

January 2025

Manitoba
nurses Union
St. Boniface Nurses **Worksite 5**

Annual Report 2024



**St. Boniface Nurses Worksite 5
Special General Meeting
(to prepare for the 2025 MNU AGM)**

Open to all Worksite 5 members

Thursday, April 17, 2025

1700 hrs

Hybrid in person and online via zoom

Further details will be provided to members closer to the meeting date.

**Manitoba Nurses' Union
50th Annual General Meeting**

May 6, 7 & 8th, 2025

Fairmont Hotel

Winnipeg MB

Union activities of the previous 12 months will be reviewed, policies will be voted on, and new directions will be set for the future.

Land and Water Acknowledgement

St Boniface Nurses Worksite 5 is located on Treaty 1 Territory, the traditional lands of the Anishinaabeg, Cree, Oji-Cree, Dene, and Dakota peoples, and on the homeland of the Red River Metis. We acknowledge that Winnipeg's water is sourced from Shoal Lake 40 First Nation.

Acknowledging this truth is important yet only a small part in cultivating strong relationships with Indigenous communities.

**St. Boniface Nurses Worksite 5
55th Annual General Meeting
Wednesday, March 65, 2025
1800 hrs**

1.	Call to Order	
2.	Welcoming Remarks	
3.	Land and Water Acknowledgement	
4.	Introduction of the Worksite 5 Executive	
5.	Approval of the Agenda	
6.	Approval of Rules of Procedure for the Meeting _____	4
7.	Approval of Rules of Procedure for Elections _____	4

Special Guest Speaker - Darlene Jackson, President, MNU

8.	President’s Report _____	5
9.	Nominating Committee Report _____	9
	9.1 Elections	
10.	Finance Report _____	11
	10.1 Auditor’s Report for 2023/Approval of Auditor for 2024	
	10.2 Approval of 2025 Proposed Budget _____	13
11.	Standing Committee Reports:	
	11.1 Ongoing Issue’s, Resolutions and Grievance’s Report _____ <i>Includes: Ongoing Issues & Resolutions, Attendance Support and Assistance Program (ASAP), Gradual Return to Work (GRTW), Duty to Accommodate (DTA), HRSS Overpayments, Mandatory Overtime, Reassignment, WCB Claims, Abuse in the Workplace</i>	18
	11.2 MNU Board Representatives' Report _____	22
	11.3 Workload/Staffing Reports Committee Report _____	23
12.	Joint Committee Reports:	
	12.1 Joint Education Fund Committee Report _____	24
	12.2 Joint Union-Hospital Council Report _____	24
	12.3 Nursing Advisory Committee Report _____	26
	12.4 Employer Organization Nursing Advisory Committee Report _____	27
	12.5 Workplace Safety & Health Committee Report _____	28
	12.6 WRHA Continuing Education Fund Committee Report _____	29
13.	Other Business	
	13.1 Honourary Lifetime Membership Presentation—Liz Cronk	
14.	Adjournment	

Rules of Procedure for the Meeting

1. Order of business is subject to majority approval.
2. A member may speak only once to any given matter. Debate is limited to three (3) minutes, unless permission to the contrary is given by the assembly.
3. All members must identify themselves by name prior to speaking.
4. Speakers must address the chair.
5. Robert's Rules of Order will govern for any procedural matters brought into issue.



Rules of Procedure for Elections

1. Only members in good standing are allowed to vote.
2. Each Worksite 5 member is entitled to bring two proxies.
3. Proxies must be registered prior to elections. Proxies must abide by our constitution which states *"A member who is unable to attend the Annual Meeting ONLY by reason of being on duty, may appoint another member as her/his proxy, provided that no member shall hold more than two (2) proxies. The proxy must be completed and the original signed by the member who is working, indicating which member he/she is assigning the proxy to"*.
4. There will be a minimum of two (2) scrutineers.
5. NO ONE may leave or enter the room once elections commence.
6. Two Nominating Committee members may replace two scrutineers for the collection of ballots.
7. Scrutineers will be responsible for counting all ballots.
8. Head scrutineer will give results of ballot votes to the chair as soon as possible.
9. All ballots to be marked with an "X" or a "V".



PRESIDENT'S REPORT

2024 was another challenging year for all nurses at St. Boniface Hospital. The mandatory overtime, re-assignment, increased acuity and increased violence continue to be ongoing issues. Nurses are still feeling the heaviness of bearing the responsibilities of the healthcare system. Nurses continue to be the pivotal human resource that the healthcare system relies on to keep functioning.

Our members continue to make tremendous modifications in their personal lives and in the workplace in order to meet the demands put upon them while they provide the much needed care and support their patients require. Thank you to all of our members at Worksite 5 for your ongoing dedication to the people of Manitoba.

In addition to supporting the people of Manitoba, Worksite 5 unit reps and committee chairs continue to bring forward concerns to their managers, directors, the chief nursing officer and the union. They continue to volunteer their time and energy to try to improve a crumbling healthcare system for the betterment of the people of Manitoba.

In October Maggie Moore joined the office compliment for a term position. She will be helping with coverage for maternity leave, for Laura Schattner, which commences in November.

We truly thank the Worksite 5 key executive, executive committee and committee members for their continued efforts to support nurses during a very challenging time in healthcare.

KEY EXECUTIVE COMMITTEE

Acting President - Sheila Holden (until April 30 2025)

Vice President- Laura Schattner

Secretary- Jocelyne Mann

acting Vice President (from Nov 1, 2024) - Renate Scheffer-King

Acting Treasurer (Nov 1, 2024)- Margaret (Maggie) Moore

Laura Schattner, along with Colleen Johanson (Seven Oaks Hospital) are our elected board representative with MNU for WRHA Acute Facilities.

In 2024 the key executive committee (officers) met four times as the key executive committee and once as the finance committee. Most of the key executive meetings took place in person. We also met in person for our Finance Day. Our investment team from RBC Dominion Securities was unable to attend the finance day to review our financial position. The finance committee received the financials a few days later.

I am grateful to and very appreciative of the key executive committee's assistance and support throughout this past year.

EXECUTIVE COMMITTEE

Your Worksite 5 executive committee is comprised of the key executive (officers), chairpersons of standing committees, and unit representatives.

The following nurses served as unit reps or were committee representatives in 2024: Jocelyne Mann, Janelle Mulaire, Sara Volpatti, Jillian Chemerika, Mary Woloszyn, Therese Santos, Melissa Omega, Jaz Klymochko, Kallie Stephens, Alicia Wieder, Linda Jackson, Sean Scott, Krizel Watson, Shericka Barclay-McPherson, Chloe DeVries, Meaghan Syganiec, Amanda Alfar0-Juarez, Amber Hillstrom, and Kim Plantz,

The executive committee is vital to the operation of the Worksite as the members of this committee provide guidance to the key executive and communicates valuable information to other Worksite 5 members.

The executive committee met four times in 2024, and these meetings were held virtually via zoom.

Members of the executive committee, which includes your Unit Representatives, volunteer their time and efforts to participate in discussions and activities of the union, and provide vital communications to their co-workers/fellow members. Their efforts and commitment are sincerely appreciated by Worksite 5 and MNU.

EXECUTIVE EDUCATION DAY

Our executive education day is for our executive committee gather at the Norwood hotel for a day of learning. This day also provides an opportunity to express our thanks to these wonderful volunteers for the time and energy they give to Worksite 5.

Our 2024 executive education day was held on January 18th at the Norwood hotel. In the morning Marilyn Dykstra, Knowledge Keeper at the CMHR shared stories with the group and in the afternoon our LRO Mary Lakatos spoke about the collective agreement bargaining process.

Additionally at the executive education day , concerns related to reassignment, regionalization, mandating & overtime, unsafe patient assignments, concerns with master rotations and general workload issues were discussed.

We are always looking for more volunteers to expand our executive. If you are interested in volunteering to be a unit rep, please contact the Worksite 5 office. We will provide you a short description of the unit rep responsibilities and a one hour orientation.

GENERAL MEETINGS

Worksite 5 General Meetings are open to all Worksite 5 members. In addition to our Annual General Meeting held in March, we held three general meetings in 2024. We have expanded participation at the general meetings by including a hybrid format. The hybrid format is not without its glitches but we hope that having virtual attendees expands access to those who would be unable to attend otherwise.

PERSONNEL CHANGES AT SBH

In our positions, Renate, Laura, Maggie = and I have many meetings and discussions with the hospital executive, human resources, and disabilities management teams. The following show the personnel changes that took place in 2024:

Human Resources Team

Jordan Forbes is the chief human resources officer (CHRO). Sari Rosenberg is now the manager of employee relations. Kati Sutherland, Cassie Flaman and Danielle Lambkin, are senior human resources consultants. Vanessa Poirier and

Erica Gervacio also support employee relations.

We appreciate the willingness of employee relations at St Boniface Hospital to always take our calls and listen to our concerns. We appreciate the professional and respectful relationship we have with all the human resources consultants at St Boniface Hospital.

WORKSITE 5 OFFICE ACTIVITY

Gradual Return to Work (GRTW) Attendance Support and Assistance Programme (ASAP) and Duty to Accommodate (also known as accommodation) meetings continued throughout 2024. Monthly meetings with the employer and our MNU LRO Mary Lakatos provided an opportunity for us to discuss all manner of concerns to our members with a view to resolving issues in a timely fashion.

