



**association of university and college employees**

February 25, 1981

Canadian Union of Public Employees  
Regional Office  
4911 Canada Way  
Burnaby, B.C.

Dear Friends:

We are reviewing the job classifications within our union. We would appreciate information from you as to how jobs are classified within your union. Also, do you have Standard Job Descriptions and individual lists of job duties for each position? Our system is that the employee and the employer draws up the list of duties and the employee signs the form to indicate that they have seen it not that they particularly agree with it.

In addition we are reviewing the descriptions of people doing theatre work within our bargaining unit with a view to updating their lists of job duties. If you have job descriptions for people within your units doing similar work we would appreciate copies of them. Would you consider these jobs, that is those related to doing theatre work, to be technical in nature? This does seem to affect where on the pay scale jobs fit in.

Thanks for any information or direction you are able to provide in this matter.

Fraternally,

Carole Cameron  
Union Organiser  
AUCE Local 1