



E X E C U T I V E M E E T I N G

Tuesday - June 16th, 1987

1. Approval of the Agenda
2. Approval of the Minutes of June 2nd, 1987
3. Correspondence Log
4. Business Arising from the Minutes:
 1. Report from Pat House on the Pension Board
5. Committee Reports:
 1. Grievance Committee Report
 2. Chief Stewards Report
 3. President's Report
 4. Secretary Treasurer's Report
 5. Contract Committee Report
 6. Trustees' Report
 7. Health & Safety Report
6. Other Business.

/abk
June 16th, 1987

The CUE Executive Meeting was held in the Union Office on Tuesday, June 16, 1987 at 5:00 p.m.

Adrien Kiernan (President and Chair)
Alannah Anderson (Vice-President & Grievance Com. Chair)
Diana Ellis (Treasurer)
Edmund Kam (Trustee)
Estelle Lebitschnig (Health & Safety Rep)
Pamela Lundrigan (Communications Committee Chair)
Eileen Robertson (Recording Secretary)
Patricia House (Guest)

The Chair called the meeting to order at 5:07 p.m.

1. Approval of Agenda

MOVED Anderson/Zagar approval of the Agenda as circulated. CARRIED

2. Approval of Minutes

Minutes of the meeting of June 2, 1987 had been circulated.

MOVED Kam/Anderson that the minutes of June 2nd. be approved. CARRIED

3. Correspondence

The Correspondence Log was circulated to the Executive.

4. Pension Plan Report - Patricia House

Susan started the discussion by telling Pat that a lot of employees are misinformed about the Pension Plan. Susan said it would be very helpful if Pat would assist in promoting an article which would give information on the Plan. Pat agreed to do this. She will draft up a fact sheet, which can be used in our Newsletter. Our Newsletter will start in September and will be monthly. Pertinent facts will be put in the Stewards' Manuals concerning the Pension Plan.

Structure of Pension Plan

The Pension Board is comprised of 4 elected people and four appointed and is administered by Maureen Simon of Faculty and Staff Services. The Plan is for everyone who is not faculty. Copy of the Plan is available from Maureen or Pat House.

A requirement of the Plan is that an Actuarial Report be done every 3 years. In other words, we have to make sure that the Pension Plan will be solvent at all times. Many questions are answered by the Actuary,

such as benefits for part-time employees and the impact their benefits might have on the viability of the Plan, etc.

Patricia House answered questions about the pension as follows:

- (a) Opting out of the Plan: To opt out of the plan is not allowed. The only way to opt out is to retire die or quit.
- (b) Death Benefit: More like an insurance settlement.
- (c) Withdrawal of funds: After 20 years funds are locked in. Up to 20 years you can withdraw the employee portion.
- (d) Investing: Investing of pension funds is done by four groups.
- (e) Contribution: The University contributes on a 2:1 ratio.
- (f) Retirement Options: There are a variety of types of retirement, such as money guaranteed for 15 years, lump sum payments, etc.

It was suggested that M. Simon be invited to a future membership meeting to answer questions.

5. (a) Patricia House - Letter to the Executive re Holiday Pay and Overtime

The Executive agreed to again review the question of overtime through the old minutes and advise Pat of their findings. Ms. House's letter with respect to holiday pay was circulated to the Executive and discussed at length.

MOVED Zagar/Ellis that we seek a legal opinion on whether P. House is entitled to Vacation Leave Pay.

2 - for (S. Zagar and D. Ellis)

2 - opposed (A. Anderson and Edmund Kam)

The Chair broke the tie and opposed the motion.

DEFEATED

Patricia House left the meeting at this point in the meeting.

The Executive agreed that the question of whether Pat should be paid should be put before the Membership as there are several issues connected to this question, namely that Pat received a salary from the University for over one month while receiving a salary from the union.

It was noted that Pat had stated that she has legal expenses as a result of the situation last year.