Meetings continue to be mainly hybrid, with our member and ourselves in the human resources conference room signing on to the meeting virtually on our laptops. Some members prefer to come to the Worksite 5 office for meetings. We continue to do a blend of hybrid meetings between employer/ member/ union with the member in person with us and then meeting virtually with the employer.

We anticipate that the hybrid meetings will continue indefinitely.

Nurses Week

Worksite 5 had a table in the atrium during nurses week in May 2024. This past year, we decided to hand out pill bottles filled with 2 aspirin– to save a life.

Regionalization

There was no change in the regionalization status for St Boniface Hospital in 2024. A service purchase agreement between St Boniface Hospital and WRHA continues to be negotiated on annual basis. This agreement means that St Boniface Hospital (not the WRHA) continues to be the employer of record for Worksite 5 members. We acknowledge that sometimes there is confusion as many of the documents and processed is at St Boniface Hospital are aligned with the WRHA policies and procedures. If you have any questions about the relationship between St Boniface Hospital and the WRHA please contact the Worksite.

MNU AGM 2024

The MNU AGM took place in Winnipeg this year. It has been decided by the Board of Directors that the AGM be held in Winnipeg going forward. The two day event took place at the Fairmont Hotel. MNU launched its UNITY campaign at the AGM. We had a great time and had an opportunity to meet new union activists from throughout the province. It was also great to network with them as well as the more seasoned union activists. The AGM set for 2025 will be celebrating 50 years as the Manitoba Nurses Union.

WORKSITE 5 OFFICE SUPPORT

Laura, Renate, Maggie and I would like to acknowledge our appreciation of the hard work and dedication of Tracey Busby, the Worksite 5 Executive Assistant. Tracey is a true ally to Worksite 5 nurses and all nurses in Manitoba. Her dedication to our members is very much appreciated.

We especially appreciate her creativity and ability to put into words what we struggle to articulate.

A special thank you goes to Monique Berube, Diane Vouriot and Joy Aniel in Employee Relations, as well as Theresa Simard in Occupational Health for keeping all of our employer communications, meetings, agendas minutes and more organized.

WINNIPEG HOSPITAL WORKSITE PRESIDENTS

(WHLPS)

The presidents of the eight Winnipeg hospitals, Pan Am Clinic, , Misericordia, Deer Lodge Centre and Cancer Care Manitoba usually meet up to five times a year to discuss common issues related to the provision of healthcare in the City of Winnipeg and the representation of our members. In 2024 this group of union active nurses continued to meet virtually. At these meetings we share what our members are dealing with at our respective sites and provide support to each other during these challenging times.

The Winnipeg Region Local– Acute

Recently Winnipeg aligned with the rest of the province to become the Winnipeg Region Local (WRL) and Shared Health Local. The WRL is divided into Acute Sites, Long Term Care and HomeCare. Worksite 5 is part of the Acute Sites.

The Winnipeg Region Local had its inaugural Annual General Meeting in 2024. The WRL consist of co-presidents from acute, long-term care and community. The co- presidents are Sheila Holden (past president), Tara McKinnon (current) from the Acute. Long-term Care president Eveleen Winter and Community president Jaime Bartel.

The members who fall under the WRL (we are included) are to pay union dues to support the Regional Local. There will be a 0.50 cent increase per pay period for all members. HOWEVER, the Finance Committee at Worksite 5 reviewed our finances and decided that for the next 2 years, the dues would be paid temporarily by the Worksite from existing membership dues.

The WRL oversees selecting our members who wish to attend the educational opportunities provided by MNU. It is from the dues paid to the local that allow our members to attend. In 2024, the WRL sent some of our members to Solidarity School in the fall.

Post anaesthesia recovery room (PARR) and ICU

St. Boniface is the only hospital that requires the PARR to have critical care training. It often is used as the ICU overflow. The Intensive Care Unit has expanded to 4 beds in the PARR. The 4 beds located in PARR will be staffed by the ICU nurses.

Heart Cath Lab

We would like to welcome the Heart Cath Lab to Worksite 5. This department recently de-regionalized back to the Winnipeg Regional Health Authority. Although these nurses were working in the Cath Lab located here at St Boniface Hospital, the nurses were previously part of Shared Health.

Thank you to all the union active members that have provided knowledge and assistance to myself and the worksite over the years.

I appreciate all the inquiries and questions over the years that have challenged me. I have very much appreciated the spirited debates.

I know the workplace has become much more complicated over the years. I hope I have helped nurses navigate the collective agreement and other facets of their employment as a nurse. Of all the things I will miss, I will miss the people most of all.

Sheila Holden, Acting President

Extended Sick & other LOA's

If you go on an extended sick or other LOA please contact the worksite office. We can provide information and/or assist with information on benefits, GRTW's, issues with WCB or other insurers, EI benefits, sick notes and more. We strive to ensure you receive the support and maximum benefits that may be available to you.

If you are off work on an unpaid LOA, please ensure you prepay your benefits - most importantly - your Disability and Rehab (D & R) benefit. Failure to do so could jeopardize your eligibility to be accepted for D & R.



Honourary Membership to St Boniface Nurses Worksite 5 is granted to members of the Worksite who have rendered a distinguished service and have been of valuable assistance such that it has had a positive impact for the Worksite and its members. During covid we received a nomination for one such member, but due to the constraints at the time and how everything revolved around the pandemic, the nomination was filed away into a drawer.

This year would like to honour Liz Cronk with an honorary membership to Worksite 5. Liz's involvement with Worksite 5 spans over many years. She was on the Workplace Safety & Health Committee from 2003 – 2016, she was also on the Finance Committee and for a time she was on the Executive as Secretary.

Liz was also on the MNU Board of Directors for two years from 2017 and she was a member of the Local 5 Bargaining Committee. She also served as her unit representative from 1990 until her retirement.

Thank you Liz for your commitment to the membership of St Boniface Nurses and for the role you played within the labour movement.

NOMINATING COMMITTEE REPORT

Elections will take place at the Worksite 5 AGM on March 5, 2025

Worksite 5 Constitution - Article IX - Elections

9:06

- a) *Nominations for positions shall be submitted by January 5th of the election year for any position.*
- b) *A résumé outlining union experience, involvement and education shall be provided along with nomination for the positions of president, vice president, secretary, and treasurer.*
- c) *Where a nominee has submitted their name in the time period specified in 9:06 a) and there are no other nominees, that member shall be deemed to be elected by acclamation.*
- d) *Only if there are no nominations for a position submitted in the time period specified in 9:06 a), will nominations be accepted from the floor at the Worksite 5 Annual General Meeting.*

Each year we ask nurses to become involved with/continue to be involved with Worksite 5 by serving on a union committee and/or being a unit rep. These roles help us to stand together and spread the voice of MNU throughout the hospital.

We know that this is a difficult task and has been made even more so over the last few years, due to the pandemic and the massive shortage in nursing that we are faced with. Even throughout the short staffing, mandatory and voluntary overtime, and at times unsafe staffing levels, nurses continue to stand up for their patients and themselves. It is our members who work as unit reps and on committees who help provide the ears, eyes, and voice of the union on each unit. We appreciate all the work our unit reps, committee chairs and committee members do and we thank you.

In December 2024, the units were sent information regarding Worksite 5 nominations process along with information on the various committee functions. If you have not done so, please look at the various committees or consider becoming a rep for your unit. We also welcome having members share the unit rep position for a unit. As this is a great way to get to know the union and your coworkers better. If one of the committees interests you, please consider putting your name forward if you see a committee that has a vacancy. Orientation to committees and or unit reps are provided by the Worksite 5 office.

We understand that being active in the union may not be something that will work for you at this time. If at a later time, you would like to become involved as a unit rep or

with a committee please contact the office. Any and all involvement by our members in the activities of Worksite 5 is very much appreciated.

Worksite 5 Committees

Please take a moment to review the descriptions of the committees that serve Worksite 5 members. If something interests you and you are willing to take on that role, please consider putting your name forward if you see a vacancy on that committee.

Worksite 5 Unit Representatives

Another way to be involved in the union is by being a unit rep (and thereby serving on the Worksite 5 executive committee).

Unit reps are elected at the unit level and serve a one year (renewable) term-of-office. More than one person per unit can serve as unit rep. In 2024 we had several units with multiple reps (co-reps). For those new to the unit rep role, orientation to the role is provided by the Worksite 5 office.

Nominations

Nomination forms were sent to each unit and were also available by contacting the Worksite 5 office via email (info@stbonifacenursesworksite5.ca).

Completed nomination forms were submitted by email, fax, or via inter-hospital mail.

Worksite 5 Elections 2025

Nominations for positions up for election in 2025 closed on January 6, 2025. Below is the status of nominations as of January 6, 2025:

Key Executive:

President: Laura Schattner was acclaimed for a two year term (May 1, 2025 - April 30, 2027).

Vice President: Renate Schattner was acclaimed to a two year term (May 1, 2024 - April 30, 2026). Will preside as Acting President until December 2025, when Laura Schattner is scheduled to return from maternity leave.

Secretary—Jocelyne Mann was acclaimed for a two year term (May 1, 2025 - April 30, 2027).

Treasurer—Maggie Moore was appointed to a one year term (November 1, 2024 - April 30, 2026) as acting Treasurer. Appointed acting Vice President until December 2025. when Renate returns to this role.

