

Go to the **UNA** web page (www.una.ca) and **Report a Concern** is located on the right hand side of the screen, click on **Contract Issue**.

The screenshot shows the top navigation bar of the UNA website. On the left is the UNA logo with the tagline 'United Nurses of Alberta'. To the right are social media icons for YouTube, Twitter, Facebook, and a play button. Further right is the contact information: '1.800.252.9394' and 'nurses@una.ab.ca' with location and search icons. Below this is a teal navigation bar with links for 'Agreements', 'Resources', 'News', 'Locals', 'About', 'Events', and 'Join UNA'. On the far right of this bar is a red button labeled 'UNANet'. To the right of the navigation bar is a large section titled 'REPORT A CONCERN'. Under this title are three yellow boxes with icons and text: 'PRC Professional Responsibility', 'OH&S Occupational Health & Safety', and 'Contract Issues'. The 'Contract Issues' box is highlighted with a green border. Red arrows point left and right from the 'Contract Issues' box.

UNA Contract Issue Submission Form will open, click in the **Employer** field and use the drop down arrows to show the list of **Employers**.



UNA Contract Issue Submission Form

If you have a concern about your collective agreement/contract not being followed correctly, fill out the Contract Issue Submission Form.

The screenshot shows a web form for reporting a contract issue. The 'Employer' field is a dropdown menu with 'Alberta Health Services' selected and is highlighted with a green border. Below it is a note: 'If your Employer is not in the list, you can get a PDF version of the paper form from our main website.' Below the note are three input fields: 'Employee No.' with the value '01234567', 'Postal Code' with the value 'T0T 0T0', and a blue 'Search' button.

- ✓ Alberta Health Services
 - Bethany Care Centre - Calgary
 - Bethany Care Society - Cochrane
 - Bethany Care Society - CollegeSide
 - Bethany Care Society - Sylvan Lake
 - Canadian Blood Services - Calgary
 - Canadian Blood Services - Edmonton/Red Deer
 - Canadian Blood Services - Lethbridge
 - Capital Care Group
 - Carewest
 - Covenant Health - Banff Mineral Springs Hospital
 - Covenant Health - Bonnyville Health Centre
 - Covenant Health - Caritas Grey Nuns
 - Covenant Health - Killam Health Centre
 - Covenant Health - Mary Immaculate
 - Covenant Health - Misericordia Hospital
 - Covenant Health - Our Lady of the Rosary Hospital - Castor
 - Covenant Health - St. Joseph's - Medicine Hat
 - Covenant Health - St. Joseph's Auxiliary Hospital Edmonton
 - Covenant Health - St. Joseph's General Hospital - Vegreville
 - Covenant Health - St. Mary's Hospital of Camrose, Alberta
 - Covenant Health - St. Michael's Health Centre -Lethbridge
 - Covenant Health - Youville Home (Grey Nuns) of St. Albert

The next two fields to be completed are the **Employee No.** and **Postal Code.** These are manually entered. This information is what the *Employer* has on file for you. Click on **Search** to continue.

Employer

If your Employer is not in the list, you can get a PDF version


Employee No.

Postal Code

Now you will be able to enter in your concern. **Phone Number** and **Email Address** are optional. Once all the fields are completed, click on **Submit.**

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Employer 

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Employee No.

Postal Code


Bruce Wayne, 012345678910
Rockyview General Hospital - (RGH)MH CRISIS ASSESSMENT
Local 121: Rockyview Hospital

What is your concern?

Your Phone Number and/or E-mail Address

If we need to contact you about this Contract Issue and you want to be reached at a specific phone number or e-mail address (or both), specify them here. A copy of your submission will be sent to the e-mail address entered, if any.

The next screen will show your **Contract Issue** was successfully submitted.

Employer 

If your Employer is not in the list, you can get a PDF version of the paper form [from our main website](#).

Employee No.

Postal Code

Bruce Wayne, 012345678910
Rockyview General Hospital - (RGH)MH CRISIS ASSESSMENT
Local 121: Rockyview Hospital

Your Contract Issue was successfully submitted. Thank you.