MOVED Anderson/Ellis that this item of business be tabled pending further investigation and that the Special Meeting of June 23, 1987 be devoted to resolving the questions in the first 40 minutes under Business Arising. CARRIED

5. Committee Reports

a) Grievance Committee Report

A. Anderson advised that two Grievance Committee meetings were cancelled. An emergency meeting was called to discuss a particular grievance and Joe's ability to negotiate with the University with respect to the grievance in order to settle it before it goes to arbitration. The Grievance Committee did not agree that Joe could negotiate. Also A. Anderson noted that the established policy is not to go over an expenditure of \$300.00 without approval of the membership and questioned what should be done when arbitrations are over \$300. She stated that the membership should be able to vote on these types of questions which is what takes place in many other unions. She also pointed out that when a grievance goes to arbitration, the records are no longer confidential but become public record.

MOVED Anderson/Ellis a Notice of Motion that the 'Arbitration' policy be changed so that all arbitration cases go the membership for approval. This is to be discussed at a future Executive Meeting.

It was requested that the Grievance Committee be given an opportunity to discuss this before it comes back to the Executive.

A policy with respect to booking off members to attend Arbitrations was discussed. It was pointed out that this can be a good learning experience. It was agreed that the steward should attend.

Susan wished to be booked off for one day to attend and the first day of the arbitration she will use her flex day off to attend.

MOVED Anderson/Zagar that a total of five working days should be booked off for purposes of attending arbitrations. It is understood the the Steward will always attend.

CARRIED

It was also agreed that the Executive Committee would think about a Policy with respect to booking off people to attend arbitration for the educational benefit and this would be discussed under Business Arising from the minutes at a future meeting.

b) Chief Steward's Report

A. Anderson gave the report in Susan Berry's absence as attached.

c) Secretary-Treasurer's Report

(i) Signing Authority

D. Ellis indicated that a CUPE requirement is to have those with signing authority bonded. Ms. Ellis advised that the minimum requirement is 1/2 of the bank balance - i.e. \$15,000.

MOVED Ellis/Anderson that each of the Executive members with signing authority be bonded for \$10,000. CARRIED ✓

(ii) Changing Banks for Operating Expenses

MOVED Ellis/Kam to move the operating account from the Credit Union to the Bank of Commerce (University Blvd.) leaving the investments in the Credit Union. CARRIED

D. Ellis advised that the account should be functional by August 1st.

(iii) Membership Cards

D. Ellis stated that we could get membership cards from CUPE at a cost of 5 cents per card. D. Ellis also stated that she had obtained quotes for membership cards which were similar to our old cards. S. Zagar noted that providing membership cards is a fantastic idea and suggested providing Executive members with individual business cards. S. Zagar's suggestion was discussed briefly and it was agreed that we would provide Executive members with business cards. The cards would have a space for the Executive member's name to be typed in so that new cards would not have to be printed when the Executive changes. D. Ellis stated that she had obtained quotes for business cards for the Executive, some with Executive names and others with just CUE Executive Member on them.

MOVED Ellis./Zagar to get cards for the membership and for the Executive. CARRIED ✓

It was suggested that the new Sergeants-at-Arms be responsible for issuing the cards.

(iv) Computer System

D. Ellis advised that the new computer system will be installed at 10:00 a.m. on Friday, June 19th and recommended that a temporary employee (preferably a student) be hired to do the data input as well as file the backlog. MOVED Ellis/Kam to hire a short-term temporary person (1-month maximum) to get caught up in the office. CARRIED

(v) Mileage

D. Ellis indicated that Adrien has made a request. A. Kiernan has been using her own car on union business and has incurred an additional cost. This request was briefly discussed and it was

MOVED Anderson/Kam that A. Kiernan be paid for travel expenses since it is over and above her normal expenses.

Not a vote

- 2 - for (E. Kam and A. Anderson)
- 2 - abstentions (D. Ellis and S. Zagar) SPLIT VOTE

Adrien stated the the motion would have to be deferred to the next meeting as she could not vote on this issue to break the tie.

d) President's Report

(i) Sexual Harassment Report

Adrien advised that she is just about finished reviewing the report and has some recommendations to make. Adrien made the point that the full Executive should also read the report and that policies should be brought to the Membership for discussion and ratification.

(ii) Ballot Count

A crew is required to assist the Trustees to count the ballot on hiring versus electing. Susan Zagar would be booked off to oversee this task commencing at 11:00 a.m.

Coverage is required for the Union Office in July as Alannah is on holidays from July 12 - August 7, 1987 and Adrien is required in her office also has holidays booked. Susan Berry, Chief Steward, will be asked to cover.