Nominations for Standing Committees

Workload Staffing Reports Committee

Maggie Moore and Jocelyne Mann have been acclaimed for a 2 year term (May 1, 2024 - April 30, 2026) as committee co-chairs.

Kim Plantz, Callie Stephen, and Jaz Klymochko have been acclaimed for a 2 year term (May 1, 2024- April 30, 2027)

Nominating Committee

- * **Therese Santos** has been acclaimed for a one year term.
- * *Up to 3 to be elected each for a one year term.*

Nominations for Joint Committees

Joint Education Fund

- **Janelle Mulaire** has been acclaimed in a two year term (May 1, 2025 - April 30, 2027).
- * *One to be elected for a two year term*

Workplace Safety & Health

- **Amber Hillstrom** has been acclaimed as chair to a two year term (May 1, 2025 - April 30, 2027).
- * *Shericka Barclay-McPherson is entering year two of a two year term as a member at large for this committee*

Grievance Committee

- * *Two to be elected for a two year term.*

Nursing Advisory Committee (NAC)

- * Sheila Holden, Laura Schattner, Kim Plantz and Renate Scheffer-King appointed to committee by Key Executive.

Unit Representatives

As previously stated in my report, unit reps are elected at the unit level. At time of writing this report only the following units have reps as of May 1, 2024:

Hemodialysis & peritoneal dialysis LDR	Jocelyne Mann & Janelle Mulaire
Y2 Cardiac Specialty Care	Sara Volpatti
PNU 3A/3B	Jillian Chemerika
Diagnostic Imaging	Mary Woloszyn
E6 Medicine	Therese Santos
Emergency	Melissa Omega & Jaz Klymochko
Heart Cath Lab	Kallie Stephens
Pacemaker Clinic	Alicia Wieder
B2/I@/PAC/NFA & Endoscopy	Linda Jackson & Sean Scott
Palliative Care	Krizel Watson
Operating Room	Shericka Barclay-McPherson
Casual Nurses	Chloe DeVries
Cardiac Sciences Access Office	Meaghan Syganiec
	Amanda Alfaro-Juarez

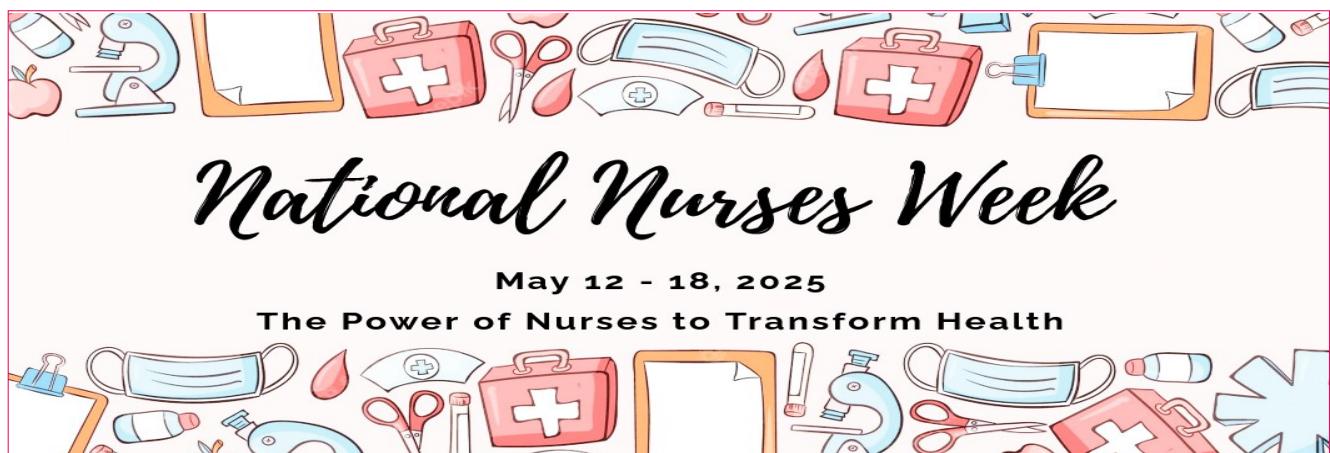
If you are currently serving as unit rep not listed and wish to continue in that role or if you wish to become a unit rep, please fill out and submit a nominations form. New reps are always welcome.

Voting Delegates to the 2025 MNU AGM

The 2025 MNU AGM will be taking place 6,7 & 8 May 2024 at the Fairmont Hotel in Winnipeg.

Worksite 5 is entitled to send 23 voting delegates to the 2025 MNU AGM. Currently, all spots have been filled.

Laura Schattner, Worksite 5 Vice President will be attending the 2025 MNU AGM in her role as MNU Board Representative and not in her role as an executive member of the Worksite.



FINANCE COMMITTEE REPORT

I am pleased to provide you with this update on the Worksite's financial position.

Finance Day

Each year the Finance Committee (members of the key executive committee) hold a Finance Day where we review and discuss the state of Worksite 5's finances. At this time the key executive approved the budget for 2026.

Investments

As shown by our Investment Portfolio Worksite 5 continues to maintain financial stability.

On the advice of Brendan Rogers our financial advisor with RBC Dominion Securities we discussed our investment strategy extensively and made some adjustments to our portfolio. Our accounts are strong and in 2024 earned an interest rate of 9.12%.

Investments as of January 31, 2025

<u>Equity & Fixed Income</u>	<u>Market Value</u>
Fixed Income, Global	\$576,116
Equity Canada	\$221,068
Equity United States	\$210,309
Equity-United States	<u>\$210,309</u>
Total Fixed Income	\$1,048,031
<u>Cash and Equivalents</u>	<u>Market Value</u>
Cash & Equivalents—Canada	\$106,736
Cash & Equivalents—United States	<u>\$9,495</u>
Total Cash & Equivalents	\$116,231
Total Investments (Book Value)	\$1,164,262

**all values are expressed in Canadian Dollars*

2024 Budget

The 2023 budget had a projected deficit of 43,300. At our Finance Day meeting we reviewed the 2024 budget along with the *estimated receipts and expenses* to December 31, 2023 and came in with a deficit of \$57,121.

2025 Budget

The 2025 budget which was approved at the 2024 Worksite 5 AGM, contains a projected deficit of \$79,200.

2026 Proposed Budget

The proposed budget for 2026 which can be found on pages 13-17 has a projected deficit of \$127,750

We have more than sufficient funds in our investments to cover any deficit realized at year-end 2026.

The 2026 proposed budget was approved by the Executive Committee and will be voted on by general membership at the Worksite 5 AGM.

If you have any questions regarding this information, please feel free to contact me or the Worksite 5 office.

Accrued Sick Time & Pre-Retirement Leave

Accrued Sick Time & Pre-Retirement Leave for the President, Vice President and Executive Assistant are reported on in our yearly audit. A portion of our investments is reserved for these deferred expenses. As the salary increases obtained with the new collective agreement will have an impact on this reserve, retroactive adjustments are being made to these accruals in order to have a more accurate reflection of this deferred expense.

*Maggie Moore RN
Acting Treasurer, Worksite 5*



Benefits & LOAs

Any inquiries regarding benefits, LOAs are to be directed to HEBP and ROEs must be directed to HRSS.

We recommend members contact HEBP & HRSS via email as this will create an incident number which will help you to track your concern and ensure it is being addressed.

*HRSharedServices@wrha.mb.ca
info@hebmanitoba.ca*



2024/2025/2026 BUDGET COMPARISONS

RECEIPTS	2024 Approved Budget	2024 Estimated Receipts	2024 Variance	2025 Approved Budget	2026 Proposed Budget
Dues	\$ 398,000.00	\$ 419,919.00	\$ 21,919.00	\$ 364,000.00	\$ 400,000.00
Interest from Bank Accounts	\$ 1,800.00	\$ 7,519.00	\$ 5,719.00	\$ 4,300.00	\$ 5,000.00
President's Days Reimbursement	\$ 36,000.00	\$ 12,053.00	-\$ 23,947.00	\$ 53,100.00	\$ 55,000.00
TOTAL	\$ 435,800.00	\$ 439,491.00	\$ 3,691.00	\$ 421,400.00	\$ 460,000.00

