



association of university and college employees

July 22, 1985

To: Marcel Dionne
Bev Westbrook
Adrien Kiernan

From: Executive, Canadian University Employees/Cupe

Re: Committee to review the Union office structure

We wish to thank each of you for volunteering much of your own time to undertake a review of the Union office structure. It is our hope that the task will not be too onerous and that you will consult with members of the Executive if you encounter difficulties or have any questions.

To give you some background on the evolution of the committee itself, the Executive passed a motion several weeks ago to approach each of you about serving on an advisory basis. You were selected because each of you have a background in office administration in different departments and have a long service record with UBC. We feel that the experience you have gained will be exceedingly helpful in your evaluation of present systems in place in the Union office (and in developing future systems and procedures).

As you know, the Executive hopes that you will be able to provide them with a report at the end of August. To assist you in this project, the Executive has passed the following terms of reference which are to form the basis of review:

TERMS OF REFERENCE

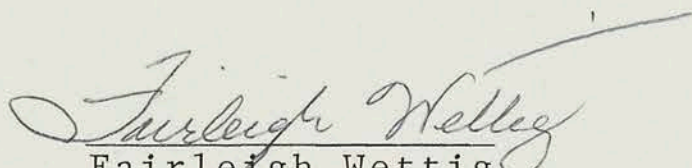
1. To determine, within the constraints of our budget, if it is necessary, desirable or possible to reduce the number of staff in the Union Office. It is understood that the Executive will endeavour to make full use of CUPE service resources to maintain current service levels to our membership.
2. To develop a plan for reducing staff if that is found to be necessary. (as an aside, the Executive decided on July 19, 1985 not to fill the Union Organizer position once it is vacant in August - the next few months will be an experiment to see if the work can be adequately reallocated amongst the remaining staff and Joe Denofreo).
3. To develop a financial plan, within the existing operating resources, to accomodate whatever recommendations are made.
4. To seek input from the present staff and to review and make recommendations on position descriptions, qualifications, workload, salary, length of term of office (if elected), conditions of employment.

5. To seek input from other sources who are in a position of knowledge with regard to staffing a local office (eg. Joe Denofreo, previous employees of the local, other locals).
6. To seek and devise methods to encourage longevity of service and address anomolies which may exist between the job descriptions of officers and the salaries paid for those jobs.
7. To review the secretarial support position to revise the job description and duties to reflect expectations in respect of the introduction of a computer/word processing system into the office. To decide the classification of this position.
8. To submit a written report to the Executive by the end of August 1985.

It is our hope that the preceeding information will be of assistance to you and that it will provide you with the direction you need in order to undertake this review.

Thank you once again for your participation and please feel free to consult with the Executive should you require ongoing information.

Sincerely,


Fairleigh Wettig
President