives, with the exception of Central Zone where the Union chair shall be an NSGEU member. The Chair shall be appointed for a one (1) year term but may serve consecutive terms. The Chair of the ZLMC/IWK LMC has the right to vote.

An interim Chair may be selected from among the attending regular representatives in the event the usual chair is not present for a properly constituted meeting of the Committee.

## **Secretary**

The Committee shall appoint a secretary from within the Committee. The Union Secretary shall be appointed for a one (1) year term and may serve consecutive terms. The Union Secretary has the right to vote.

## **Chief Shop Steward**

- Each NSNU portion of the ZLMC/IWK LMC must elect a Chief Shop Steward from within the Committee.

- The Chief Shop Steward shall be appointed for a one (1) year term and may serve consecutive terms. The Chief Shop Steward has the right to vote.
- The Labour Relations Representative assigned to the ZLMC/IWK LMC will develop a monthly inventory of all active grievances in consultation with the Chief Shop Steward, and review with the NSNU members of the ZLMC/IWK LMC.
- The Chief Shop Steward, or designate, shall meet with the appropriate Employer representative at Step 3, at all times with the assistance of a Labour Relations Representative of the Union.
- The Chief Shop Steward or designate shall attend arbitrations. Other representatives of the ZLMC/IWK LMC may attend arbitrations on their own time depending on space at the hearing and whether it is a closed hearing or not.

### **Minutes**

- The Secretary will be responsible for the taking of minutes, transcribing minutes and ensuring that a copy of the draft minutes is forwarded to the Labour Relations Representative.
- The Secretary shall be reimbursed for reasonable expenses for supplies, i.e. paper, ink, stamps, envelopes, etc.(receipts are required to support the claim).
- The Labour Relations Representative will edit the draft minutes and send a copy to each ZLMC/IWK LMC representative.
- Once the minutes are approved by the ZLMC/IWK LMC (including representatives of the Employer), the Labour Relations Representative will ensure that copies are sent to the alternate ZLMC/IWK LMC representatives, the appropriate Area Vice President of the Nurses' Union Board of Directors and each Local President in the Bargaining Unit.

### **Role of Area Vice President**

- The Area Vice President will attend at least one meeting a year (annually) of each ZLMC/IWK LMC in their area with appropriate notice to the chair of the ZLMC/IWK LMC and to the Labour Relations Representative who will provide notice to the Employer regarding the attendance of the Area Vice President.
- The Area VP may attend any/all NSNU labour management caucus meetings.
- The Area Vice President will not have a vote at the ZLMC/IWK LMC.
- The Area Vice President shall be the liaison between the ZLMC/IWK LMC and the Board of Directors of the Nurses' Union.

## **Meetings and Teleconferences**

- As provided in the Collective Agreements, a ZLMC/IWK LMC shall meet at least four (4) times, and not more than ten (10) times, per year unless mutually agreed otherwise.
- The meeting may be attended at a specific location in person or held by teleconference/virtually.

## **Sub Committees**

- The Committee may delegate functions of the Committee to a representative of the Committee or a Sub-committee.

## **Observers at ZLMC/IWK LMC meetings**

- All bargaining unit members may attend union caucus meetings of their designated ZLMC/IWK LMC meetings at their own expense, as non-voting observers, if they have notified the Union Chair of ZLMC/IWK LMC at least two (2) weeks prior to the meeting (or less if mutually agreed by the ZLMC/IWK LMC) that they wish to attend.
- Attendees shall be limited to two (2) people per meeting and must defer to the discretion of the Union Chair of ZLMC/IWK LMC in camera sessions when matters of a confidential nature are discussed.

## **ELECTIONS**

### **Acute Care Labour Management Committee Elections**

- The composition of the NSHA Zone Labour Management Committee (ZLMC) and the IWK Labour Management Committee (IWK LMC) shall be defined under the collective agreement.
- Term of Office for NSNU ZLMC/IWK LMC representatives shall be two (2) years. A representative may serve consecutive terms.
- The Union representatives and the alternates to the ZLMC/IWK LMC will be elected at a meeting called for that purpose or as directed by the Board of Directors.

#### **Chair**

- The Union Chair of the ZLMC/IWK LMC shall be chosen by and from the Committee representatives, with the exception of Central Zone where the Union chair shall be an NSGEU member. The Chair shall be appointed for a one (1) year term but may serve consecutive terms. An interim Chair may be selected from among the attending regular representatives in the event the usual chair is not present for a properly constituted meeting of the Committee.

#### **Secretary**

- The Committee shall appoint a secretary from within the Committee. The Union Secretary shall be appointed for a one (1) year term and may serve consecutive terms.

#### **Chief Shop Steward**

- Each ZLMC/IWK LMC must elect a Chief Shop Steward from within the Committee.
- The Chief Shop Steward shall be appointed for a one (1) year term and may serve consecutive terms.

## **FINANCIAL POLICIES**

### **1) Member Reimbursements**

- **Union Sanctioned Functions**

Under list of Union Sanctioned Functions: change to NSHA Zone Labour Management Committee and IWK Labour Management Committee

### **2) Salary Replacement**

#### **Honoraria for Chief Shop Steward / Secretary**

Annually, an honorarium of \$500 is paid to the Union Member(s) who serve as a Chief Shop Steward and/or a Secretary of each Zone Labour Management Committee/IWK Labour Management Committee. This is compensation for time spent on duties over and above the regular meetings with the Employer already sponsored by the Union.