DISBURSEMENTS	2024 Approved Budget	2024 Estimated Receipts	2024 Variance	2025 Approved Budget	2025 Proposed Budget
5601 Audit/Bookkeeper	\$ 5,200.00	\$ 3,575.00	\$ 1,625.00	\$ 5,200.00	\$ 7,000.00
5602 Bank Charge	\$ 100.00	\$ 165.00	-\$ 65.00	\$ 200.00	\$ 200.00
0000 Regional Members Dues					\$ 20,800.00
5603 Communications	\$ 6,100.00	\$ 568.00	\$ 5,532.00	\$ 2,000.00	\$ 2,650.00
5604 Education	\$ 27,500.00	\$ 7,090.00	\$ 20,410.00	\$ 22,000.00	\$ 26,500.00
5605 Honoraria	\$ 3,600.00	\$ 1,400.00	\$ 2,200.00	\$ 2,800.00	\$ 2,800.00
5606 Worksite 5 AGM	\$ 11,800.00	\$ 4,470.00	\$ 7,330.00	\$ 11,800.00	\$ 12,000.00
5607 Office - Other	\$ 1,000.00	\$ 27,894.91	-\$ 26,894.91	\$ 6,000.00	\$ 5,000.00
5608 Meeting Expenses	\$ 5,400.00	\$ 3,899.00	\$ 1,501.00	\$ 5,400.00	\$ 5,600.00
5609 Charitable Donations	\$ 2,800.00	\$ 4,300.00	-\$ 1,500.00	\$ 2,500.00	\$ 4,300.00
0000 Promotional Material					\$ 11,100.00
5610 MNU AGM	\$ 5,200.00	\$ 3,589.00	\$ 1,611.00	\$ 5,400.00	\$ 4,300.00
5611 CFNU (Biennial Convention)			\$ -	\$ 20,000.00	
5612 Office Support	\$ 42,000.00	\$ 53,391.00	-\$ 11,391.00	\$ 48,500.00	\$ 57,000.00
5613 Postage	\$ 1,200.00	\$ 193.00	\$ 1,007.00	\$ 400.00	\$ 400.00
5614 President's Salary	\$ 114,300.00	\$ 118,986.00	-\$ 4,686.00	\$ 114,300.00	\$ 127,000.00
5615 President's Liability	\$ 10,200.00	\$ 1,777.59	\$ 8,422.41	\$ 10,200.00	\$ 12,000.00
5616 Vice President's Salary	\$ 83,500.00	\$ 102,495.00	-\$ 18,995.00	\$ 83,500.00	\$ 112,000.00
5617 Vice President's Liability	\$ 7,400.00	\$ 4,765.00	\$ 2,635.00	\$ 7,400.00	\$ 10,100.00
5618 Salary Replacement	\$ 25,500.00	\$ 29,324.00	-\$ 3,824.00	\$ 25,500.00	\$ 13,000.00
5619 Administrative Support	\$ 54,300.00	\$ 53,956.00	\$ 344.00	\$ 55,500.00	\$ 57,000.00
5620 Burdens	\$ 72,000.00	\$ 74,774.00	-\$ 2,774.00	\$ 72,000.00	\$ 97,000.00
TOTAL	\$ 479,100.00	\$ 496,612.50	-\$ 17,512.50	\$ 500,600.00	\$ 587,750.00
RECEIPTS MINUS DISBURSEMENTS	\$ (43,300.00)	\$ (57,121.50)		\$ (79,200.00)	\$ (127,750.00)

2025 PROPOSED BUDGET

<u>RECEIPTS</u>	<u>BUDGET</u>
(4001) Member Dues	\$ 460,000.00
Based on: 1401 F/T & P/T @ \$10.00 /member x 26 pay periods	
228 Casuals @ \$10.00 /member x 26 pay periods	
(based on June 2024 dues check list)	\$ 399,360.00
(4002) Interest from Bank Accounts (\$150 X 12)	\$ 5,000.00
(4003) President's Days Reimbursement (estimate)	\$ 55,000.00
TOTAL RECEIPTS	\$ 459,360.00

All nursing salaries in this budget are set at the 20 year rate and reflect the estimated hourly rate as of April 1, 2026

Nurse II - \$56.508
 Nurse III - \$58.812
 Nurse IV - \$62.075

<u>DISBURSEMENTS</u>	<u>BUDGET</u>
(5601) Audit/Bookkeeper	\$ 7,000.00
Audit	\$ 5,000.00
Bookkeeper (\$30.00 x 6 hrs x 12 months)	\$ 2,000.00
Total	\$ 7,000.00
(5602) Bank Service Charge & Investment Management Fees	\$ 200.00
(????) Regional Member Dues	\$ 20,800.00
Dues paid to Winnipeg Region on members behalf (1600 x 0.50 x 26)	\$ 20,800.00
Total	\$ 20,800.00
(5603) Communication	\$ 2,650.00
Website Hosting (Hitek \$20 x 12)	\$ 240.00
Website Updating/Maintenance (\$200 x 12)	\$ 2,400.00
Total	\$ 2,640.00

(5604) Education **\$ 26,500.00**

Worksite 5 Executive Education Day

Room booking	\$ 500.00
Lunch & Lifestyle Breaks (20 x \$50)	\$ 1,000.00
Honorariums / Fees for speakers	\$ 2,000.00
Salary Replacement (20 x [\$56.508 + \$0.596 AA] x 9.68)	<u>\$ 11,100.00</u>
	\$ 14,600.00

Mel Myers Conference for Key Executive

Conference Fee 500 x 4	\$ 2,000.00
Salary Replacement (2 x [\$56.508 + \$0.596 AA] x 9.68)	<u>\$ 1,120.00</u>
	\$ 3,120.00

Labour Law Review for Key Executive

Conference Fee 1000 x 4	\$ 4,000.00
Salary Replacement (2 x [\$56.508 + \$0.596 AA] x 9.68)	<u>\$ 1,120.00</u>
	\$ 5,120.00

WSR Committee Education Day

Room booking	\$ 500.00
Salary Replacement (6 x [\$56.508 + \$0.596 AA] x 9.68)	\$ 3,320.00
Breaks & Lunch (6 x \$50)	<u>\$ 300.00</u>
	\$ 3,620.00

Total **\$ 26,460.00**

(5605) Honoraria **\$ 2,800.00**

Secretary	\$ 800.00
Treasurer	\$ 800.00
Workload Staffing Reports Chair	\$ 400.00
WS&H Committee Reps (2 @ \$400)	<u>\$ 800.00</u>
Total	\$ 2,800.00

(5606) Worksite 5 Annual General Meeting (AGM) **\$ 12,000.00**

Salary Rep. Nom Comm Chair/Secretary/Treasurer (3 x [\$56.508 + \$0.596 AA] x 9.68)	\$ 1,655.00
Full Ballroom and Food	\$ 10,000.00
Total	\$ 11,655.00

(5607) Office - Other **\$ 5,000.00**

Total **\$ 11,880.98**

(5608) Meeting Expenses \$ 5,600.00

General Meetings 2 on teams / 1 hybrid	\$ 600.00	
Special Meeting for MNU AGM prep	\$ 1,000.00	
Finance Day (lunch x 5)	\$ 300.00	
Key Executive Dinner Meeting	\$ 750.00	
Breakfast/Lunch/Dinner Meetings 6 @ \$50)	\$ 300.00	
Parking	\$ 100.00	
Total	\$ 3,050.00	

(5609) Charitable Donations \$ 4,300.00

Open donations	\$ 2,800.00	
Worksite 5 AGM	\$ 500.00	
MNU AGM (Selected Charity)	\$ 1,000.00	
Total	\$ 4,300.00	

(???) Promotional Material \$ 11,100.00

Education Day	\$ 1,000.00	
MNU Worksite 5 AGM	\$ 3,000.00	
Nurses Week	\$ 6,500.00	
MNU Provincial AGM	\$ 600.00	
Total	\$ 11,100.00	

(5610) MNU AGM (location Winnipeg) \$ 4,300.00

Banquet Donation	\$ 500.00	
Banquet Tickets	\$ 700.00	
Banquet Table Reservation Fundraiser (3 @ \$25)	\$ 75.00	
Banquet Evening - Post Meeting Celebrations	\$ 200.00	
President Hotel Room /Suite for caucus (1 room / 1 night)	\$ 400.00	
Alternates (2):		
Salary Replacement (2 x 2 x [\$49.092 + \$0.596 AA] x 9.68)	\$ 2,000.00	
Total	\$ 3,875.00	

(5611) CFNU Biennium- held in odd years \$ -

Registration (President, Vice-President, Secretary, Treasurer = 4 x \$800)	\$ 3,200.00	
Salary (Secretary & Treasurer = 2 x 6 x [\$49.092 + \$0.596 AA] x 9.68)	\$ 6,000.00	
Airfare (4 x \$1,200)	\$ 4,800.00	
Hotel (2 x 6 x \$300)	\$ 3,600.00	
Per Diem (4 x 6 x \$80)	\$ 2,000.00	
Travel (4 x \$100)	\$ 400.00	
Total	\$ 19,600.00	

(5612) Office Support**\$ 57,000.00**

Rent - Towers Realty (\$1,700 plus 5% GST {\$85} = \$1,785 x 12) *	\$ 21,600.00
Phone & Fax - (\$215 x 12)	\$ 2,700.00
Cell Phones -	\$ 3,500.00
Internet - (\$100 x 12)	\$ 1,200.00
Copier Lease - Wells Fargo Equipment (\$170 x 12)	\$ 2,040.00
Copier Usage - WBM Technologies	\$ 2,400.00
Office Insurance - Ducharme Agencies	\$ 900.00
Office Supplies & Furniture (\$255 x 12)	\$ 5,000.00
Document Storage - Iron Mountain (\$250 x 12)	\$ 7,000.00
Shredding - Access	\$ 900.00
Alarm System Monitoring - Legal Locksmith	\$ 300.00
SBH Parking Passes (\$135 x 12 x 2)	\$ 3,240.00
labour on line.ca - annual subscription	\$ 600.00
IT Support - BRD Network Solutions (\$160 x 12)	\$ 1,920.00
Microsoft Exchange Online (\$50 x 12)	\$ 600.00
iCloud Storage (\$12 x 12)	\$ 144.00
Microsoft licenses various (75 x 12)	\$ 900.00
Accounting Program (75 x 12)	\$ 900.00
Mailer Lite (40 x 12)	\$ 480.00
ESET Internet Security (\$15 x 12)	\$ 180.00
Total	\$ 56,504.00

