

What to know about Clinicians working in your clinic

Working with Island Health unionized employees

Collective Agreements

- All clinicians working in unionized nursing, SW or MHSU positions for Island Health belong to a union and work within a collective agreement
- Clinicians are bound by this agreement regardless of worksite
- The agreement governs days and hours of work, hiring and recruitment practices, breaks, paid leave days, performance management, bumping rights, safety environment, leaves of absence, temporary positions and duty to accommodate

Can we change the Job Description?

- Job descriptions are standard with broad scope
- Role descriptions for the Practice can be developed as long as it is within the scope of the clinician
- A review of clinic needs will help identify this in advance of posting

Can clinicians work flexible hours?

- Yes, clinicians can work a flexible schedule, inclusive of evenings and weekends
- Where possible, these hours would be in the rotation/schedule build before posting the position but can be scheduled with advance notice
- Full time clinicians work 37.5 hours per week when they are working a 7.5 hour day.
- Nurses who work evenings after 1500 and weekends earn a shift premium for those hours
- Nurses are not allowed to work more than 6 days in a row – 5 is preferable
- Please talk to the Island Health Operations Manager if the need to adjust the hours arises, outside of the regular schedule

Can I be involved in hiring?

- A Physician Practice lead is invited to participate in the interview process if they choose
- Postings: Nursing-every tues or thurs on VI Hire for 72 hours; Other positions are generally up for 10 days
- The Process:
 - Manager reviews applications once posting closes
 - Qualified Internal applicants must be considered first in order of seniority
 - Qualified applicants are rated according to a set standard skill set and the “experience” rating results in a numerical value
 - Interview qualified applicants using standard tool
 - Score averaged among interview panel
- Most senior qualified applicant who interviews well would qualify for the position

What kind of breaks do we need to accommodate?

- For a 7.5 hour shift the clinician is entitled to 2 paid 15 minute breaks or 1 X 30 min break
- Each clinician is entitled to a 30 min unpaid meal break
- If a break is missed, a nurse is entitled to claim that time either as flex time or paid time

What happens on Paid Leave Days?

- Nurses are entitled to:
 - Paid vacation and the number of days depend on seniority. After 4 years FT work, in general, a day per year is added
 - Vacation leave should be planned with the clinic as to requested time off prior to submitting the request to the Island health manager.
 - Paid bereavement leave – up to 5 days as well as paid special leave days – for which they do not have to specify purpose
 - Paid Sick leave-accrued. They would notify the clinic that they are unwell so appointments can be rescheduled, as well as the Island health manager, and be paid accordingly.
 - Paid stat days off if full time - if they work a stat based at the clinic's behest, they would be entitled to another paid day off, preferably in that same pay period.
- Some backfill may be provided and coordinated by the IH manager

How am I involved in managing performance?

- Performance Appraisal - 90 day probationary period and annually
- IH Manager would ask the Clinic operators for feedback on the performance of employees working in the clinic.
- Performance issues should be communicated to the Island Health Manager promptly to address sooner rather than later.
- Island Health follows progressive disciplinary management principles in addressing issues of non or poor performance.

Can the clinician be bumped?

- For the PCN RNs, an agreement has been made that the RN positions within the PCN shall be exempt from bumping.

What workplace requirements are needed?

- Clinicians are entitled to safe and secure working conditions
 - appropriate space to do their work
 - protected from potentially unsafe working conditions
- This would include:
 - adequate furnishings, lighting and temperature control,
 - observance of proper infection prevention and control techniques and violence prevention protocols, and
 - processes in place for other potentially adverse events

Leaves of Absence

- Clinicians are entitled to approved leaves of absence as approved by their Island Health manager
- These may be for medical reasons or other reasons
- If there is a prolonged leave of absence Island Health will work with the clinics to determine a course of action and replacement hours via a temporary appointment

Temporary Positions

- Nurses can choose to apply and be awarded into other temporary positions within Island Health and still own the position at the clinic
- Most of these are time limited based on the return of the incumbent and the nurse will return once the temp position ends
- The vacancy created in the clinic, will be posted as a temporary position for another nurse to apply for

Duty to Accommodate

- As part of belonging in a unionized environment should a clinician require a position which better meets their capabilities they may qualify for a duty to accommodate.
- This may involve a change in their current position regarding tasks performed due to medical/health reasons, or a modification of schedule – sometimes in the form of fewer worked days per week.
- In the event this occurs, Island Health will work with the clinic to ensure they are adequately covered with respect to expected clinical duties.

Other Questions?
