

INTERDEPARTMENTAL
MEMORANDUM

FILE COPY

TO Executive Reps/Division

Stewards/Stewards

FROM Union Office

April 6 19 76

RE: NEW EMPLOYEES

The enclosed form letter will be sent out weekly or bi-weekly to the Executive Reps with a copy to the Division Steward (or to a steward if there are no officers in the Division). The Executive Rep and Division Steward should work out a system for holding these introduction to the Union meetings. Stewards in Divisions with no Executive Rep or Division Steward may call on the Executive, Grievance Committee or Union Organizer for assistance in these meetings.

Peggy Smith

Peggy Smith

Association of University and College Employees

LOCAL No. 1 (U.B.C.)

FILE COPY

TO:

FROM: AUCE LOCAL 1 OFFICE

RE: NEW EMPLOYEES

Article 7.04 of our contract states:

The University agrees that a member of the Local Executive or a Steward shall be allowed up to one hour per month, on the first Thursday of each month during regular working hours to meet and discuss the function of the Union with all new employees who have been hired in the previous month in her/his Division. The meetings shall be held near the workplace of the employee concerned.'

Where it is not possible for all of the new employees in the Division to attend the above meetings, the Local Executive member or Steward may, after obtaining the approval of the Department Head or her/his delegate, meet with such employees at a time other than that specified above.

The following people are new employees in your Division, according to records sent to the Union Office from the Employee Relations Department: