



association of university and college employees

EXECUTIVE MEETING UNION OFFICE

January 12, 1983

12:30-4:30 p.m.

AGENDA

1. Adoption of agenda
2. Adoption of the minutes of the December 13, 1983 meeting
3. Business arising from the minutes
4. Business arising from the correspondence
5. Executive report
 - +consideration of the problems of the Union Office
 - +planning for the future
 - +consideration of the proposal from Janett Otto
 - +etc.
6. Other business
 - +if we have time we can go on to whatever other things people want to discuss
 - or if there is anything pressing needing attention
7. Next Executive meeting

EXECUTIVE MEETING
MINUTES

January 12, 1983

12:30-4:30 p.m.

PRESENT: Carole Cameron, Kittie Cheema, Margie Wally, Patricia House,
Shirley Irvine, Suzan Zagar, Karen Shaw, Nancy Wiggs

CHAIR: Nancy Wiggs

SECRETARY: Patricia House

1. Adoption of the agenda

Moved by Carole Cameron

Seconded by Shirley Irvine

THAT THE AGENDA BE ADOPTED AS CIRCULATED.

Shirley Irvine and Carole Cameron had three items to add to the agenda, as
4a, 4b, 4c.

THAT THE AGENDA BE ADOPTED AS AMENDED.

The motion was CARRIED.

2. Adoption of the minutes of the December 13, 1982 meeting

Moved by Patricia House

Seconded by Shirley Irvine

THAT THE MINUTES OF THE DECEMBER 13, 1982 MEETING BE ADOPTED AS CIRCULATED.

The motion was CARRIED.

3. Business arising from the minutes

There was none.

4. Business arising from the correspondence

Patricia reported that we had been approached by a company offering to arrange
activities such as skiing trips, dances, etc. It was decided to put a notice
in the newsletter and see if there is any interest.

The rest of the items were deferred.

4a. Sick leave

Shirley reported that we have been approached by a group of members in the
library who would like to donate some of their sick leave to one of their
co-workers. There was considerable discussion of the issue and its
ramifications:

- a) it would be making an agreement outside of the contract
- b) it could be a very dangerous precedent in that we might
get the University off the hook of the current problems
with the sick leave plan so that they would not be as
compelled to change it
- c) these individuals cannot act as individuals and if the Union
agrees it commits everyone
- d) should be discussed at a general membership meeting
- e) it would put pressure on the individuals to donate time and
perhaps not everyone wants to

Moved by Carole Cameron

Seconded by Suzan Zagar

THAT A LETTER BE SENT TO THE PERSON WHO MADE THE INQUIRY OUTLINING THE
EXECUTIVE'S CONCERNS.

The motion was CARRIED.

Shirley will write the letter.

4b. VDI Study

Shirley has had a letter from Dr. Jefferies asking to use AUCE employees
in a VDI study. Nancy and Shirley felt that we must have written assurance
of his respect of confidentiality. Carole felt that we should also ask
for parameters of the study, to have some input and to receive copies.

Moved by Carole Cameron

Seconded by Kitti Cheema

THAT WE WRITE TO DOCTOR JEFFERIES AND ASK FOR THE PARAMETERS OF THE STUDY, ASSURANCES OF CONFIDENTIALITY AND FOR COPIES OF THE REPORT.
The motion was CARRIED.

- 4c. i) Carole reported on the newsletter seminar. If we can get over 12 people they can do a workshop for us. Local 2 is prepared to send three. We haven't heard from the other groups that we approached. Nancy offered to contact Local 7 and see if they are interested.
- ii) An IRO from the Labour Relations Board came to the office on January 11 and talked with Carole about the Copy & Duplicating application. He spent about 1½ hours going over the whole story with her. She also mentioned the correspondence received in connection with this situation. There are 4 CUPE people working in these capacities and 18 AUCE people. The IRO raised a concern; he asked if there is any provision for us to approach the University to upgrade the pay of this group and Carole told him we couldn't because of the Provincial government restraint programme. This is a problem we are going to have to address and Carole feels it is to our advantage to have these anomalies in our unit in the hopes that they can be the wedge to move all the pay rates up. There was discussion of this issue. Our chances of keeping the Copy & Duplicating group are reasonably good.
- iii) Carole reported on the person in the hospital whose position was not in the AUCE bargaining unit formerly and which has been added now. We have written the University saying that we won't agree to her being paid higher than the base rate for that classification (this means a cut in pay for her) and asking who else applied for the job as we have discovered it had been posted.
- iv) Carole proposed a combination of personal visits and regular meetings to deal with the people at the hospitals, to hear their problems and to try to overcome their isolation from the rest of the bargaining unit. Carole received about 30 responses to her questionnaire. Kitti suggested we go after each union meeting and report what had happened in addition to being available to discuss problems at some other time.

5. Executive report

Nancy suggested that we deal with the office problems and planning a little bit at a time, spending part of each Executive meeting working on it.

Moved by Kitti Cheema

Seconded by Margie Wally

THAT THE DETERMINATION FOR WORKING OVERTIME BE GOVERNED BY THE JOB DESCRIPTION OF THE OFFICER i.e. IF IT IS SOMETHING THAT'S PART OF THE DESCRIPTION IT IS ELIGIBLE FOR OVERTIME AND IF IT VOLUNTEERED TIME SUCH AS SERVING ON SOME COMMITTEE, SHE DOES NOT GET PAID OVERTIME.

Carole spoke in favour of the motion, it seems so sensible why didn't any of us think of it earlier. Discussion continued. The question was raised as to whether overtime should be paid for committee meetings that are part of the Union office staff job description to attend.

An amendment was made:

Moved by Kitti Cheema

Seconded by Suzan Zagar

THAT NO ONE BE PAID OVERTIME FOR ATTENDANCE AT COMMITTEE OR MEMBERSHIP MEETINGS OUTSIDE OF REGULAR OFFICE HOURS.

The motion was CARRIED.

The main motion was CARRIED

Seconded by Suzan Zagar

THAT ALL OVERTIME MUST BE APPROVED BY THE EXECUTIVE. WHERE THERE IS AN EMERGENCY SITUATION OVERTIME MUST BE APPROVED BY ANY TWO OF THREE OFFICERS DESIGNATED BY THE EXECUTIVE.

The motion was CARRIED.

Seconded by Patricia House

THAT THE DESIGNATED PEOPLE BE NANCY WIGGS, SUZAN ZAGAR AND MARGIE WALLY.

The motion was CARRIED.

Seconded by Kitti Cheema

THAT THE EXECUTIVE STRIKE A SUB-COMMITTEE TO INVESTIGATE A COMPUTERIZED SYSTEM FOR THE UNION OFFICE TO REPORT BACK AT THE FEBRUARY 22, 1983 EXECUTIVE MEETING.

The motion was CARRIED.

It was decided that the sub-committee would be Nancy, Patricia, Shirley and Suzan.

Seconded by Kitti Cheema

THAT SHORT TERM LEAVE OF ABSENCE COULD BE ARRANGED IF NECESSARY FOR THE SUB-COMMITTEE.

The motion was CARRIED.

Proposed car policy

Carole spoke about the past policy of paying for parking for the Union office staff. The office staff felt that it was inappropriate; they are particularly worried about being improperly insured. Perhaps if we did a cost analysis, we would find it was cheaper to lease a car for union business rather than pay the difference in insurance and gas mileage.

Seconded by Suzan Zagar

THAT THE UNION OFFICE STAFF INVESTIGATE AND BRING BACK THE CHEAPEST, BEST PROPOSAL TO THE FEBRUARY 22, 1983 EXECUTIVE MEETING.

The motion was CARRIED.

Newsletter

Patricia reported on her problems with the newsletter. She has had to withdraw her offer of being the one person Communications Committee until the financial matters are up to date, the books are at the auditors and a new budget is prepared.

Proposal from Janett Otto for part time work

Carole explained that Janett had prepared this proposal independently. She explained in more detail what Janett had done in the office the two months she had been employed by AUCE. We were able to keep her busy doing routine clerical duties for the whole two months. The Union office staff have no doubt that we need more help. The Executive will have to acknowledge that everything cannot be done and prioritize the work backlogging some of it. However, we are not in a position to make a decision about what help we need in the future as we don't yet have a clear financial picture nor have we decided what technology to recommend for purchase (which will have an impact on staffing recommendations). We are likely to be some time away from making recommendations to the membership. It was decided to decline Janett Otto's proposal to hire her on a continuing part time basis. Nancy will write her.

