



MEMBERSHIP MEETING

T H U R S D A Y

FEBRUARY 27, 1986

IRC 6, 12:30-2:30

A G E N D A

1. Adoption of the agenda.
2. Adoption of the minutes.
3. Business arising from the minutes.
4. Nominations.
5. Contract Committee Report.
6. Union Office Report.
7. Ritchie and Associates.
8. Grievance Committee Report.
9. Health and Safety Committee Report.
10. Job Evaluation Committee Report.
11. Other Business.

MEMBERSHIP MEETING
February 27, 1986

MINUTES

Chair: Kitty Byrne

Secretary: Patricia House

1. Adoption of the Agenda

Moved by Suzan Zagar
THAT THE AGENDA BE ADOPTED.
The motion was CARRIED.

Seconded by Megan Stuart-Stubbs

2. Adoption of the Minutes

Moved by Ginette Vogel
THAT THE MINUTES OF THE JANUARY MEMBERSHIP MEETING BE ADOPTED AS CIRCULATED.
The motion was CARRIED.

Seconded by Mary McKenna-Forkin

3. Business arising from the Minutes

None

4. Nominations

Nominated for Vice-President of the Union and elected - Shirley Irvine
Nominated for Treasurer of the Union and elected - Mary Vorvis
Positions of Recording Secretary, Trustee and Grievance Committee remain open.

5. Contract Committee Report

Ted outlined what took place since just before Christmas. Since end of January the University and the Contract Committee have been negotiating packages. Ted reviewed what items the University wants to have negotiated, said nothing has been signed off but clear what each side wants. There is some movement on University's part on relief employees proposal but they are holding firm on no retroactivity and duration of contract to 1987, the big areas on which we do not agree. Major outstanding issues include relief employees, money, duration of contract. Ted answered questions from the floor. He also informed members that LRB hearing on Unfair Labour Practice still pending (Incident where a management person spoke to meeting of clinical secretaries about contract negotiations before proposals made known to Contract Committee and gave them management's view of University proposals).

6. Union Office Report

Patricia reported on workload which has grown as secretarial position vacant and asked for patience and help if things not being handled as quickly as people would like. Ted and Karen were at Harrison for courses. (Karen sent on scholarship from CUPE). Ted commented on the recent Steward Seminar and thanked Patricia and George McLaughlin as well as CUPE for organizing it. This was very successful and many people took advantage of it being offered.

7. Ritchie & Associates

The February 11th press conference did get some press coverage. Jeff Rose, President of CUPE, was at UBC speaking at the conference. He informed those present that he had sent a telegram to the University's President asking that a meeting be set up to discuss the situation and his telegram was read out. A joint meeting between CUE and 116 members will be held on March 20th where Don Gutstein will give his report on Ritchie and Associates and copies of the report will be made available to those who attend. CUPE National has given us a lot of assistance with our battle against Ritchie & Associates by making a researcher available, by CUPE President's active involvement, etc. U Vic local still dealing with Ritchie & Associates as well. Dalhousie University CUPE local informed us that they now have Ritchie there so it seems that the situation has spread to universities across Canada. It's becoming a major CUPE struggle for national office. There are no final reports from departments which Ritchie has been infiltrating. A contracting out grievance is being filed concerning 15 or 16 positions in Finance where temps kept on, a violation of the contract. Invoked 96.1 of Labour Code on Payroll grievance. Strangway to receive petitions members signed a while ago from Jeff Rose, if he agrees to present them on our behalf (We will ask Jeff). Our staff rep, Joe Denofreo, spoke about the National's concerns and reported that the report done by Don Gutstein will be sent to every university and CUPE local across Canada.

8. Grievance Committee Report

Various cases were mentioned. The Union is involved with some discharge cases at the present time. Ted encouraged people to grieve hiring policy article if members with more seniority and experience not hired for positions for which they apply or if external applicants are getting jobs over internal applicants. There was some discussion on people applying for positions not hearing from Personnel Services for several days. Apparently, this is common. Reclassification process raised and members encouraged to pursue if they feel there is basis for reclassification. Flex-time grievances - haven't had too many problems over flex-time recently.

9. Health & Safety Committee Report

Karen spoke about her experience at Harrison where she took an advanced health & safety course. She was very pleased with material covered. Kitty outlined procedure to follow when unsafe conditions are a concern. Patricia mentioned problems of office being too hot or too cold can be concern. The Union should be notified of problems of this sort.

10. Job Evaluation Committee Report

Ted explained that there was agreement on job descriptions for various categories. The committee spent a lot of time discussing word processing duties which were incorporated into the new secretarial job standards with the University. They also got commitment from the University on giving members who have no word processing training an opportunity to gain this training by signing up for courses which will be offered in the near future.

11. Other Business

None

Meeting was adjourned.

ADMINISTRATIVE SECRETARY.....CANADIAN UNIVERSITY EMPLOYEES OFFICE

Salary range: Pay grade 8 (equivalent to Sec. 5 of the Collective Agreement)

LEVEL DEFINITION:

Responsible for diversified secretarial and administrative assistance requiring a broad and extensive knowledge of the organization and operation of the Union and the University. The incumbent is given wide latitude for exercising independent initiative and judgement in developing methods, scheduling priorities, co-ordinating and maintaining office routines which normally require input from various sources and/or committees.

TYPICAL DUTIES:

Acts as a personal and confidential secretary by screening all incoming materials, referring matters for reply or additional information and prioritizing for the attention of the Union Representatives.

Is responsible for administrative details which need not be handled by the supervisor; composes complex correspondence containing authoritative information as required.

Contacts senior officials, both inside and outside the Union to obtain and disclose information on sensitive and restricted matters for the preparation of reports and memoranda.

Schedules appointments and meetings, determining urgency and importance, with a view to achieving the optimum utilization of the Union Representatives' available time. Keeps supervisor informed on a variety of administrative details.

May attend committee and membership meetings; may record proceedings and prepare draft reports for such meetings. Selects and assembles information required for such committees involving the co-ordination of efforts and input from a variety of internal and external sources. Co-ordinates and plans the work of volunteers.

Under direction of the Treasurer is responsible for the auditing and paying of bills, administering the payroll and maintenance of the Union's accounting system.

Acts as the Union Office Manager & purchasing agent, ensures equipment maintenance, maintains contracts for office services.

Responsible for operation and maintenance of the integrity of the computer system. Maintains membership database with attention to accuracy; develops and maintains spreadsheets as required; maintains regular backups of system data; utilizes word processing functions for correspondence and special applications.

DECISION MAKING:

Exercises considerable judgement in dealing with administrative details in the absence of established policies, procedures and guidelines. Ensures the consistent application of established policy.

SUPERVISION RECEIVED:

Works independently under administrative direction.

SUPERVISION EXERCISED:

May oversee and direct volunteers.