



<b>Policy Number</b>	054-M-2022
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Network Leads
<b>Date of Origin</b>	10-2022
<b>Date Amended</b>	
<b>Date Reviewed</b>	

**PURPOSE** To ensure appropriate compensation of and resources required are provided for Network Leads.

**SCOPE** Membership

**POLICY STATEMENT** SUN recognizes the importance of appropriate compensation, resources and support being provided to Network Leads.

**PROCEDURE**

**Orientation**

An orientation will be provided by the President.

**Computers/Cell Phones**

Network Leads will be provided with communication and information technology equipment and services to support their work as follows:

- The use of a laptop with a carrying case and printer;
- A cellular phone package, including message manager, that is cost effective;
- Reimbursement of home based high-speed internet services costs at a reasonable rate available to the area in which the Network Lead lives and approved annually through the budget development process; and
- Education to support use of current technology.

Upon receipt of the equipment and software, and for insurance and licensing purposes, Network Leads will be required to sign an equipment loan agreement.



Network Leads may choose to use a personal cell phone instead of using a SUN provided cell phone. In such cases the Network Lead shall be reimbursed monthly, an amount equivalent to the amount SUN would pay for the organizational cell phone package with Message Manager.

In addition, Network Leads who use their personal cell phones on approved SUN business will be reimbursed (upon submission of bills) for long distance calls which are in excess of the coverage.

### **Compensation and LOAs**

The Network Lead salary shall be set at Nurse B, Step 6 (and Long Service if applicable) classification of the SUN/SAHO Collective Agreement. If the incumbent is at a higher wage rate, then that wage rate would apply.

Any increases will be in accordance with the SUN/SAHO Collective Agreement.

SUN membership dues shall be deducted on a monthly basis.

SUN shall pay employer portion of benefits as per current SUN/Employer Collective Agreement. SUN will ensure access to extended health benefits and payment of professional fees and other benefits as articulated in the SUN/SAHO Collective Agreement.

SUN shall contribute employer's portion of pension benefits as per the Network Lead's pension plan. The employee's portion of contributions as per their pension plan shall be deducted from the Network Lead's salary.

Arrangements to access approved leave hours shall be made with the employer and Network Lead will advise SUN of such arrangements. When a Network Lead on approved paid union leave is absent due to circumstances, such as vacation, family leave, sick leave, compassionate leave, etc., the request for salary shall be made to the Employer in accordance with the Collective Agreement.

Professional development shall be determined annually in budget development.



**Hotels, Travel, Meals**

A hotel room, booked by SUN, may be provided for approved union business.

Mileage, as determined annually by the Board of Directors in the budget, shall be paid for approved union business.

Reimbursement for a business package policy of up to \$300 upon submission of a receipt.

A per diem meal allowance for each 24 hour period may be paid when on approved union business. For periods of less than 24 hours, per diems shall be paid at the identified rate for each meal required. In province and out of province meal rates shall be determined annually in the budget.

APPROVED