

March 19, 1976

Norman Joseph
[REDACTED]
COQUITLAM, B.C.

Dear Norman:

I've enclosed a variety of material from our local. If you want to discuss any of it or get further information, please give me a call.

I take it for granted that you know there are four AUCE locals: Local 2 at Simon Fraser (Janice Rutherford, 291-4433); Local 3 at Notre Dame in Nelson (Stan Strutin, 352-2241); and Local 4 at Capilano College (Karen Kaasgard, 986-1911).

SORWUC (Service, Office and Retail Workers' Union of Canada) is also organizing clerical workers, mainly in legal offices and banks downtown. You can write 3484 Oxford, BURNABY or call 294-6176.

Other contacts are: York University Staff Association
York University
Toronto, Ontario

Canadian Union of Public Employees
University of Toronto
Toronto, Ontario
attention: Judy Darcy


AFSCME Local 1695
2490 Channing Way
Berkeley, California 94704

Union W.A.G.E.
P.O. Box 462
Berkeley, California 94701

9 to 5
140 Clarendon St.
Boston, Mass.

You may get quite a bit of information from these various sources, but your richest resource would probably be the workers who have organized and are now receiving benefits of collective agreements negotiated with their respective employers. If you want to interview some people, I'm sure I can find a few people who would be willing.

Sincerely,


Peggy Smith
Union Organizer

Minutes of Meeting with University re Notification
Tuesday, March 17, 1976
Personnel Office

Present: Peggy Smith, AUCE Harvey Burian, Personnel
 Kevin Grace, AUCE Mavis

We presented the attached written request to them.

Burian answered. For Article 5.03 they said they wouldn't be able to give us separate lists until the department was computerized but would work out some form of key coding according to our categories, try it out for awhile, and if this wasn't satisfactory, then try something else.

Article 33.03 is in effect.

Article 19.06 and 19.04, they're working on.

Article 23.01, all Department Heads have been informed of this.

Article 30.01. All Department Heads have been informed of this.

Article 3104 is in practise.

Seniority lists are being computerized and we may be receiving them on a monthly basis, although we shouldn't tell anyone that.

Maternity Leave notification will be included in the key coding system under 5.03 above.

There is a list of retiring employees drawn up every December. We will receive a copy of this.

Notification of temporary status to "continuing". They are working on a system and figure it should be instituted within a month or so.

List of all positions: we explained that we have list as under the certification but know this is out of date. Burian said he will ask higher-ups if it is possible to get this done, and will then let us know.

- minutes taken and typed by Peggy Smith

March 17,,1976

FOR MEETING WITH PERSONNEL DEPARTMENT RE NOTIFICATION

Article 5.03 Notification by the University

The University agrees to notify the Union in writing within five (5) days when an employee has been hired, promoted, transferred, laid off, recalled or resigns. In the case of suspension or discharge, the University will notify the Union as outlined in Article 33.02 (Suspension) and 33.03 (Discharge).

We would like separate lists for each of these categories.

Hiring would include only external applicants. Other info: the date of hiring, department to which applicant is appointed, classification of employee.

Promotion and transfer would include the above information as well as the department the employee is leaving or position employee is leaving.

33.02 Suspension

The University may suspend any employee for just cause subject to Article 35 (Adjustment of Complaints). Upon taking of its decision, the University will immediately send to the employee concerned, with a copy to the Union, a letter giving written notification of and reasons for the suspension.

33.03 Discharge

The University may discharge any employee for just cause subject to Article 35 (Adjustment of Complaints). Continuing full-time, part-time and sessional employees shall receive one (1) month's written notice with a copy to the Union, or one (1) month's salary in lieu of notice. Temporary and probationary employees shall receive two (2) weeks written notice with a copy to the Union, or two (2) weeks' salary in lieu of notice.

Other clauses in contract requiring written notification:

19.06 Notice of Lay Off due to Technological Change

Persons laid off due to conditions of this Article shall receive three (3) month's notice or pay in lieu of notice. Severance pay will be paid out twice monthly, equivalent to the salary received prior to lay off.

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19.04 Notice of Intent

Before such changes (as outlined in Section 2) can come into effect, the University will provide the Union with at least three (3) month's notice of intention to introduce automation, equipment or procedures which might result in displacement or reduction of personnel or in changes of job classification.

Article 23.01 Employee Files

The University shall inform an employee of any reports received which cause or may cause the employee to suffer: a) termination of employment, or b) restriction of opportunity of promotion. Any employee so affected shall be given the opportunity to reply in writing, and/or have recourse through the grievance procedure.

Article 30.01 Leave of Absence Without Pay

Every effort shall be made by the employer to comply with an employee's request for such leave. Permission shall be obtained in writing from the Department Head. Refusals for such leave must be given in writing to the employee with reasons for refusal stated.

Article 31.04 Reclassification

The employee shall be notified by letter, within eight (8) weeks of the date of the request, of the decision regarding the request. If the reclassification is not recommended, the letter shall contain the reasons for not recommending the reclassification. A copy of the aforementioned letter will be forwarded to the UNION.

32.07 Seniority Lists

Up-to-date seniority lists shall be sent to the Union every six (6) months on January 1st and July 1st. There shall be a separate list for temporary employees.

The contract does not state that notification by the University must be sent to the Union with regard to the following changes in an employee's status, but we feel that prior notification might help in solving problems before they become grievances.

Maternity Leave: We would like to be informed when an employee applies for, and is granted, maternity leave, and further when extended leave is applied for, and granted.

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Retirement: notification that an employee is retiring.

Temporary to "continuing": a temporary employee becomes "continuing" if temporary employment continues for longer than three months of unbroken service or after accumulating sixty-six (66) working days. We would like notice of these changes in status as they occur.

Also, to make sure all employees are receiving full rights under the contract, the Union would find it helpful to have a list of all positions presently on campus - this would include the classification and department in which the position is located. This would apply for both temporary and permanent positions.

PRESENTED BY KEVIN GRACE, GRIEVANCE COMMITTEE AND
PEGGY SMITH, UNION ORGANIZER TO
CAROL SINGER, PERSONNEL