(5613) Postage**\$ 400.00****(5614) President's Salary****\$ 127,000.00**

Salary (\$62.075 x 2,015 hrs) Top of Nurse IV	\$ 125,081.13
Academic Allowance (\$0.596 x 2015 hrs)	\$ 1,200.94
Total	\$ 126,282.07

(5615) President's Liability**\$ 12,000.00**

Income Protection (15 days x 7.75 hrs x \$62.075)	\$ 7,615.00
Pre-Retirement Leave (4 days x 7.75 hrs x \$62.075)	\$ 1,925.00
Burdens @ 23%	\$ 2,200.00
Total	\$ 11,740.00

(5616) Vice President's Salary \$ 112,000.00

Salary (\$54.881x 2015 hours) (top of Nurse III)	\$ 110,600.00
Academic Allowance (\$0.596 x 1612 hrs)	<u>\$ 1,200.00</u>
Total	\$ 111,800.00

(5617) Vice President's Liability \$ 10,100.00

Income Protection (15 days x 7.75 hrs x \$54.881)	\$ 6,400.00
Pre-Retirement Leave (4 days x 7.75 hrs x \$54.881)	<u>\$ 1,750.00</u>
Burdens @ 23%	<u>\$ 1,875.00</u>
Total	\$ 10,025.00

(5618) Salary Replacement \$ 13,000.00

Treasurer - Finance Day Prep (9.68 x [\$56.508 + \$0.596 AA])	\$ 555.00
Finance Day (2 x 9.68 x [\$56.508 + \$0.596 AA])	\$ 1,105.00
Union Activities Support (20 x 9.68 x [\$56.508 + \$0.596 AA])	\$ 11,100.00
Total	\$ 12,760.00

(5619) Administrative Support \$ 57,000.00

Salary (\$33.93 x 32 hours/week x 52 weeks)	\$ 57,000.00
Total	\$ 57,000.00

(5620) Burdens on: \$ 97,000.00

Salary Replacement - Executive Education Day @ 23%	\$ 2,553.00
Salary Replacement - WSR Committee Education Day @ 23%	\$ 763.60
Honoraria @ 9%	\$ 252.00
Salary Replacement -Worksite 5 AGM (Nominations Chair) @ 23%	\$ 127.65
Salary Replacement - MNU AGM Alternates @ 23%	\$ 460.00
President's Salary @ 23%	\$ 29,044.86
Vice President's Salary @ 23%	\$ 25,737.00
Executive Assistant @ 23% plus \$760 for HSA	\$ 13,860.00
Salary Replacement - Treasurer Finance Day Prep @ 23%	\$ 127.65
Salary Replacement - Finance Day @ 23%	\$ 127.65
Salary Replacement - Union Activities Support @ 23%	\$ 5,313.00
Salary Replacement - Worksite Leadership Education	\$ 5,313.00
Administrative Support Salary @ 23%	<u>\$ 13,110.00</u>
Total	\$ 96,789.41

RECEIPTS	460,000.00
EXPENSES	587,750.00
TOTAL (deficit)	-127,750.00

Ongoing Issues Resolutions & Grievances

Issues and grievances related to the application of the collective agreement are discussed and resolved or arbitrated with the active support, consultation, and assistance of our MNU Labour Relations Officer (LRO) Mary Lakatos. *On behalf of our members, we extend our heartfelt thanks to Mary for her sage advice and efforts. We so very much appreciate and are grateful for her ongoing support.*

*Please contact the Worksite 5 office for assistance **when an issue first arises**. Members are reminded that there are timelines for raising issues. Missing the timelines may prejudice your case.*

The Worksite 5 office workload continues to be heavy. The nursing crisis we are faced with has implications in almost every challenge we are presented with, making the issues more complex than they have ever been. On a daily basis we attend meetings, respond to phone calls, messages, and emails. We strive to ensure the numerous requests made of our office are addressed.

Everything we do is in service to our members and we are grateful to each member who contacts our office for assistance.

2024 - 567 new files were opened
2023—541 new files were opened
2022—617 new files were opened
2021 - 575 new files were opened
2020 - 601 new files were opened

Grievances Resolved in 2024

Grievance # 2023-061 The Union grieved on it's own behalf and behalf of all affected members when the employer is failing to report workplace injury, abuse or harmful exposure suffered by nurses within the time frame of 96 hours inclusive of the name of the nurse and the mechanism of injury.

* Resolved when began reporting in a timely manner.

Grievance # 2023-158 The union grieved because the employer unilaterally changed the posted schedule to have nurses work Oct 2, 2023, when they were originally scheduled to be off.

* Resolved when Grievance withdrawn, member retired.

Grievance # 2023-174 The union grieved on behalf of a member disciplined unjustly.

* Resolved when grievance withdrawn when member retired.

Grievance # 2024-013 The union grieved on behalf of a member for a 1 day suspension.

* Resolved when Grievance withdrawn without P & P

Grievance #2024-015 The union grieved on behalf of a member for an inaccurate summary letter

* Grievance withdrawn without P & P

Grievance # 2024-083 The union grieved on behalf of a member for an unjust suspension

* Resolved when member found work elsewhere.

Grievance 2024-124 The union grieved on behalf of the member for an unjust suspension.

* Resolved when suspension was reduced.

Grievance # 2024-127 The union grieved on members behalf for verbal warning

* Resolved when withdrawn without P & P

Grievances Carried Over into 2025

Groups #2023-070 The union is grieving that the employer has failed to make best efforts to minimise the use of agency nurses including the failure to offer overtime or available shifts to all facility nurses.

- placed in abeyance August 2nd 2023

Grievance #2023-170 The union grieved on a member's behalf because the employer failed to allow the member to pre pay premiums well off on a leave of absence.

Grievance 2024-063 The union grieved on the members behalf for a re-classification

Grievance 2024-094 The union grieved on the members behalf for an unjust suspension

Grievance 2024-129 The union grieved that the stat time was not being properly paid

2024-185 The union grieved on behalf of a member that premiums were not paid on permanent shift

5 Year History of Grievances Filed

2024— 9 grievances were filed
2023 – 8 grievances were filed
2022 – 3 grievances were filed
2021 – 8 grievances were filed
2020 – 13 grievances were filed
2019 – 13 grievances were filed

Workers Compensation Board (WCB)

WCB Claims and Employer Appeals

The Workers Compensation Board Act allows for:

- * **employees** to appeal a claim that was denied by WCB,
- * **employers** to appeal an employee's approved WCB claim.

If a member's claim is denied by WCB or if a member's approved WCB claim is subsequently appealed by the employer, we turn to MNU for assistance. MNU LRO Bernice Pontanilla deals with all things related to WCB. Part of MNU's process in assisting our member is requesting from WCB the member's file for Susan to review.

Although the appeal process is allowed under the WCB Act, our members are always deeply affected when the employer takes this action.

If you have had your WCB claim denied or if your approved WCB claim is subsequently appealed by the employer, please contact the Worksite 5 office for assistance.

Attendance Support and Assistance Program (ASAP)

Number of files carried over from previous years	6
Number of new files opened in 2024	<u>90</u>
Total # of files addressed in 2024	96

The union continues to reserve the right to grieve any issue related to the *Attendance Support and Assistance Program*.

Although ASAP meetings are non-disciplinary, the employer has the authority to review your attendance at work with you. This review must be done in a fair manner and be consistent with other units/managers in the facility. A review of your attendance is generally triggered by exceeding absence *averages* in the facility. *Please note that*

a review of your attendance should never take place during a notification (sick) call.

We remind CRNs, coordinators, and nurses who perform charge responsibility that any information received from a nurse via a sick call is confidential and must be treated as such.

A review of attendance is usually an *informal meeting between a nurse and their manager* - it should not be in the tone of a reprimand. PTMs should be mindful of the confidential nature of these discussions and no one else should be present during these discussions. Attendance issues should not be discussed in relation to a *Performance Conversation*.

If you have concerns regarding how your manager discussed your attendance with you please request that the Worksite president or vice president be present for any further discussions/meetings.

The employer will provide you with the percentage of the sick incidences they have for you in their records. ***Do not assume this information is accurate as often it is not.*** Ask the employer for a copy of your sick incidences so that you can verify them with your own diary or pay statements.

Your PTM may indicate to you that discussions regarding your sick time are non-disciplinary, however these discussions ***are formal*** and on the record. If there are any further issues with your attendance, what you said during these discussions may become part of the formal process. A PTM's conversation with you regarding your attendance is considered a Step I ASAP meeting. If you are asked to sign or initial a document re the Step I meeting, please request and retain a copy for your records.

Academic Allowance

If you are a new hire to SBH or currently a nurse at SBH please ensure you provide proof of your academic credentials to HRSS in a timely manner.

HRSS will not back date your academic allowance, it is paid from the time proof has been received.

ASAP Step II or Step III Meetings

A meeting with employee relations regarding your attendance is considered a *Step II or Step III* ASAP meeting. This meeting involves the nurse, the nurse's PTM, employee relations, and the union.

In 2024 Step II and Step III ASAP meetings continued to take place virtually via Microsoft Teams.

While the processes and policies regarding ASAP have changed at St Boniface Hospital (and it is becoming increasingly challenging to get off the program) as they are now more in line with the Winnipeg Region, Sheila, Laura and Renate continue to hold the employer accountable to the ASAP process being a supportive one, as stated in the employer's policy.