6. Other business

- a) DESC -- Nancy reported on DESC (the coalition of educational groups formed to lobby against government restraint in the educational arena). Is AUCE going to continue to participate? If so, we will have to make some financial contribution. There was a general discussion. Most people felt that DESC's aims were somewhat broader than ours and perhaps it was a too general and esoteric for us.
- b) Provincial Council -- Nancy mentioned that the first Provincial Council meeting is to be held on January 14 and invited everyone to attend.
- c) Reclassification problem -- Kitti reported on a problem in the Serials Division of the Library. Tech change has resulted in new jobs but there is no appropriate standard for them to fit into. They are a combination of LAII and KPO. Carole reported that they are rewriting the KPO descriptions in the Computing Centre and she has been waiting for an answer to our inquiries about it. She will prod the University as it may have some bearing on this situation.
- d) Karen reported on health and safety. She needs help with an accident report problem. She mentioned the problem in Woodward Library where someone is having a violent allergic reaction to the NCR forms (carbonless paper) and the University has agreed to transfer them.
- e) Karen has been asked when the ballots for the Secretary-Treasurer position will be coming out. It was explained that nominations will not close until January 20.
- f) Karen has also been asked by several people in the library if they are obligated to go have their picture taken for their employee files. Apparently a number of people have received letters to that effect. After some discussion it was decided that Karen should advise them that it was not necessary to comply with this request.
- f) Patricia reported that Libby Nason had asked us to pay the bill for August 12 & 31 for time off the job for job evaluation committee members in excess of four. It was decided not to pay it as we had no agreement with the University as to whom would pay for what and we have maintained that the University should have been paying for it.

7. Next Executive meetings -- February 1 and February 22, 12:30-4:30 p.m.

The meeting was adjourned at 4:10 p.m.

JAN - 31983

A.U.C.E.

To: Members of the Executive of the Association of
University and College Employees, The University
of British Columbia.

From: Janett D.L. Otto

Date: January 2nd, 1983.

Re: Proposal for AUCE Secretarial Help.

I submit the following based on the two months (November and December 1982) spent working in the Association of University and College Employees Office as a temporary employee.

I PROPOSE to the Executive of AUCE that I be hired on a 4 (four) hour each day basis. The necessary election, documentation, decision, etc. should be made by the Executive and/or members at large. (I have chosen 4 (four) hours specifically and would maintain 8:00 - 12:00 each day; however, depending on the needs of the office and/or personal commitments, would alter the times.) The financial, job description, duties, etc. would follow as a Secretary III.

Enclosed, are three Figures which the Executive can use to determine whether or not a fourth person is needed in the AUCE Office.

Figure 1 - Immediate AUCE Personnel Needs

(Taken from the report from the Office Staff
to the Executive.)

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Figure 2 - The University of British Columbia's Standard
Job Description for the Job Title of Secretary III
Related to AUCE.

Figure 3 - Summary of the Duties and Secretarial Tasks Performed
On-The-Job by Janett D.L. Otto (temporary assistant)
For The Months of November and December 1982.)

These are other considerations:

- (a) The AUCE Office needs extra secretarial help.
- (b) The long range plan which the AUCE Office has of adding
a fourth person on staff could be continued. (FULL-TIME)
- (c) The 1/2 time position would be appreciated by myself while
waiting for my own arbitration to be settled.
- (d) I enclose my resume for the Executive's purusal. Please
note, I have had many years of experience at the University
of British Columbia, which I believe is essential to the
position.

Respectfully submitted,


Janett D.L. Otto.

P.S. I would still like to be included in the Newsletter
Production Workshop. I will pay my own way. I believe
the experience would be valuable. Please let me know
the details as soon as you know them yourself. Thank you.

