



association of university and college employees

July 21, 1982

Jane Durrant
Employment Administrator
Employee Relations Department
CAMPUS MAIL

Dear Ms. Durrant:

We have some questions with respect to the job postings list published over the last few weeks.

1. week of June 28 to July 5th, Secretary 111, Office of the Co-ordinator of Health Sciences/Continuing Education in the Health Sciences - this position seems to belong more properly within the Program Assistant area.
2. week of June 28 to July 5th, Clerk 111, Commerce (Real Estate Division) - this position also appears to be more in the Program Assistant area.
3. week of July 5 to 9, 1982, Stenographer 1, Surgery (VGH) - where does "checking off laundry and responsible for return of same" fall within the standard for a Steno 1?
4. week of July 5 to 9, 1982, Secretary 11, Co-ordinator Health Sciences - Continuing Medical Education - several duties listed for this position are well within the 111 level of responsibility.
5. week of July 19 to 23, 1982 - Secretary 11, Family Practice (Shaughnessy Hospital) - I observe that this department gets a Secretary 11, the Surgery (New Children's Hospital) gets a Secretary 111 and the Faculty of Medicine (Office of the Dean) get a Secretary 1V.

Also, in the July 1982 issue of Data News, the article of New Personnel/ Payroll System, can you please advise when this program might be in place. Some time ago you advised that we could examine the system, to include the personnel aspect of the program.

Yours truly,

Carole Cameron
Union Organizer
AUCE Local 1