Duty to Accommodate (DTA)

(Medical Accommodations)

Number of files carried over from previous years	4
Number of new files opened in 2024	129
Total # of files addressed in 2024	134
Number of members accommodated	111

Human rights legislation compels employers and unions to have conversations regarding the need for accommodation for any of the protected rights.

<http://www.manitobahumanrights.ca/v1/education-resources/resources/reasonable-accommodation.html>

Duty to accommodate (DTA) meetings involve the nurse, employee relations, the disability coordinator from SBH occupational health, and the union.

Medical Questionnaire

A medical note from your healthcare provider is not sufficient documentation for being granted a medical accommodation.

The employer has a medical questionnaire that **must** be filled out by an employee's healthcare provider **prior** to the employer considering a medical accommodation request. This questionnaire is available in Occupational Health.

Medical Notes

Medical notes should be submitted to Occupational Health - not to your manager. We recommend that as a matter of courtesy, to send an email to your manager to let them know you have provided your medical documentation to Occupational Health.

If you are contemplating the need for or have any questions regarding a medical accommodation, please contact the Worksite 5 office.

Family Status Accommodations

Many members are requesting an accommodation due to family status (child/elder care).

Accommodations due to family status are treated as a standard accommodation - no medical documentation is required.

Gradual Return to Work (GRTW)

Number of files carried over from previous years	4
Number of new files opened in 2024	63
Total # of files addressed in 2024	67
Number of members returned to payroll	49

The GRTW process is an asset to any nurse returning to the workplace after an injury, WCB claim, MPI claim, HEB claim, or sick leave.

questions regarding the gradual return to work process, please contact the Worksite 5 office.



Mandatory Overtime & Reassignment

Article 7A04 Health & Safety

Incidents of mandatory overtime and reassignment are voluntarily reported to the Worksite by nurses who fax us a copy of the "Notification to the Union of Mandatory Overtime or Reassignment" reporting form. In 2024 we received 108 instances of mandatory overtime and 256 instances of nurses being reassigned to another unit at the Worksite 5 office. We know that these numbers are grossly under reported and only represent a small fraction of the nurses being mandated.

If you have any questions or concerns regarding mandatory overtime and/or reassignment? Please contact the Worksite 5 office.

We urge nurses to keep track of their reassignments in case there is a discrepancy between your records and the staff scheduling office's records.

Sheila, Laura and Renate continue to discuss mandatory overtime and reassignment with the employer.

Any nurse who believes a situation in the workplace may become or has become abusive shall report this to their immediate supervisor.

In addition, new language has been added to our collective agreement to include any workplace injury or harmful exposure suffered by a nurse.

The employer shall notify the union within ninety-six (96) hours of receipt of the report. Every reasonable effort will be made by the employer to rectify the abusive situation to the mutual satisfaction of the parties involved.

The employer and the union agree that no form of abuse of nurses will be condoned in the workplace. Both parties will work together in recognizing, facilitating the reporting of alleged abuse and resolving such problems as they arise.

Reassignment Premium

Article 2804 A2e of the collective agreement includes a \$6/hour or 15% (whichever is greater) premium for reassignments that are *foreseen* staffing shortages.

Undergraduate Nursing Employee's (UNE)



St Boniface Hospital employs Undergraduate Nursing Employee's (UNE) and recognizes them as a valuable resource to support the existing collaborative health care team to provide patient centered care. UNE's are recognized in the collective agreement under Article 28.

All regular hours accrued while working in the casual UNE position will be credited towards seniority and increment hours when the nurse acquires a part time or full time position as a Graduate Nurse or Registered Nurse. In order to keep/transfer this seniority there are some timelines that must be adhered to.

UNE's employed at St Boniface Hospital are members of Worksite 5. You are welcome to attend general membership meetings and we encourage you to reach out to us if you have any questions or need assistance.

REPORT FROM THE MNU BOARD

This is the annual board report for 2024, representing the six Winnipeg Regional Acute Worksites. The Winnipeg Regional Acute sites are comprised of Concordia, Grace, Seven Oaks, St. Boniface, Victoria hospital, and Pan Am Clinic. Your board representatives are Colleen Johanson, who is finishing her two-year term and Laura Schattner, who is entering her second year of the term. After this year, the six sites will only be represented by one board member. Board members meet five times a year, in a combination of in-person and virtually.

This is the second year with the condensed board size of 13, and in 2025 it will be reduced to 12. The board of directors consists of Darlene Jackson, president, Val Watton, vice president and Tracy Bassa, secretary/treasurer, all who represent the executive team.

Val and Tracy are completing their terms, and both have decided not to run again for these positions. We welcome Katie Stark as Vice President, and Carrie Holland as secretary/treasurer, who will begin their roles May 2025. The other nine members are elected to represent all the locals and worksite in Manitoba.

MNU has experienced a few changes in staff over the last year. After a long career with MNU, Anne Gregory, Tracy Wood and Erin McGee retired. Michael Howell joined as an LRO, Cayla Wu as accountant, Michelle Lark our new researcher, Chynna Hill into communications and Paulina Groele accepted a term position as receptionist. We wish those who have moved on all the best and welcome those who have joined the MNU family.

MNU's Annual General Meeting took place May 7 and 8, 2024, at the Fairmont Hotel. Rossbrook House, the charity for 2024, raised \$21,870.00. The Yellow Ribbon recipient was Lana Penner, from HSC, and Vera Chernicki award went to Nicolle Orsulak, from Seven Oaks. The finance report passed which included a dues increase which will take place in 2025. The annual meeting was engaging with good discussion relating to constitutional

amend-

ments and resolutions. There was also a presentation relating to the tentative collective bargaining agreement. A new collective Agreement was ratified on May 17th, for four years, until 2028. Our next AGM will be a three-day event to celebrate the 50th anniversary of MNU. It will take place May 6-8, 2025.

MNU shared their solidarity with Pride Winnipeg as well as joined in Brandon's Pride Parade.

There were several conferences throughout the year for union activist to participate in. Prairie Labour School occurred in May. In June, two of our board members, Karen and Patty, attended *Prairie Labour School for Union Women*. Solidarity School was hosted by MNU in September, which was well attended. CFNU biennial is taking place this June 2-6th, 2025 at Niagara Falls.

MNU filed many Grievances throughout the year, and 43 LEAP cases opened as of the end of October.

Every year, MNU supports many local charities. This year, some of the charities we have supported were: United way, Manitoba Harvest, Errol Black Women's Brunch, Canadian Health Care collation. MS Charity, Winnipeg Folk Festival, Public Service Alliance of Canada, Keith Lambert, and more.

If you have any questions or would like to know more details about something, please don't hesitate to reach out to your board members Colleen Johanson or Laura Schattner.

In solidarity,

*Colleen Johanson and
Laura Schattner*

WORKLOAD STAFFING REPORTS COMMITTEE

First of all I would like to thank all SBH nurses for their hard work and dedication to their profession throughout this pandemic.

To my fellow committee members past and present I want to recognize you for your efforts keeping up with the WSR's and for contacting members regarding issues when needed. It is very much appreciated and I thank you.

The committee is comprised of nurses working in the hospital, whom are given assignments to the different areas of the hospital. This is a great way to know what is going on in the building and to learn about the different units. If you are interested participating on this committee (and we would love to have you), please contact the Worksite 5 office or myself.

What is a Workload Staffing Report (WSR)?

The online Workload Staffing Report (WSR) is a joint union/ employer problem-solving tool for documenting and addressing unresolved workload and staffing concerns. MNU members can access the online WSR by logging onto the member portal on MNU's website. The online WSR is a quick and easy way for nurses to convey their concerns to their employer and the union. For those who prefer, we continue to accept the paper version. Please contact the office if you need the form.

Process for Reporting a Concern

I know that after a difficult shift, filling out a form is often the last thing an exhausted nurse wants to do. However, it's important for nurses to report every incident where they feel their ability to provide safe patient care has been jeopardized by heavy workload and/or staffing concerns.

The following steps outline the general process for reporting a concern;

1. Nurse discusses issue at unit/ward/program level.
2. If unresolved, nurse discusses concern with manager/supervisor.
3. If unresolved, nurse completes a WSR.
4. Manager/Supervisor has 14 days to respond to WSR.
5. WSRs are discussed (individually or collectively) at Nursing Advisory Committee meeting.

A nurse should never be afraid to file a WSR as it is part of the MNU Collective Agreement (article 11).

WSR Committee 2024

At time of writing this report your WSR Committee Reps for 2024 and their areas of responsibility are as follows:

Kim Plantz

- * **Mental Health Program:** M2/M3 Adult Inpatient Unit, Psychiatric Liaison Nurses (PLNs) Day Hospital
- * **Surgery Program:** A4S Urology/Vascular B2 PAC, B2 Surgery, Vascular Access, L2 Pre Op Holding & Day Surgery Recovery, 7AS, 7AW, NFA, OR & PARR, Surgery Resource Team

Kalie Stephen

- * **Emergency Program:** Emergency, MLA, Specialty Resource Team
- * **Medicine/Family Medicine Program:** E6 Medicine, B5 Medicine E4 Family Medicine/CAU, Medicine Resource Team

Maggie Moore:

- * **Diagnostic Imaging:** Angiography, Bone Density, CT Scan, MRI, Mammography, Nuclear Medicine, Ultrasound, X-Ray
- * **Cardiac Sciences Program:** CR4 CSIU, A5 Cardiology, 6AS.6AW Cardiology, Pacemaker Clinic, Y2 Cardiac Specialty Care, Cardiac Clinics
- * **Critical Care Program:** ACCU, ICMS, CR5 ICCS, Critical Care Resource Team

Jocelyne Mann

- * **Woman & Child Program:** LDR, NICU, 3MCU, 4B Antepartum/Gyne, Obs Triage, Lactation Support, Fetal Assessment Unit, Woman & Child Resource Team, ACF Women's Health, ACF Pediatrics,
- * **Palliative/Renal:** 8A Palliative Care, Hemodialysis, Peritoneal Dialysis, Renal Resource Team

WSR Statistics

A total of 151 WSRs were received for 2024 compared to the 135 reports received for 2023.