F I G U R E 1

IMMEDIATE AUCE PERSONNEL NEEDS:

SECRETARY III

Maintaining membership files
Typing cards
Setting up files for new members and/or removing old ones
Typing script cards
Filing
Sending out form letters, contracts, etc. to do with new members and/or other pertinent correspondence
Distribution and help (co-ordination) or Newsletter
Production of Contract Committee Bulletins, Financial Statements, Notices to members, or any other mailings of such items
Opening and sorting the mail, processing outgoing mail
Ordering office supplies and maintaining an inventory of supplies
Correspondence as assigned by the office staff, i.e. notices of meeting to committee members, form letters, leave of absence requests, etc.
Purchasing coffee supplies and items of a similar nature
Room bookings for meetings
Maintenance of the list of volunteers and phoning when they are needed
One hour explanations at Employee Relations
Telephone reception
Preparing the list of correspondence received
Hourly paid lists

F I G U R E 2

THE UNIVERSITY OF BRITISH COLUMBIA'S STANDARD JOB DESCRIPTION FOR THE JOB TITLE OF SECRETARY III RELATED TO AUCE OFFICE:

Level Definition: Positions at this level involve a combination of moderately complex secretarial and routine administrative duties, requiring a general knowledge of departmental and University policies and procedures.

Typical Duties: May perform any of the duties described at the Secretary 2 and in addition:

- Types correspondence, reports, lecture notes, research and other materials from drafts, shorthand notes or voice recordings.
- Reads incoming correspondence; attaches relevant background material and identifies items needing follow-up action.
- Drafts replies to correspondence requiring routine, familiar information.
- Screens visitors and calls, redirecting or providing information of a non-interpretative nature.
- Performs secretarial duties including making appointments, arranging meetings, compiling items required for meetings, attending meetings, typing and distributing minutes, and making travel arrangements.
- Prepares payroll, personnel and purchasing forms.
- Organizes and maintains unit files, reading materials, student records and/or other records relevant to the activities of the unit.
- Maintains departmental and grant accounts by recording committed expenditures and preparing summary statements of balances.
- Reviews outgoing correspondence for grammatical and typographical accuracy and for compliance with procedures and distribution instructions.
- Explains work procedures and coordinates the work of staff at lower classifications.
- Performs other duties related to the qualifications and requirements of the job.

Decision Making: The nature of work requires planning the sequence of duties, the work methods to be employed and the action to be taken. Exercises judgment based on a knowledge of procedures, guidelines and precedents. New or unusual problems are referred to supervisor.

Supervision Received: Work is done under general supervision. Performs routine duties independently and in accordance with established procedures.

Supervision Exercised: May coordinate the work of and provide assistance to employees of lower classifications.

Minimum Qualifications:

Education: High school graduation with training in stenographic skills, office procedures and practices. A university degree may be required by some departments. Knowledge of a second language may be required.

Skills: Ability to type at 50 w.p.m. and, where required to take shorthand at 100 w.p.m. Ability to operate transcribing equipment and the normal range of other office equipment such as, data entry systems, calculators, copying machines.

Proficiency in English grammar, spelling and punctuation, and ability to compose simple clear, concise business letters; ability to communicate effectively and tactfully with others in the obtaining and giving of information.

F I G U R E 3

SUMMARY OF THE DUTIES AND SECRETARIAL TASKS PERFORMED

ON-THE-JOB BY JANETT D.L. OTTO (TEMPORARY ASSISTANT)

FOR THE MONTHS OF NOVEMBER AND DECEMBER 1982

Performing Clerical Duties

Arrange papers or articles on employer's desk
Arrange papers or articles on own desk
Assemble and staple duplicated materials
Attach pertinent correspondence to incoming mail for employer
Change dates on rubber stamps, time stamp machines, or calendar daily
Clean and tidy own desk
Examine copies for legibility and neatness
Fold and insert letters in envelopes
Keep calendar marked with appointments at employer's desk
Keep desks equipped with necessary office supplies
Make corrections on originals and carbon copies
Make folders and folder titles for files (labels)
Obtain coffee or refreshments for employer or guests
Operate calculators
Operate copy machines
Operate stencil duplicators
Operate typewriters
Post notices
Proofread copies
Record legal papers
Run errands
Seal envelopes (manually)
Type address on envelopes or cards
Type and correct offset masters
Type and rule tabular materials (tables, columns, rows of figures)
Type basic forms and correspondence
Type business letters
Type cards (index, file, or "address finder")
Type display or decorative type copies
Type fill-ins on duplicated letters or bulletins
Type final copies from rough draft copies
Type labels individually
Type legal acknowledgements
Type legal agreements on blank forms
Type memoranda

Type on printed blank forms
Use reference books or manuals
Use simple business math
Verify entries on purchase requests

