

RECOMMENDATIONS FROM: SUB-COMMITTEE OF THE EXECUTIVE (See minutes 13 April 1976)

RE: Union Organizer-Terms of Reference and Tasks

[Motion passed at 13.4.76 meeting]

BE IT RESOLVED THAT it be proposed to the membership that we elect a second union organizer for a trial period of six months, term beginning 1 August, to determine whether a second organizer is required.

[Recommendations for motions to present to the membership to amend the by-laws]

BE IT RESOLVED THAT

the organizer receive the same pay and conditions [except as noted below in (i) and (ii)] as s/he would have received if s/he had remained at her/his regular job.

- i. Sick Leave: that interest earned on union funds be utilized to provide unlimited sick leave benefits for organizer. (At least we should provide enlightened working conditions for the organizer.)
- ii. Vacation Entitlement:
 - a. If incumbent organizer returns to the employ of the University, their vacation entitlement accrued be paid by the Union to the University at rates which apply to incumbent.
 - b. If incumbent not returning to employ of University then accrued vacation entitlement at 6% should be paid directly to incumbent.

(The Treasurer should be designated as contact person for the Union Organizer in case of sickness, medical-dental appointments, etc. so that alternative arrangements can be made should the office need to be staffed.

General Working Conditions for Union Organizer (to be appended to the Bylaws)

1. The Organizer is not an "employee" of the ^{Union}~~Executive~~, but rather an Officer with particular terms of reference. S/he is responsible to the membership, just as the other Officers are, for fulfilling those terms. The Executive may determine the conduct of the Organizer only in the same way and to the same degree as it may determine the conduct of any of its other members.
2. There shall be an item entitled "Union Office" on the agenda of at least one Executive meeting per month, in order that the Organizer may give an informational report on the activities and problems of the Union Office, and in order that s/he may seek advice and suggestions from the Executive. There shall also be a regular office report in the newsletter.
3. Each full-time organizer shall work the same total number of hours as specified in the collective agreement for full-time employees. The organizer shall choose the form of work week as per Article 28 (Hours of Work) in the collective agreement. Having chosen a form of work week, every effort will be made to maintain these hours for the duration of the term of office. Office hours will be well publicized.
4. The Organizer will attend Executive meetings on her/his own time.
5. There shall be no overtime.

Tasks of the Union Organizer

Answer the phone and deal with the calls.

Deal with urgent matters if the persons who would normally handle them (e.g., Division Stewards are not available.

Give regular, detailed reports to the Grievance Committee re: [potential] grievances.

Perform clerical duties: ^{9.8}pick-up, open and distribute mail
maintain files and other office records [we recommend that
each committee do their own filing, with the organizer
being responsible for filing of minutes of all meetings.]
maintain equipment
acquire and maintain supplies
create and maintain a Union directory (with Communications
Committee)
maintain an office schedule (calendar)
book rooms and arrange sound systems for meetings

Help ensure that agendas get out on time
Distribute minutes of General Membership meetings (with Communications Committee)
Set up and maintain library
Sent out contracts and membership information sheets to new employees as information
is sent to union from Employee Relations Department.
Inform stewards and executive representatives of new employees in their divisions.
Keep up-dated steward list, informing University of any changes.
Maintain information contacts with outside groups
Undertake major projects (e.g., research) assigned by the committees or the membership.
Help out committees, at their request, as time and priorities dictate or permit
~~Assist the President, Vice-President and rest of Executive~~ in keeping in touch
with the functioning of committees.
Assist in the maintenance of membership records.

We have two further recommendations:

1. That the Executive authorize the organizer and the treasurer to purchase publications and subscriptions as required.
2. That the Executive recommend that the membership authorize the use of a clipping service for research in the event that the Provincial does not do so.

Prepared by Peggy Smith, Frances Wasserlein, and Ian MacKenzie.

Tasks of Officers and Committees

- President: - chair general membership meetings
- co-ordinate committees
- general communication between committees and members
- Vice-President: - shall assist President
- assumes authority and duties of President in her/his absence
- Recording Secretary: - takes minutes of general membership meetings and
~~Executive meetings~~
- keeps Communications Committee informed of all decisions of meetings
- responsible for official correspondence as directed by membership or Executive meetings
- Membership Secretary: - keeps membership records up to date
- with Union Organizer, is responsible for sending information to new members
- Treasurer: - maintaining bookkeeping system
- contact person for Union Organizer
- annual financial statement to be circulated to local and provincial executives by January 1 each year - to be read at January membership meeting
CHEQUES: require signature of Treasurer and one of following: President, Vice-President or Secretary
LEGAL DOCUMENTS: require signature of President & Secretary
- Trustees: - conducts referendums
- upholds constitution at all Union functions
- is responsible for amendments to constitution and local by-laws and reprinting of same

COMMITTEES

Each committee will be responsible for its own filing.

- Communications Committee: - newsletter
- notice of meetings
- distribution of agenda & minutes of meetings
- communication of important decisions to membership
- Contract Committee: - research and presentation of contract proposals to membership
- negotiating with University on behalf of Membership
- Grievance Committee: - ensure rights of individual members on job are respected
- represents the interests of individual members in respect to their working conditions

Standing Committees: as per contract

ALSO: Committees will all be responsible for keeping minutes of their meetings and making these accessible to other members.

*Jan: Management 7/3 left to do
their job, if we have.*

REPORT TO THE A.U.C.E. EXECUTIVE FROM THE
JOB EVALUATION COMMITTEE.

Broadly speaking, the contract requires that the committee shall proceed to build a file of job specifications for all A.U.C.E. members and to make recommendations for the implementation of a new job evaluation system.

After a review of literature available and committee discussion, the following points have become clear:

- a) in order for a job specification to have any value at all it must be:
- 1) designed to fit the specific job evaluation system into which it will be fed;
 - Why decided in this fashion?* 2) designed by a professional job analyst who is familiar with the system of evaluation to be used and the important criteria to be recovered;
 - 3) compiled in common across campus; i.e. the same person or persons should conduct all interviews.
- b) that the committee has neither the time nor the continuity to acquire the kind of knowledge which would make us competent job analysts or knowledgeable enough to evaluate a system:
- c) that the A.U.C.E. membership should not discount the work already done by the previous committee and should be prepared to accept conclusions and recommendations based on that work:

Reluctantly, it must be accepted that we are in a supplicant position in the field of job evaluation. We have neither the resources nor the expertise (however questionable) to do a competent job. To rely on the fortitude over a number of years of a union committee to become competent in the area of job analysis is unrealistic. The committee has arrived at the conclusion that we must assume the role of monitors of the system with recall to the membership for support and ultimate approval.

April 13, 1976.