Due to a strong follow up protocol created in 2024, the WSR response rate from managers is now over 90%. We follow up on many WSR's at NAC.

Respectfully submitted

Renate Scheffer-King
Chair WSR Committee

JOINT EDUCATION FUND COMMITTEE REPORT

This committee consists of both union and employer representatives.

Although the Joint Education Fund committee is scheduled to meet monthly (except July and August) to review and approve the short-term and long-term financial requests submitted by Worksite 5 members, and the committee's financial statements. Funding continues to be approved on a case by case basis as per the criteria.

The employer provides the administrative support for this committee. We wish to express our thanks and appreciation to Maria Jacques for her support to this committee in 2024.

Funding

Up to \$1,000 per member, per fiscal year is available for education funding related to nursing. This fund has a healthy balance - we encourage all members to take advantage of educational opportunities and apply for this funding.

Funds are paid out in Canadian funds, as the supporting documents (proof of attendance and receipts) are received. Most delays in paying out funds are related to the supporting documents.

*Please review the **Joint Education Fund** criteria found on the*

back of the application form. Applications must be received within 30 days of attendance/completion of conference/course

Employer Sponsored Educational Development Fund (ESEDF)

This fund is a collective agreement benefit.

Article 2407 (c) states:

*A nurse shall be granted, upon written request, funding up to a maximum of \$200 per fiscal year, to attend approved workshops, courses, and other programs that are relevant to nursing practice. Such requests must be submitted to the senior nursing manager or designate, **prior to attendance at such a program**. The \$200 allowance referenced herein shall be for reimbursement of tuition or registration and recommended/required books, and shall occur upon satisfactory completion of the workshop, course, or education program.*

*Although language is found in the collective agreement regarding this funding, it is managed and approved by the employer and is **separate and apart** from the Joint Education Fund Committee's responsibilities.*

JOINT UNION HOSPITAL COUNCIL REPORT

Joint Union Hospital Council (JUHC) is a committee of executive level employer representatives and representatives from all unions at SBH. This committee meets 10 times during the year to review and discuss events, information and issues relevant to our site. Sheila Holden and I are the Worksite 5 representatives on this committee. Our LRO Mary Lakatos is invited to attend these meetings as well. This year's JUHC meeting agendas included standing items such as:

- President and CEO updates
- Financial updates

- SBH Board of Directors Strategic Initiatives
- Long Service Awards
- Capacity Management Protocols

Mary Lakatos, Laura Schattner and I value the opportunity to have these meetings with the hospital executive and the other union representatives to share our opinions and concerns on issues that affect our members.

Members should know about....

Service Transfer Forms

The service transfer forms follows nurses when they transfer from one facility to another. The form provides your new employer with a one page work history of your employment providing information like total hours worked, vacation and sick leave accrual and wages.

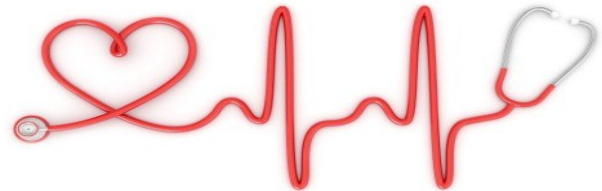
Under normal circumstances this should be received by the new employer within 4 weeks of transfer.

It is important to review all the information on this form as it sometimes is incorrect. If you find errors or omissions please contact the worksite 5 office as soon as possible to have it corrected.

Group Self Scheduling

Article 1505 of the collective agreement provides an opportunity for members to group self schedule.

If nurses in your area are interested in learning about group self scheduling, please contact the



Patient Medical Records & PHIA

Members should be mindful that as a nurse you can only access a patient's medical record once that patient is formally assigned to you.

*Under no circumstances should a nurse review/preview a patient's medical record on the **possibility** that that person **may** become their patient.*

Accessing your own personal health information (or that of a family member or friend) in the workplace is a violation of PHIA.

A nurse who is found to have accessed their own personal health information, or that of their family/friends, will be called into a potential PHIA breach meeting with the employer.

SBH takes PHIA breaches very seriously. Any nurse who is found to have breached PHIA could be subject to a one or two day suspension from the workplace, and be reported to their respecting college as a result.

Systems Applications and Processes (SAP)/

HR Shared Services (HRSS)

If you have any concerns related to HRSS, please contact our office as soon as possible so we can provide assistance.

Representation of the Night Shift

Despite the representation of the night shift on rotations and posted hours, the night shift is still considered to be the first shift of the calendar day as per article 1503 of the collective agreement.

NURSING ADVISORY COMMITTEE REPORT

As stated in article 1103 of our collective agreement, the Nursing Advisory Committee (NAC) is a joint committee comprised of union and management representatives mandated to:

- i) Review and make recommendations relative to those unresolved issues relating to workload and staffing;
- ii) Provide a forum for discussion and make recommendations on issues relative to nursing professional practice such as nursing standards, nursing functions, physical planning and layout of facilities.

Any nurse or group of nurses who feel an issue has not been resolved at the unit level, may refer the issue to the NAC. The issue could pertain to workload, staffing, nursing standards, and nursing functions as well as the physical environment.

Laura Schattner, Renate Scheffer-King, and I served as the Worksite's NAC representatives in 2024. Employer representatives were Sarah Gilchrist, Program Director Critical Care; April Bertrand Program Director Woman & Child; and Kyle Penny, PTM, Emergency and Arthur Chan PTM of 6E. Sarah Gilchrist and Karen Sadler served as co-chairs for this committee until Karen's retirement when I took over..

NAC met five (5) times in 2024. Along with the items highlighted in this report, issues discussed at NAC included:

- * Issues related to PTMs/supervisors not responding to WSRs and/or the length of time it takes for PTMs/supervisors to respond to WSRs.
- * Intimidation by PTMs/supervisors to members to *not* fill out a WSR
- * Mandatory overtime in general
- * Inappropriate comments by supervisors when mandating a nurse
- * Mandating a nurse on one unit and then reassigning them elsewhere
- * Un-safe staffing in the Mental Health pods, ER and Medicine units
- * Workload issues in NICU
- * Nursing vacancies
- * The use of agency nurses within the facility
- * Reassignment of nurses
- * Staffing concerns in Hemodialysis
- * The aggressive tactics used to pressure nurses to pick up shifts and OT (calls to personal #'s by CNO RF.
- * Number of nursing sick calls in a 24 hour period.

Workload Staffing Reports (WSRs)

WSR statistics are reviewed and discussed at each NAC meeting. Difficulties/issues related to the WSR process and the online form were also reviewed.

Requests for in-service for nurses re-education to the online WSR were tabled at NAC.

Unfortunately, all programs continue to experience incredible workload issues this past year. Prior to the pandemic we were in a *nursing shortage*. That shortage has only gotten worse. The healthcare system is propped up on the shoulders of nurses picking up additional shifts and working overtime.

At the end of 2024 our records indicate that 16 WSRs filled our by our members in did not receive a response from the respective manager/supervisor. We are following up with the employer on this issue as the majority of these WSRs were completed online and a copy would have gone directly to the PTM/supervisor at the time the WSR was generated.

A new tracking process for WSR's was implemented by the Worksite 5 Executive Assistant and Leah Strong, Admin support for NAC. The result has been a huge reduction in WSR's not completed by the managers, going from a 60% response rate to over 90%.

Thanks to Tracey Busby and Leah Strong for all their efforts to follow up.



EMPLOYERS ORGANIZATION NURSING ADVISORY COMMITTEE REPORT

Each worksite/worksites/region in the WRHA is represented by their worksite/worksites/regional president along with two MNU members-at-large: Darlene Jackson, president MNU, and a member-at-large - currently Kathleen Stark, MNU Board Rep from HSC .

The president of MNU and Ray Sanchez, Nursing Leadership Council (NLC) representative, sit as co-chairs on this committee. (Ray is also the CNO of the Victoria General Hospital.)

Committee Name Change

The changes made to the regional employer organization groupings that arose from the Healthcare Sector Bargaining Unions Review Act (HSBURA) otherwise known as Bill 29, came to fruition with the new collective agreement. These changes resulted in this committee having to change its name from the Regional Nursing Advisory Committee (RNAC) to the Employers Organization Nursing Advisory Committee (EONAC).

Contractually the mandate of this committee is to resolve regional issues related to staffing and scheduling; prolonged periods of work (consecutive hours and consecutive shifts); standby assignments; and the use of part-time additional shifts and casuals shifts as it relates to the creation of permanent positions. The process of the EONAC is outlined in article 1105 of the collective agreement.