Adrien advised that David Levy of C.M. Oliver will be coming to the June 30, 1987 Executive Meeting to discuss the Strike Fund. The fund made \$30,000.00 over the past year on an investment of \$100,000.00.

Adrien tendered her resignation. The reason for the resignation is due to poor health and that she cannot keep the heavy commitments required as a result. The Executive

d.

requested that she withdraw it and stated they would carry more of the load to compensate. She will also be taking holidays and will not be working in the Union Office during July and August.

e) Trustee's Report - This report was tabled to next week's meeting.

As there was no further business, the meeting adjourned at 9:00 p.m.

March 10, 1987

TO: THE EXECUTIVE
CANADIAN UNIVERSITY EMPLOYEES

FROM: PATRICIA HOUSE

I am responding to your letter of February 12, 1987 signed by the Treasurer. There are still several unresolved questions in my mind regarding my employment by the Union.

I repeatedly enquired about vacation pay and sick leave accumulation and was told by Kitty Byrne that I was not owed any further monies.

However, under the contract and under the Employment Standards Act as an employer you are obligated to pay outstanding vacation pay.

At the point that I went on medical leave (September 8/86), I had taken 109.25 hours of vacation leaving a balance of 65.75 hours outstanding to December 31/86.

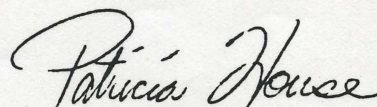
My total salary for 1986 was.....	22710.00
10% of that equals.....	2271.00
Minus the amount taken.....	<u>1344.80</u>
Leaving a balance of.....	926.20

Further the University was instructed by the Union that the Union was covering my benefits only until the end of January and so since these premiums are paid a month in advance the Union would not have been billed for me on the January benefits bill. Nevertheless, a total of \$94.82 was withheld from my final cheque cited as benefits premiums. I believe this is an error and should be reimbursed to me.

Finally I dispute the withholding of the \$243.00 overtime pyment from March 1986. According to my records I worked those hours and it was approved by phone poll of the Executive. Therefore, I do not agree that I owed the Union money and I insist that this be recorded in the Executive minutes.

Looking forward to a prompt resolution to these matters.
Thank you.

Yours truly,



Patricia House

This is a list of the number of hours worked over 7 hours per day.

January	7	1 hr
	8	2
	9	2
	10	1½
	13	1
	14	2 ¾
	15	(Griev. Com. came in later)
	16	1
	21	½
	22	2
	23	2 (Exec. mtg)
	28	3½
	30	½
	31	2
February	3	¾ hr
	5	½
	6	1
	7	1
	9	5 ¾
	10	6½ (Contract Com. part of that)
	11	½
	12	16 (Ted & I stayed until 2:15 am to do final revisions on the contract)
	13	1
	14	1
	15	4
	18	2 (Exec. mtg)
	19	3½ (2 - Griev. Com. mtg)
	20	2 ¾
	24	2 (Contract Com. mtg)
	25	3
	26	1
	28	½
March	3	2 hr
	4	3½ (1½ - Contract Com. mtg)
	5	2 (Griev. Com. mtg)
	6	¾
	7	¼
	11	4 (2½ - Exec. mtg)
	12	1
	13	½
	17	1
	18	1
	19	3 (2 - Griev. Com mtg)
	23	6½
	24	2
	25	2 (Exec. mtg)
	27	1 ¾

Our Aim is to recruit 70 - 100 stewards, 25 of these to do grievances;
2 - 4 to specialize in Substance Abuse; 2 - 4 to specialize in Mediation.

TRAINING SCHEDULE

Introductory Courses - October and April

Advanced Courses - February

CUPE 6 level - Correspondence Courses and Classes are available to those who wish them.

REGULAR MEETINGS will be held Jan. March, May, September, November on the FOURTH WEDNESDAY of the month from 12:30 - 1:30 p.m.

Stewards are listed by name, by location, by training. We will be asking Personnel to inform management to always call the Union Office for the assignment of Stewards so that we can choose the one with the appropriate skill and experience.

We require a list for the Steward of all members in that Steward's division.

PAGES FOR THE MANUAL are being prepared:

"What Is - A Fireside Chat"

"Progressive Discipline"

"A Picket Line Steward"

"A Description of Benefits" - Pat House will do pension.

"Parliamentary Procedures for Members"