

## **DO'S & DON'TS OF REASSIGNMENT**

### ***Collective Agreement Article 2804: Promotion & Reassignment***

In the event of a *temporary* lateral work reassignment being necessitated by an *unforeseen staffing shortage* on a nursing unit, a nurse may be reassigned subject to the following condition: *where the reassigned nurse does not have the specific competency for that similar patient/resident/client base, they would only be assigned functional tasks or would work directly with a nurse on that unit.*

A lateral work reassignment can only be made by the out-of-scope manager and should occur as close to the commencement of the shift as possible. Selection of the nurse to be reassigned shall be based on ability and experience and shared as equally as possible. Orientation of sufficient duration will be provided to assist the nurse in becoming acquainted with essential information such as policies and procedures, routines, location of supplies and equipment, and fire and disaster plans.

### **DO remember that reassignment is the employer's responsibility.**

Do know that a reassignment can occur at *any time* during a shift.

You can only be reassigned by an out-of-scope manager (PTM/program director/supervisor or the designated *administrator on call* for the hospital). The CRN or charge nurse should not be directing your work - if one is telling you that you have been reassigned, request that the PTM or supervisor be contacted so that an appropriate discussion regarding the reassignment can occur.

### **DO know your rights when you are reassigned.**

- You have the right to know the reason for the reassignment.
- You have the right to request orientation to the area you are being reassigned to.
- You have the right to request a manageable assignment (e.g. doing tasks, treatments, etc.) on the unit you are reassigned to.

### **DO remember: obey first, grieve later.**

Management has the right to direct a nurse's work. Do not put yourself in a position of being disciplined for insubordination by refusing to follow a manager's direction.

If you believe that you have been improperly reassigned, work the shift then and contact the Local 5 office for assistance as you may have a grievance.

Be sure to fill out a *Notification to Union of Reassignment* form and fax it to the Local 5 office (204.237.3927) so that we are made aware of instances where nurse is being reassigned.

*Karen Sadler, RN  
President, Local 5*