

**TERMS OF REFERENCE**

**TITLE:** NEGOTIATIONS COMMITTEES

**PURPOSE:** To prepare for and negotiate collective agreements with the employers' agent consistent with direction from the Board of Directors. The term of the committee shall end upon completion of bargaining.

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**SUN-SAHO Negotiations Committee**

**STATUS:** SUN-SAHO Negotiations Committee established by the Bylaws.

**COMPOSITION:**

The SUN-SAHO Negotiations Committee shall be comprised of eleven (11) members who shall be elected by and from the membership. The committee shall have the following representation:

- a) Five (5) members from hospital/community based facilities
  - i. One (1) member from Saskatoon Base Hospitals
  - ii. One (1) member from Regina Base Hospitals
  - iii. One (1) member from regional hospitals
  - iv. One (1) member from community based facilities (hospitals, wellness centres)
  - v. One (1) member from integrated facilities
- b) One (1) member from home care
- c) One (1) member from long-term care
- d) One (1) member from Public Health
- e) One (1) member from Mental Health
- f) One (1) member from the North (defined as SUN Locals north of the 54<sup>th</sup> parallel)
- g) One (1) member who is a Nurse Practitioner

The President and Second Vice-President shall be members of the negotiations committee.

Ex Officio: Director of Labour Relations or designate acts as chief negotiator and spokesperson, and staff as assigned

The chairperson is the Second Vice-President and shall be a member of the Provincial Strike Steering Committee.

A majority of the members of the negotiations committee shall constitute quorum.

**MEETINGS:** Attend orientation for SUN-SAHO Negotiations Committee.

The committee meets as required to:

- develop and recommend bargaining principles for Board of Directors approval prior to presentation to the Bargaining Conference for ratification;
- prepare bargaining proposals for the Board of Directors approval;
- negotiate collective agreements with the employers' agent;
- conduct information meetings with the membership subject to the Board of Directors approval;
- recommend to the Board of Directors the need for a strike vote;
- attend Annual Meeting.

Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

**AUTHORITY:** Under the direction of the Board of Directors, formulates and develops collective bargaining proposals.

**DUTIES AND RESPONSIBILITIES:**

1. The committee recommends the bargaining principles to the Board of Directors and presents them at the Bargaining Conference for ratification by the membership, prior to the exchange of proposals.
2. The committee causes preparation of bargaining proposals, utilizing the resources of the Union as approved by the Board of Directors to facilitate the process.
3. The committee causes ongoing communication to occur between the committee, Locals and members of the Union.

The communication may be in the form of written updates, articles or meetings.

4. The committee reviews and approves bargaining strategy.
5. The Second Vice-President or President shall be responsible for reporting to the Board of Directors the status of negotiations.
6. The Second Vice-President or President shall report to the Board of Directors on the Memorandum of Agreement and the committee's recommendations. When the committee recommends rejection, they make a recommendation for a strike vote.
7. In addition to the above, the committee may, at any time, recommend to the Board of Directors the need for a strike vote.
8. The committee conducts information meeting(s) prior to ratification where an acceptable Memorandum of Agreement is reached or prior to a strike vote.
9. The committee evaluates the bargaining process after its conclusion and makes recommendations for change to the Board of Directors.
10. Committee members may be given specific assignments for the purpose of preparation for negotiations.
11. The committee shall prepare a report for the Annual Meeting.

**FUNDING:** Members shall be reimbursed as per SUN policies.

## Extendicare Negotiations Committee

**STATUS:** Extendicare Negotiations Committee appointed by the Board of Directors.

**COMPOSITION:**

The Extendicare Negotiations Committee shall be comprised of:

a) Two (2) members appointed by the Board of Directors.

The President or designate shall be a member of the negotiations committee.

Ex Officio: Director of Labour Relations or designate acts as chief negotiator and spokesperson, and staff as assigned

**MEETINGS:**

Attend orientation for Extendicare Negotiations Committee.

The committee meets as required to:

- prepare bargaining proposals for approval;
- negotiate collective agreements with the employers' agent;
- conduct information meetings with the membership subject to the Board of Directors approval;
- recommend to the Board of Directors the need for a strike vote;
- attends Annual Meeting.

Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

**AUTHORITY:** Under the direction of the Board of Directors, formulates and develops collective bargaining proposals.

**DUTIES AND RESPONSIBILITIES:**

1. The committee causes preparation of bargaining proposals, utilizing the resources of the Union as approved by the Board of Directors to facilitate the process.
2. The committee causes ongoing communication to occur between the committee, locals and members of the Union.

The communication may be in the form of written updates, articles or meetings.

3. The committee reviews and approves bargaining strategy.
4. The President shall be responsible for reporting to the Board of Directors the status of negotiations.
5. The committee may, at any time, recommend to the Board of Directors the need for a strike vote.
6. The committee conducts information meeting(s) prior to ratification where an acceptable Memorandum of Agreement is reached or prior to a strike vote.
7. The committee evaluates the bargaining process after its conclusion and makes recommendations for change to the Board of Directors.
8. Committee members may be given specific assignments for the purpose of preparation for negotiations.
9. The committee shall prepare a report for the Annual Meeting.

**FUNDING:** Members shall be reimbursed as per SUN policies.

## Canadian Blood Services Negotiations Committee

**STATUS:** Canadian Blood Services Negotiations Committee appointed by the Board of Directors.

**COMPOSITION:**

The Canadian Blood Services Negotiations Committee shall be comprised of:

a) Two (2) members appointed by the Board of Directors.

The President or designate shall be a member of the negotiations committee.

Ex Officio: Director of Labour Relations or designate acts as chief negotiator and spokesperson, and staff as assigned

**MEETINGS:**

Attend orientation for Canadian Blood Services Negotiations Committee.

The committee meets as required to:

- prepare bargaining proposals for approval;
- negotiate collective agreements with the employers' agent;
- conduct information meetings with the membership subject to the Board of Directors approval;
- recommend to the Board of Directors the need for a strike vote;
- attends Annual Meeting.

Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

**AUTHORITY:**

Under the direction of the Board of Directors, formulates and develops collective bargaining proposals.

**DUTIES AND RESPONSIBILITIES:**

1. The committee causes preparation of bargaining proposals, utilizing the resources of the Union as approved by the Board of Directors to facilitate the process.
2. The committee causes ongoing communication to occur between the committee, locals and members of the Union. The communication may be in the form of written updates, articles or meetings.

3. The committee reviews and approves bargaining strategy.
4. The President shall be responsible for reporting to the Board of Directors the status of negotiations.
5. The committee may, at any time, recommend to the Board of Directors the need for a strike vote.
6. The committee conducts information meeting(s) prior to ratification where an acceptable Memorandum of Agreement is reached or prior to a strike vote.
7. The committee evaluates the bargaining process after its conclusion and makes recommendations for change to the Board of Directors.
8. Committee members may be given specific assignments for the purpose of preparation for negotiations.
9. The committee shall prepare a report for the Annual Meeting.

**FUNDING:**

Members shall be reimbursed as per SUN policies.

## All Nations Healing Hospital Negotiations Committee

**STATUS:** All Nations Healing Hospital Negotiations Committee appointed by the Board of Directors.

**COMPOSITION:**

The All Nations Healing Hospital Negotiations Committee shall be comprised of:

a) Two (2) members appointed by the Board of Directors.

The President or designate shall be a member of the negotiations committee.

Ex Officio: Director of Labour Relations or designate acts as chief negotiator and spokesperson, and staff as assigned

**MEETINGS:**

Attend orientation for All Nations Healing Hospital Negotiations Committee.

The committee meets as required to:

- prepare bargaining proposals for approval;
- negotiate collective agreements with the employers' agent;
- conduct information meetings with the membership subject to the Board of Directors approval;
- recommend to the Board of Directors the need for a strike vote;
- attends Annual Meeting.

Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

**AUTHORITY:**

Under the direction of the Board of Directors, formulates and develops collective bargaining proposals.

**DUTIES AND RESPONSIBILITIES:**

1. The committee causes preparation of bargaining proposals, utilizing the resources of the Union as approved by the Board of Directors to facilitate the process.
2. The committee causes ongoing communication to occur between the committee, locals and members of the Union.

The communication may be in the form of written updates, articles or meetings.

3. The committee reviews and approves bargaining strategy.
4. The President shall be responsible for reporting to the Board of Directors the status of negotiations.
5. The committee may, at any time, recommend to the Board of Directors the need for a strike vote.
6. The committee conducts information meeting(s) prior to ratification where an acceptable Memorandum of Agreement is reached or prior to a strike vote.
7. The committee evaluates the bargaining process after its conclusion and makes recommendations for change to the Board of Directors.
8. Committee members may be given specific assignments for the purpose of preparation for negotiations.
9. The committee shall prepare a report for the Annual Meeting.

**FUNDING:** Members shall be reimbursed as per SUN policies.

## Notre Dame, Wilcox Negotiations Committee

**STATUS:** Notre Dame, Wilcox Negotiations Committee appointed by the Board of Directors.

**COMPOSITION:**

The Notre Dame, Wilcox Negotiations Committee shall be comprised of:

a) Two (2) members appointed by the Board of Directors.

The President or designate shall be a member of the negotiations committee.

Ex Officio: Director of Labour Relations or designate acts as chief negotiator and spokesperson, and staff as assigned

**MEETINGS:**

Attend orientation for Notre Dame, Wilcox Negotiations Committee.

The committee meets as required to:

- prepare bargaining proposals for approval;
- negotiate collective agreements with the employers' agent;
- conduct information meetings with the membership subject to the Board of Directors approval;
- recommend to the Board of Directors the need for a strike vote;
- attends Annual Meeting.

Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

**AUTHORITY:**

Under the direction of the Board of Directors, formulates and develops collective bargaining proposals.

**DUTIES AND RESPONSIBILITIES:**

1. The committee causes preparation of bargaining proposals, utilizing the resources of the Union as approved by the Board of Directors to facilitate the process.
2. The committee causes ongoing communication to occur between the committee, locals and members of the Union.

The communication may be in the form of written updates, articles or meetings.

3. The committee reviews and approves bargaining strategy.
4. The President shall be responsible for reporting to the Board of Directors the status of negotiations.
5. The committee may, at any time, recommend to the Board of Directors the need for a strike vote.
6. The committee conducts information meeting(s) prior to ratification where an acceptable Memorandum of Agreement is reached or prior to a strike vote.
7. The committee evaluates the bargaining process after its conclusion and makes recommendations for change to the Board of Directors.
8. Committee members may be given specific assignments for the purpose of preparation for negotiations.
9. The committee shall prepare a report for the Annual Meeting.

**FUNDING:** Members shall be reimbursed as per SUN policies.

## Regina Public School Board Negotiations Committee

**STATUS:** Regina Public School Board Negotiations Committee appointed by the Board of Directors.

**COMPOSITION:**

The Regina Public School Board Negotiations Committee shall be comprised of:

a) Two (2) members appointed by the Board of Directors.

The President or designate shall be a member of the negotiations committee.

Ex Officio: Director of Labour Relations or designate acts as chief negotiator and spokesperson, and staff as assigned

**MEETINGS:**

Attend orientation for Regina Public School Board Negotiations Committee.

The committee meets as required to:

- prepare bargaining proposals for approval;
- negotiate collective agreements with the employers' agent;
- conduct information meetings with the membership subject to the Board of Directors approval;
- recommend to the Board of Directors the need for a strike vote;
- attends Annual Meeting.

Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

**AUTHORITY:**

Under the direction of the Board of Directors, formulates and develops collective bargaining proposals.

**DUTIES AND RESPONSIBILITIES:**

1. The committee causes preparation of bargaining proposals, utilizing the resources of the Union as approved by the Board of Directors to facilitate the process.
2. The committee causes ongoing communication to occur between the committee, locals and members of the Union.

The communication may be in the form of written updates, articles or meetings.

3. The committee reviews and approves bargaining strategy.
4. The President shall be responsible for reporting to the Board of Directors the status of negotiations.
5. The committee may, at any time, recommend to the Board of Directors the need for a strike vote.
6. The committee conducts information meeting(s) prior to ratification where an acceptable Memorandum of Agreement is reached or prior to a strike vote.
7. The committee evaluates the bargaining process after its conclusion and makes recommendations for change to the Board of Directors.
8. Committee members may be given specific assignments for the purpose of preparation for negotiations.
9. The committee shall prepare a report for the Annual Meeting.

**FUNDING:** Members shall be reimbursed as per SUN policies.

## Samaritan Place Corp Negotiations Committee

**STATUS:** Samaritan Place Corp Negotiations Committee appointed by the Board of Directors.

**COMPOSITION:**

The Samaritan Place Corp Negotiations Committee shall be comprised of:

a) Two (2) members appointed by the Board of Directors.

The President or designate shall be a member of the negotiations committee.

Ex Officio: Director of Labour Relations or designate acts as chief negotiator and spokesperson, and staff as assigned

**MEETINGS:**

Attend orientation for Samaritan Place Corp Negotiations Committee.

The committee meets as required to:

- prepare bargaining proposals for approval;
- negotiate collective agreements with the employers' agent;
- conduct information meetings with the membership subject to the Board of Directors approval;
- recommend to the Board of Directors the need for a strike vote;
- attends Annual Meeting.

Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

**AUTHORITY:**

Under the direction of the Board of Directors, formulates and develops collective bargaining proposals.

**DUTIES AND RESPONSIBILITIES:**

1. The committee causes preparation of bargaining proposals, utilizing the resources of the Union as approved by the Board of Directors to facilitate the process.
2. The committee causes ongoing communication to occur between the committee, locals and members of the Union. The communication may be in the form of written updates, articles or meetings.

3. The committee reviews and approves bargaining strategy.
4. The President shall be responsible for reporting to the Board of Directors the status of negotiations.
5. The committee may, at any time, recommend to the Board of Directors the need for a strike vote.
6. The committee conducts information meeting(s) prior to ratification where an acceptable Memorandum of Agreement is reached or prior to a strike vote.
7. The committee evaluates the bargaining process after its conclusion and makes recommendations for change to the Board of Directors.
8. Committee members may be given specific assignments for the purpose of preparation for negotiations.
9. The committee shall prepare a report for the Annual Meeting.

**FUNDING:**

Members shall be reimbursed as per SUN policies.