

EXECUTIVE MEETING
27 APRIL, 1988
M I N U T E S

Approved
05/25/88

PRESENT: Susan Claybo; Diana Ellis; Rod Haynes; Estelle Lebitschnig; Pam Lundrigan, (Chair); Lee Miltimore; Elizabeth Zook.

1. ADOPTION OF AGENDA
MOVED Lebitschnig SECONDED Claybo
That the agenda be accepted as written. CARRIED
2. ADOPTION OF MINUTES OF MARCH 29
MOVED Ellis SECONDED Lebitschnig
That the minutes of the Executive Committee Meeting of March 29 be accepted as read CARRIED
ADOPTION OF MINUTES OF APRIL 13
MOVED Claybo SECONDED Zook
That the minutes of the Executive Committee Meeting of April 13 be accepted as read CARRIED
3. BUSINESS ARISING FROM THE MINUTES
 - A) Membership Meeting Dates
Meeting rooms for the June 15, July 20 and August 17 meetings have been booked. Rod will place a notice in the newsletter.
 - B) UBC Sexual Harrassment Report
The Executive will review this document.
 - C) Part-time Office Help
Diana reminded the Committee that approval had been obtained for a part-time Sec. III for three days per week for three months, of which 10 weeks remain. It is felt that it would be preferable to have help for one or two days per week over a longer period of time. The part-time person would be mainly for filing. Diana emphasized that as the part-timer would be required for filing only, we do not need a Sec. III.
MOVED Lebitschnig SECONDED Zook
"That due to the change in requirements for temporary office help, it is necessary to reclassify the position to Clerk I subject to membership approval, and that in the interim we will approach Kelly Services, UBC Temps. and Student Services (in that order) to supply such help."
CARRIED

D) Marcy Cohen - Women's Skills

Pamela reported that Marcy Cohen, of the Women's Skills Development organization, is doing research on the use of agency temps at large organizations and has asked for data on contracting out. After consulting with Joe Denofreo, Pamela agreed to give Marcy data on contracting out reports.

4. PRESIDENT'S REPORT

1. Attendance at Executive Meetings

Pamela reported that one member of the Executive Committee, the Chief Shop Steward, will be unable to attend regular meetings until after June 22 as she is attending a course. The policy is that if a member misses three consecutive meetings she/he is asked to resign, however there are sometimes extenuating circumstances, as there are in this case. For the record, this member will provide a letter to the Executive stating the situation. Elizabeth volunteered to liaise with Marion until she is able to attend meetings.

MOVED Zook SECONDED Miltimore

"That Marion Gordon be excused from Executive Committee meetings until after June 22" CARRIED

Discussion followed regarding committee representation at executive meetings. In the interests of achieving quorum in order to conduct the business of the Union, it was decided that when a committee chair was unable to attend, he/she could send a designated alternate to speak and vote in his/her stead. All committees were advised to designate an alternate chair and advise the office so the office could keep a record.

2. Australia Exchange

Pamela reported that the Union has been contacted to give an opinion regarding an unofficial exchange which would allow a UBC Library Assistant to exchange jobs with a counterpart in an Australian University for six months. The Australian visitor would work at UBC but not be in our Unit, as they would continue to be paid by their employer. Likewise, UBC proposed to continue paying our member. Pamela has asked 1. Are they unionized? and 2. What are they being paid? The question of the legality of the situation vis-a-vis the Immigration Department is crucial. The Executive decided that it would be better not to be involved in a situation where people would be working without work permits, and that the President would so inform the University.

Exec. Committee
April 27, 1988

3. Letter From UBC re Clinical Office Assistants
Pamela read the letter of March 21 from UBC requesting that VCC Clinical Office Assistant students be allowed to spend a total of four days on a practical assignment in a University clinical setting. Two days would be spent observing, and two assisting under supervision. Pamela has sent a letter requesting further information to Catherine Nelson.

4. Contracting Out Report for Media Services
Rod reported that a sub-committee of the Grievance Committee has been struck to research this issue. Their findings will be presented to the Labour Relations Committee.

5. Tennis--Non-Credit Tuition Waivers
A member's request for a tuition waiver for UBC tennis lessons was refused. The Collective Agreement states that the Waiver applies to Credit and Non-Credit courses. Libby Nason was quoted as saying "There was never any intent for this benefit to apply to sports courses. It was intended only to be used for Undergraduate and Continuing Education courses." She was further quoted as saying SHE HAD VERY GOOD DOCUMENTATION TO BACK THIS RULING, and would be prepared to go to arbitration over it. Personnel Services made an error in allowing the benefit for sports courses in the past, but would not attempt to recover those costs.
The member will look through past Collective Agreements to research the history of this benefit. No further action will be initiated until this research is complete.

6. Pat House
We are awaiting a legal position on this issue. Pamela will call CUPE and report at the next Executive meeting.

7. Bylaws
All committee members will receive copies of proposed amendments to the bylaws and CUPE model bylaws. Each Executive member will look at his/her area of expertise and make recommendations at a later meeting. Pamela will arrange for the material to be ready at the next meeting. Diana reminded the Executive that if an item is covered in the Constitution, it does not have to be in the bylaws.

5. SECRETARY/TREASURER'S REPORT

- Printer: The printer was returned to the office, still malfunctioning. Diana tried a new cable, with immediate success. It has been suggested that the Union sell that printer and replace it with a dot matrix printer. There is a plan to re-evaluate the integration of computers into the office systems, and a decision regarding the second printer will await that evaluation.

The Financial Statements for March have been received. Copies will be published in the Newsletter. The 1987 Audit has also been received. The covering letter included some suggestions from the auditors, which were discussed. Discussion took place relating to the distribution of keys to the Union office. A key policy was presented and amended to include the Chief Shop Steward.

MOVED Zook SECONDED Lebitschnig

That the Chief Shop Steward be added to the key list.

CARRIED

6. COMMITTEE REPORTS

A. Grievance Committee Report

i. The question of Stewards' doing orientations was raised since Alannah will not be available for a while. It was suggested that stewards rotate this duty. Since this is a Grievance Committee issue, Elizabeth will work this out with the Grievance Committee.

ii. Release Form to be used at the conclusion of a Grievance--is being developed on the advice of Rod Haynes and Joe Denofreo.

iii. Status on meetings on pending arbitration: Elizabeth reported that the Grievance Committee will not accept any proposals from the University EXCEPT in writing. She outlined the history of communication with Libby Nason in this case. She is sending a further letter to Libby.

Pamela raised the question of booking off stewards to attend arbitration. We should establish a policy whereby stewards can obtain training through exposure to all levels of grievances.

MOVED Zook SECONDED Lebitschnig

"That the steward(s) involved and one other steward (to a maximum of 2) at the discretion of the Grievance Committee should attend for the duration of the arbitration."

CARRIED

B. Contract Committee

Pamela reported that the new contract has now been mailed out. Meetings of the Contract Committee are being held regularly on 1st and 3rd Mondays.

C. Health and Safety Committee

Estelle gave a report. It will be discussed at the next Executive meeting.

D. Job Evaluation Committee

The Committee is examining Job Descriptions. Copies of reclassifications should be forwarded to Susan. Pamela advised that UBC has requested an extension of an agency temp in Civil Engineering. She has been there three months and while there, the position was in reclassification review. The department therefore decided against posting until the review was completed. Since the three month deadline is up, they would have no one in the office. They ask that we allow an extension of this temp. Discussion ensued on whether this should be given and the result was that we approve a one month extension only, as a measure of good faith, in order to allow Civil to post and hire a permanent employee, and that we put this in writing, emphasizing our agreement was an exception only, and was not to be taken as a precedent.

7. BUSINESS AGENT'S REPORT

Rod reviewed his report for April. This has been circulated.

MOVED Lebitschnig SECONDED Miltimore

"That the Business Agent's report be approved as read"
CARRIED

8. NEW BUSINESS

A. A decision was made to approve one half day off for Rod on June 2.