Performing Receptionist Activities

Act as a guide to visitors
Answer telephones
Direct people to proper offices or departments
Follow up on written notices for meetings by telephone
Greet callers or visitors
Maintain records of long distance calls
Make introductions
Place telephone memoranda and messages where employer will see them
Relay or refer telephone calls
Screen employer's calls and visitors
Use directories

Performing Stenographic Activities

Compose correspondence
Edit (Grammatically) letters dictated by employer
Operate transcribing machine(s)
Take dictation at the typewriter (type dictation as employer dictates)
Take dictation over the telephone
Type from shorthand outlines
Write shorthand
Write shorthand form more than one person (but only one at a time)

Performing Bookkeeping and Accounting Activities

Administer petty cash funds
Calculate extensions
Compose various accounting reports
Compute payrolls for employees
Deposit check or cash in bank or cashier's office
Inspect bills and invoices
Inspect money orders and checks as to amount, dates, and signatures
Inspect supplies (for reordering purposes)
Keep books and/or ledgers for any purpose
Maintain checkbooks and register stubs
Maintain payroll registers (all employees listed)

Maintain price lists and make necessary changes
Post (transfer) entries from journals to a ledger (group of accounts)
Purchase postage
Second out invoices for payments due

Maintaining Files and Library

Clip and collect magazine articles or newspapers of interest
Establish and/or maintain cross reference listings
Establish and/or maintain files
Establish and/or maintain indexes of forms and publications
Establish and/or maintain inventories of forms and publications
Handle classified or confidential files
Keep card indexes of various kinds
Manage filing systems
Order all publications and keep track of subscriptions
Place materials in files
Process and file correspondence
Retrieve information from files
Secure information from library
Shelve library books
Sort materials for filing
Transfer records to inactive files

Performing Mail Room Activities

Calculate postal rates
Deliver messages
Distribute incoming and outgoing mail
Distribute supplies, forms and publications
Forward mail
Have mail insured, registered or certified
Maintain current routing guide or distribution lists
Make up, check and distribute mailing lists
Mark, attach or enclose materials for outgoing mail
Obtain mailing material from post office (stickers, rate sheets, etc.)
Open and read mail
Operate and keep postage meter records
Pick up mail
Process incoming mail for routine
Process outgoing mail
Receive, time stamp and route messages
Sign for registered mail
Sort mail (for different persons)
Stamp envelopes (manually)

Stamp incoming mail as to date
Stuff, bundle, sort and/or label outgoing mail
Take mail to mail room or mailbox
Take mail to postoffice
Trace mail
Wrap and tie packages

Implementing Office Activities

Compile periodic reports
Compose copies at the typewriter
Demonstate equipment and procedures
Determine requirements for equipment and supplies
Develop and improve work methods and procedures
Direct the reproduction of printed materials
Forward personnel records
Gather data for reports
Get information from various departments needed for correspondence
Handle complaints in office and over telephone
Handle service calls on office equipment
Implement employer's directives
Maintain list of personnel authorized to submit purchase requests
Make arrangements for centralized departments to duplicate materials
Make arrangements for guests or visitors (entertainment, motel, transportation, etc.)
Make arrangements for meetings
Order supplied of various kinds for the office
Oversee maintenance and utilization of equipment and supplies
Oversee the maintenance of files
Plan assignments and priorities for one's self
Prepare requests for quotations or proposals
Process requests for substitutions or changes to purchase or delivery orders
Prepare requisitions for supplies and equipment
Punctuate articles, manuscripts, etc.
Recommend least expensive and most desirable way to communicate
Schedule appointments and conferences
Write letters of condolence and congratulations

Performing Activities for Employer

Advise employer of day's chedule
Confer with employer of policies
Keep on hand stock of employer's personal stationary, cards, etc.

Make engagements and appointments for employer
Make travel arrangements for employer
Prepare itineraries on schedules for employer's trips
Remind employer of engagements, dates, or things to do
Sign employer's signature referenced with his/her initials

Reviewing Office Materials and Procedures

Evaluate adherence to own work standards and schedules
Evaluate won training effectiveness
Follow up released materials
Inspect accuracy of figures submitted by others
Inspect materials received for completeness and damage
Inspect tally sheets on various jobs
Inspect travel vouchers

* * *

Note: The tasks described above are flexible according to the needs of the Office and in some cases are not applicable.