

ALL-COMMITTEE MEETING  
February 24, 1976

### UNION COMMITTEES

Below are described each committee's terms of reference as stated in the Local Association By-laws.

#### Communications Committee

*The Communications Committee shall be responsible for all communications, including a Local Association newsletter, notices of meetings, and communication of important decisions to the membership.*

#### Contract Committee

*The Contract Committee shall be responsible for researching and presenting contract proposals to the membership for discussion; for negotiating with the University on behalf of the Local Association; and for reporting to the Local Association Executive and the membership.*

#### Grievance Committee

*The Grievance Committee shall be responsible for ensuring the rights of individual members on the job are respected, and for representing the interests of individual members in respect to their working conditions.*

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Following are some relevant sections of the by-laws pertaining to the functioning of committees:

*The Grievance Committee, Contract Committee and Communications Committee shall each elect from among their members a chairperson to serve on the Local Association Executive.*

*No agreements shall be entered into by a Local Association Officer or Committee member which change any terms or provisions of an existing labour agreement unless approval has been granted for such action by the membership of the bargaining unit concerned.*

*Meetings of Committees shall be at the call of the Chairperson of the Committee, of the President, or of any three members of the committee concerned. The quorum for business of any Committee shall be a majority of its members, and a majority of votes cast on any matter shall be decisive.*

### STANDING COMMITTEES

Under the terms of this year's contract we have three Standing Committees: the Working Conditions Committee, the Job Evaluation Committee and the Pension Plan Committee. We also have a study (Sick Leave) being conducted.

Below are the terms of reference for these committees and the Sick Leave Study as outlined in the contract.

Working Conditions Committee

The Union shall establish a Working Conditions Committee and inform the University of its members. The University shall recognize this Committee and its duties outlined below.

- a) To research problems in the areas of health and safety which are special to office and library workers, and to notify the University regarding any problems which occur in employees' working conditions.
- b) To meet with the University representatives until a mutually acceptable mechanism for staff representation on building design committees has been established.

The University and the Working Conditions Committee will not delay in working out a mechanism for staff representation on building design committees. Any agreement between the University and the Working Conditions Committee shall become mutually acceptable after approval by the Union and shall then become official Union procedure.

Until a mutually acceptable mechanism has been established, and where provisions have not been made for staff representation, each building design committee shall include one member from the Working Conditions Committee as a representative of the employees.

(FOR OTHER CLAUSES ON WORKING CONDITIONS, SEE SECTION 24 OF THE CONTRACT.)

Job Evaluation Committee

The Union Job Evaluation Committee, consisting of three (3) members, shall meet with the University Job Evaluation Committee, consisting of three (3) members, to continue the study and development of a revised Job Evaluation System. These committees shall be in existence until such time as a new Job Evaluation System and the implementation method have been presented to the Union and the University and mutually agreed upon.

(FOR OTHER CLAUSES ON JOB EVALUATION, SEE SECTION 31 OF THE CONTRACT.)

Pension Plan Committee

The University and the Union agree that a joint Union/ Management Committee will be set up to study Pension Plan, Group Life Insurance and Disability Insurance proposals and to consider the needs and requirements of employees. This committee shall consist of three (3) members from the Union, three (3) members from the University and one (1) non-voting member from the Pension Board.

Sick Leave Study Committee

*The University and the Union agree that a joint investigation of the Sick Leave Plan presently in effect at Simon Fraser University, sick leave insurance plans, and other sick leave plans will begin within one (1) month of the signing of this contract and that the report and recommendations will be presented to the University and the Union within three (3) months for consideration. It is understood that such a study will involve reviewing the statistical information available on the present plans in effect at the University of British Columbia and comparison with other plans insofar as benefits to employees are concerned, as well as costs. Long term benefits in the case of extended illness will also be one of the terms of reference.*

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Please note that only the Pension Plan Committee is a joint Union/Management committee. All others are Union committees.

