

# Document your job

It is valuable and important for every Employee to have written documentation of her position. The key document is the "Letter of Hire" which must include:

- ♦ category (regular, temporary, or casual)
- ♦ classification
- ♦ number of hours per shift and shifts per shift cycle
- ♦ date of hire, and transfer
- ♦ increment level
- ♦ site, or sites if the person is working "at or out of"

It is also important for Employees to be sure their Seniority Date is correct. A Seniority Date is the date an Employee entered the bargaining unit. UNA Local Executive members can confirm this date.

Documentation of each Employee's position can be important if there are layoffs or displacements.



**United Nurses of Alberta**