Although the name of the committee has changed the language in the new collective agreement remains the same.

Our new collective agreement (C/a) can be found on the MNU website. www.manitobanurses.ca under the resources tab. The official title for the C/a for St Boniface Nurses is

“WINNIPEG-CHURCHILL HEALTH REGION EMPLOYERS ORGANIZATION”

All the Different Calendars!

You may hear a few different precursors to calendars used at St Boniface Hospital. Here are a few definitions you may find helpful.

Calendar year: January to December. This is used for accrual of annual earnings.

Fiscal year: St Boniface Hospital's fiscal or financial year runs from April 1 to March 30. This calendar is used for (but not limited to Wellness Days)

Vacation Calendar: This is used for vacation planning purposes and at St Boniface Hospital this has recently been changed to May 1 to April 30.

Wellness Days (Article 2316)

Personal Wellness Leave (PAWL) is designated time off that a nurse can use to support their physical and mental wellness.

Up to two (2) days in each fiscal year may be deducted from a nurses accumulated income protection credits (sick leave) to be used for PWL. The use of PWL cannot reduce the number of income protection to less than 12 days.

May be used subject to the following:

Cannot be used consecutively, nor can it be used the day before or the day after vacation leave, and cannot be carried over to the next fiscal year.

Must give no less than 24 hours or no more than 72 hours notice. Subject to operational requirements the request for PWL shall not be unreasonably denied.

WORKPLACE SAFETY & HEALTH COMMITTEE REPORT

The Workplace Safety & Health Committee is a federally and provincially mandated committee that consists of six management members and six worker representatives from the various unions within the hospital.

Safety & Health Issues

As a worker, it is your right to participate in the detection, evaluation, and mitigation of workplace hazards. If you have a safety concern, we encourage you to first discuss it with your manager or supervisor. If this does not resolve the issue, please contact a representative of the Workplace Safety and Health Committee via internal email so that we can assist with a resolution to your concern.

If the committee and your manager are unable to resolve a safety issue/safety situation, please contact SBH's Health and Safety Department (204-237-2349) and/or SAFE work Manitoba (204-957-SAFE) and relay your concerns. They will provide you with guidance or will intervene on your behalf.

It is important to know that workers cannot be disciplined or discriminated against for reporting health and safety concerns to a supervisor, safety and health committee, union or the government Workplace Safety and Health Division.

Committee Meetings

Currently, all MNU positions on the committee are filled. We currently have all worker members positions and are currently filled our last manager member vacancy. There are a few members that are currently on leave, in December the safety advisor reached out to employee relations to fill vacant and temporary seats within the committee. The safety advisor is currently waiting on a response from Union Representatives and Human Resources regarding member vacancies.

Health and Safety Committee Training

Committee members are required to complete two days of recognized training per calendar year for a total of 16 hours. Have been in discussion with Safe Works Manitoba on training that will be taking place in March.

Review of Serious Incident

Committee Members to become involved in serious incidents. There is a monthly review of incidents to be held at committee meetings and a discussion on preventative measures that can be implemented. An increase in serious incidents have been reviewed and seen in the meetings. Committee has been working with the wellness coordinator to track incidents to build and business plan to obtain funding for assault training.

Workplace Safety and Health Policies and Procedures for Review

The WH&S committee is taking a role in reviewing workplace health and safety policies and procedures that are currently. Currently the committee is reviewing the working alone or in isolation policies.

Communication with the WS&H branch

Improvement orders from WS&H regarding Electrical Safety and Emergency Washing Facilities were shared with the committee and improvement orders corrective actions have been taken. SBH is now a safe work certified facility and passed the Manitoba Association of Safety in Health Care (MASH).

Amber Hillstrom, RN
Worksite 5, WS&H

Members should know about....

Social Media Awareness

Nurses are reminded not to post on social media any information or work related comments that may identify patients or place of employment. Additionally we strongly recommend removing anything that will identify your workplace as anything you post could reflect back to St Boniface Hospital and could result in disciplinary action.

Keep photos, videos, and postings professional. An inappropriate post on social media may be viewed as a violation of the nurse's code of ethics and the nurse could be reported to their respective college.

WRHA CONTINUING EDUCATION FUND COMMITTEE REPORT

The WRHA ConEd Fund committee is a joint committee consisting of management and union representatives. MNU representatives from the eight Winnipeg hospitals as well as members representing long-term care and the Winnipeg Community Health Care Region, participate on this committee which meets prior to the pandemic met quarterly. Management and union co-chair the committee.

Funding for the WRHA Continuing Education (ConEd) Fund Committee is discretionary from Manitoba Health on an annual basis. This funding is **not** negotiated at bargaining **nor** is it included in the collective agreement. Monies flow from Manitoba Health to the provincial Nurses Recruitment & Retention Fund (NRRF) committee.

The WRHA ConEd Fund committee represents nurses throughout the WRHA as well as nurses employed outside of the RHAs (e.g. government nursing departments and Canadian Blood Services).

Money from this fund can be obtained for costs related to :

- * Registration/tuition/travel*/parking and accommodation costs to attend workshops, university courses, conferences or seminars (\$500.00 annually per nurse);
- * Education subsidies (for short term education programs) - maximum of two days per year (for nurses who are required to take an unpaid leave of absence in order to attend an educational program).

**only travel with Canada*



Run by Nurses—For Nurses

The Manitoba Nurses Union (MNU) is the only health care union in the province that represents all categories of licensed nurses. Founded by nurses, the Manitoba Nurses Union (MNU) is an active, member-driven

organization dedicated to meeting the unique needs and interests of its members. First and foremost, the union enables members to voice their concerns on issues that affect their profession.



A source of strength and support for Manitoba nurses, our all-nurse membership and management structure ensures the union addresses pressures and challenges inherent in the nursing profession.

Manitobanurses.ca is your source for information regarding your collective agreement, updates on incentives, WSR portal, board minutes and more.

As a nurse at St Boniface Hospital, you are a member of the MNU

Proxy Votes: Please read carefully!

Article IX—Elections

9.04 A member who is unable to attend the annual meeting **only by reason of being on duty** may appoint another member as her/his proxy, provided that no member shall hold more than two (2) Proxies.

The proxy must be completed and the original signed by the member who is working, indicating which member he/she is assigning the proxy to.

PROXY - MARCH 5, 2025

I, _____ a member in good standing of St. Boniface Nurses Worksite 5, of the Manitoba Nurses' Union, **by reason of being on duty**, hereby assign my Proxy vote for the 2023 MNU Worksite 5 Annual General Meeting to the member listed below, who is a member in good standing of St. Boniface Nurses Worksite 5.

_____	Signature _____
<small>Name of Member Receiving Proxy (please print)</small>	<small>Member Receiving Proxy</small>
Dated: _____	Signature* _____
	<small>Member Giving Proxy</small>

**My signature affirms that I am unable to attend the elections because I am at work*

PROXY - MARCH 5, 2025

I, _____ a member in good standing of St. Boniface Nurses Worksite 5, of the Manitoba Nurses' Union, **by reason of being on duty**, hereby assign my Proxy vote for the 2023 MNU Worksite 5 Annual General Meeting to the member listed below, who is a member in good standing of St. Boniface Nurses Worksite 5.

_____	Signature _____
<small>Name of Member Receiving Proxy (please print)</small>	<small>Member Receiving Proxy</small>
Dated: _____	Signature* _____
	<small>Member Giving Proxy</small>

**My signature affirms that I am unable to attend the elections because I am at work*

St. Boniface Registered Nurses' Alumni Association



BURSARIES AVAILABLE

The Alumni remains committed to supporting nurses to further their nursing education by awarding bursaries to eligible/successful applicants.

We encourage former nursing graduates from St Boniface School of Nursing, associate members and students in the Baccalaureat of Nursing Program to apply for bursary funding

(for full details please check out the alumni's website)

St. Boniface Nurses' Alumni Bursary - \$1,000 (two)
Anonymous Donor Bursary - \$1,250
Class of '74 Bursary—\$1015

To be considered, applicants must:

- * be or become a paid members or an associate member* of the Alumni;
- * provide proof of enrolment for workshops, conferences, or courses, along with the cost of same;
- * provide information regarding any other funding received;
- * Student nurses must provide a transcript of the GPA obtained in the enrolled nursing program and a letter of reference may be requested
- * provide a one-page summary of proposal for research studies;
- * submit a letter of application by April 11, 2025
- * Attend the Annual Dinner on May 14, 2025
- * Applications must be submitted via email to: stbalumbursary@gmail.com

**For membership information please visit [Nursing Alumni Association - St Boniface Hospital](#) or email the Nursing Alumni Association sbghmembership@gmail.com*

The Alumni Association reserves the right to request the return of funding should the

704 - 400 Taché Avenue
Winnipeg, Manitoba
R2H 3C3
Phone: 204.231.0188
Fax 204.237.3927
Email - info@stbworksite5.ca
www.stbworksite5.ca



Worksite 5 members are invited to join us for our

55th Annual General Meeting

on

Wednesday, March 5, 2025

At

The Norwood Hotel

112 Marion St, Winnipeg

AGM tickets: \$10 per person—will be refunded upon attendance at the AGM.

Tickets are available from unit reps or from the Worksite 5 office.

Registration begins at 1645 hrs

Supper served between 1700—1800 hrs

Meeting begins @ 1800 hrs

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