These committees are not covered by Local Association by-laws but have come out of negotiations with the University.

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HERE ARE SOME SUGGESTIONS FOR FUNCTIONING OF THESE COMMITTEES, BASED ON PAST EXPERIENCE.

1. These are UNION committees. This means being responsible to the membership.
2. Try collective decision-making. This means working with other committee members, making it a collective rather than individual effort. This means each member is responsible to the committee as a whole, and finally to the membership.
3. Document your work. Other people, future committee members, other unions will find it useful. This means:
  - TAKING MINUTES OF MEETINGS
  - MAKING PERIODIC REPORTS TO THE EXECUTIVE AND THE MEMBERSHIP
  - RECORDING RESEARCH FINDINGS
  - MAKING SURE UNION OFFICE HAS COPIES OF ANY RECORDED MATERIAL
4. Deal with problems between committee members that hinders your work, i.e. one person isn't carrying through with commitments.
5. Ask for help when you need it - go to other committee members, other committees, the Executive or the membership.
6. Don't make deals with management.
7. Set out your goals and terms of reference clearly in the beginning. Make sure everyone's on the same track. Evaluate periodically - make sure you're following through on original plans.

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8. Be active in finding out conditions on campus: visit different departments, interview people, attend division meetings, etc.

9. Get in touch with past committee members:

Working Conditions: Peggy Smith, 224-5613  
Sharon Newman, System Services, 3483  
Sherri Campbell, Info Services, 3131

Pension Plan: Joyce Diggins, Medicine, 2421

Job Evaluation: Pat LeVac, Law Library, 4809

Communications: Peggy Smith  
Louise Hamilton, 2720  
Karen Tostowaryk, 2043  
Margot Scherk, 6495

10. Know what you're doing before you meet with the University, otherwise you'll find yourself following their terms of reference.

- Peggy Smith  
Union Organizer

COMPOSITION OF UNIVERSITY COMMITTEES  
FEBRUARY 1976

<u>Working Conditions</u>	Office Phone
Mrs. S. Dodson, Head of Gov Pubs, Main Library	3858
Mr. J.E.D. Pearson, Asst. to Head, Physics	3505
Mr. J. Lomax, Chief Accountant, Finance	2612
Mrs. E. Allen, Asst. Registrar (alternate)	2791
<u>Pension Plan</u>	
Miss F. Takemoto, Sr. Accountant, Finance	2047
Mr. H.M. Craven, Asst. Treasurer, Finance	2456
Mrs. Eileen Nesbitt, (?)	
Mr. W.W. Coward, Sr. Admin. Asst., Zoology (alternate)	3384
<u>Job Evaluation Committee</u>	
Mr. R.J. Bell, Personnel Officer	5811
Mrs. M. Irving (?)	
Mr. E. de Bruijn, Administration, Library	4555
<u>Sick Leave Study</u>	
Miss Dora Hart,	
Miss F. Takemoto, Sr. Accountant, Finance	2047
Mr. E. de Bruijn, Administration, Library	4555
Mrs. M. Irving (alternate)	
<u>LABOUR COMMITTEE</u>	
Mr. W.L. Clark, Asst. Director, Personnel	5811
Miss Carol Singer, Personnel Officer	5811
Mr. H.J. Burian, Sr. Labour Relations Asst.	5811
Mr. I.F. Bell, Associate Librarian	2655
Mr. R. Colston, Personnel (alternate)	5811

- as per letters from W.L. Clark of February 23 and 24, 1976.

COMMUNICATIONS COMMITTEE REPORT

24 Feb. 76

Unfortunately many divisions have not elected representatives to the Communications Committee. This has severely hampered our efforts to publish regularly. We are now somewhat functional and hope to put together a newsletter before each membership meeting; to include: minutes from previous membership meetings, agenda for the next meeting and articles of interest.

Our first major effort was the Special Across Campus Strike Report. We hope to have a paper out before the March 11 membership meeting and monthly from then on.