

## **MANDATE**

### **HOSPITAL PROVINCIAL NEGOTIATING TEAM**

The Hospital Provincial Negotiating Team represents membership throughout the process of provincial negotiations with Participating Hospitals in alignment with ONA's Vision, Mission, Values, Constitution, strategic priorities and actions. This includes the establishment of the provincial process, the finalization of initial contract proposals and any amendments thereto as necessary during provincial negotiations. The team will ensure the ratification process of the Organization is followed in the event of a provincial settlement; or the arbitration process, where a voluntary settlement is not reached. The team will be responsible, through the Provincial President, for keeping membership informed as appropriate.

#### **SCOPE OF WORK FOR HOSPITAL PROVINCIAL NEGOTIATING TEAM:**

The mandate of the Hospital Provincial Negotiating Team includes:

- Attend and participate in orientation/education programs.
- Attend and participate in any regional/bargaining unit proposal development/demand setting meetings.
- Provide input into negotiating and finalizing a "Memorandum of Conditions for Joint Bargaining" with Participating Hospitals.
- Make recommendations to the Board of Directors with respect to next steps, strategies and further actions if the terms and conditions for provincial bargaining cannot be satisfactorily resolved in alignment with membership priorities and strategic priorities and actions.
- Finalize outcomes and objectives for the provincial process.
- Review bargaining objectives, regional proposals, membership research and supporting data on provincial issues and help assist with the prioritization of issues.
- Finalize initial contract proposals relative to provincial issues.
- Attend regional/provincial meetings in relation to the negotiation process and present final proposals for approval by membership.
- Attend and participate in all negotiations including conciliation, mediation and arbitration.
- Review, assist with prioritization and have input into, any arbitration submissions.
- Communicate regularly to the Board of Directors and membership through the Provincial President on the status of provincial bargaining.
- Ensure the ratification process is followed and attend and participate in any sector meeting(s) held to interpret a settlement and finalization of a plan for implementation.
- Attend and participate in any sector meeting(s) held to interpret a provincial arbitration decision and finalization of a plan for implementation.
- As necessary, attend and participate in education session(s) and learning opportunities relative to the provincial process.
- Attend and participate in a debrief session after negotiations are concluded. During such debrief session, members may bring forward suggested questions to be used for the next Have-Your-Say bargaining questionnaire.

**ORIENTATION/EDUCATION:**

The members of the Hospital Provincial Negotiating Team will receive orientation/education, which will take place prior to the regional/bargaining unit proposal/demand setting meetings. Subsequent orientation/education will be held prior to setting of proposals which will enable individuals to carry out their roles on the Team. There is an expectation that all Team members are to attend orientation.

**MEETINGS:**

During preparation time, the Hospital Provincial Negotiating Team will meet as required. During negotiations, meetings could take place for extended hours in a 24-hour period any day of the week, including weekends.

**QUALIFICATIONS REQUIRED:**

1. A minimum of three (3) years relevant work experience.
2. Completed a minimum of one (1) round of hospital Bargaining Unit local negotiations.
3. Active at the bargaining unit level in negotiations, grievances or Association/ Agency Committees, Professional Responsibility Concerns.
4. Attended at least two (2) relevant ONA educational workshops.
5. Additional preparation and experience in labour relations is desirable.

The qualifications of nominated candidates will be reviewed by the Chief Electoral Officer. For clarity, a member who has previously served as a member of the Hospital Provincial Negotiating Team will be deemed to have met the required qualifications.

**COMPOSITION:**

The team will be composed of one (1) full-time member and one (1) part-time member from each Region in the province. Each member of the Hospital Provincial Negotiating Team will be elected by and from the Hospital Sector members in their respective Region. In addition, the President, First Vice-President, and the Chief Executive Officer will be ex-officio members of the Team.

**TERM:**

Effective at the commencement of orientation to the completion of a renewal provincial collective agreement.

**PROCESS FOR SELECTION:**

1. Nominations will be received from members with entitlements working in the Hospital Sector in each Region.
2. The call for nominations will include a date, after which no nominations will be accepted.
3. Candidates, who consent to nomination, must be members with entitlements nominated by and working in the Hospital Sector from the Region in which they are running.
4. Candidates are asked to complete a resume form.
5. Once nominations have been closed, candidates' nominations will be validated with respect to membership. A Ticket of Nominations will be provided/made available to every Hospital Sector member with entitlements working in the Hospital Sector in a Region. The Ticket of Nominations shall be posted on the ONA website. Voting

information will be provided to members with entitlements working in the Hospital Sector in a Region.

6. Each member with entitlements employed in the Hospital Sector in the Region will be entitled to one (1) vote in accordance with the ONA's Constitution.
7. Candidates, Hospital Bargaining Unit Presidents and Local Coordinators will be notified of the successful candidates.