

Association of University and College Employees

LOCAL No. 1 (U.B.C.)

August 30, 1977

Mr. Richard Newson
Manager, Compensation
Employee Relations Dept.
Campus Mail

Dear Mr. Newson;

Re: Mail Room Attendant & Junior Mail Room
Attendant Job Descriptions

With reference to your letter of August 29, 1977 and the two enclosed job descriptions named above, the Grievance Committee has found it necessary to reject these proposed job descriptions as per Article 31.01 (d) of the October 1, 1975 - September 30, 1976 Collective Agreement.

The submission of the proposed Mail Room Attendant Job Description obviates the need for the Mail Room Attendant Job Description Grievance Arbitration. You will find enclosed the grievance form for this arbitration which includes our Step 4 response.

Yours truly,

Ann Hutchison

Ann Hutchison
on behalf of
Grievance Committee

encl.

cc: R.A. Grant

W.L. Clark

PLEASE USE REVERSE
SIDE OF THIS FORM
IF NECESSARY

ASSOCIATION OF UNIVERSITY & COLLEGE EMPLOYEES
UBC, LOCAL NO. 1, VANCOUVER, B.C.

NOV 30 1976

30 Nov 76

GRIEVANCE FORM

Date:

Department: _____ Name: _____ Division: _____

Grievance:

The Union hereby grieves under article 31.01(b) and any other relevant articles that the University failed to provide to the Union a job description for the position of Mail Room Attendant, three months after the signing of the Oct. 1, 1975 to Sept. 30, 1976 Collective Agreement.

ON BEHALF OF GRIEVANCE CTTE
Kevin Grace
(Signature)

KEVIN GRACE
(Also please print name)

Department's/Supervisor's Reply:

(Signature)

Referred to Union Grievance Committee & University Labour Committee on
November 30, 1976. By Kevin Grace (Shop Steward).
UNION GRIEVANCE COMMITTEE & UNIVERSITY LABOUR COMMITTEE DECISION:

1. The University Labour Committee responded to the grievance concerning the job description of Mail Room Attendant by providing a job description for a Mail Distribution Clerk I.
2. The title Mail Distribution Clerk I reflects the duties more appropriately for the position than the title Mail Room Attendant.
3. In reviewing the work performed by employees in these areas, it has been determined that there are two levels of work. Therefore a classification of Mail Distribution Clerk II has been created. Otherwise it would be extremely unfair to those employees performing duties at a more advanced level of Mail Distribution if their jobs were classified at the Mail Distribution Clerk I level.

August 30, 1977

As the University has submitted a proposed Job Description dated August 29, 1977 for this position the Union hereby withdraws this grievance.

Dec. 23/76

W.S. Chas
(Signature) UNION GRIEVANCE COMMITTEE

Ann Hutchison
(Signature) for UNION GRIEVANCE COMMITTEE

2) To be returned to shop steward with Dept. Head/Supervisors reply.