



association of university and college employees

CONTRACT BULLETIN 5

June 29, 1982

To: All AUCE members

On June 16th, a memorandum was sent from Robert Grant, Director of Employee Relations, to Deans, Directors, Department Heads and Administrative Assistants requesting members of their various staff to fill in blank position description forms. These new position description forms were only to be filled in by secretarial and clerical employees. Although these forms only went to clerical and secretarial staff, they affect all members.

Neither the Union as a whole nor the Contract Committee has had any part in the forms that have been sent out. However, we have been advised, during negotiations, that these forms, when returned, will be applied to the existing Standard Job Descriptions. The Union is not advising employees against filling in the forms - there is a provision for the creation of Lists of Job Duties and this is found under Article 31.02 of the collective agreement. Therefore, we suggest you do fill in the forms but give the following advice:

1. Do you have a list of job duties now? if so, has your position changed, how?
2. Is your position comparable with other bargaining unit positions? do any of those positions have descriptions now?
3. When you list your job duties, be sure to put them in the order of the most important tasks to the least important (not necessarily those that take the most time).
4. Be sure that the responsibility of your position is indicated.
5. Finally, DON'T sign the List of Job Duties until you feel quite sure that it accurately reflects what you do in your job.

Further, most of you must know that the University has submitted to the Union a number of new and revised Job Standards as well as a piece of paper listing job titles. The Contract Committee's position with respect to these is as follows:

It is the Union's position that neither the document identified as "A.U.C.E. Proposed Restructuring" dated June 21, 1982, nor any other written or verbal submission related to classification or pay grades, constitutes a proposal under Article 37.01 of the AUCE/UBC collective agreement for amendment of the Agreement. If the University seeks to implement revised or new job descriptions or pay grades, or to reclassify employees, its proper course is to proceed under the existing Article 31 - Job Descriptions, Job Evaluation and Re-classification. In support of its position, the Union made the following observations to the University on June 28th:

... continued

1. the document presented to the Union June 21, 1982 does not say which article of the Agreement it proposes to amend, which employees will be included in which proposed pay grades, and what proposed wage rates are attached to any of the pay grades. Therefore, the document is nothing more than a list of "job titles" (a term which does not appear in the Agreement), some of which may be related to existing classifications, others which are entirely new.
2. On June 21, the University presented the Union with a package of revised standard job descriptions, corresponding to some of the "job titles" appearing in the document identified above. On June 22, the Union asked at the negotiating table whether these standard job descriptions were being presented in accordance with Article 31.01 Job Descriptions. The University replied that they were. The Union is prepared to continue with its examination and consideration of the revised job descriptions, in accordance with Article 31.
3. As the University must be aware, it has an obligation, arising from the settlement of the Computer Operators grievance, to inform the Union which employees the University intends to classify in a new classification and of the pay grade proposed for any new classification. The Union has not yet been informed which employees the University proposes to reclassify, nor has it been given any meaningful information on the pay grades which the University may propose to establish. The Union serves notice that it will not be able to respond to any of the revised or new job descriptions and/or pay grades until it receives from the University all details on the impact and cost of these changes.

As we receive more information on the above, and as negotiations proceed, the Contract Committee will send this information out to the membership.

The Contract Committee feels we have an excellent case for saying the revised and/or new Job Standards and Pay Grades belong under our old agreement.

Our members are currently being faced with a lower wage increase because of the Provincial Stabilization Program, we could very well have that even further reduced with the Federal budget announced on Monday. If we are able to come to an agreement with the University, under Article 31.01 of the collective agreement, on revised Job Descriptions, we can negotiate a better total compensation package this year for you.

The object of the Contract Committee is to get the best deal we can for our members and if one of the ways to do that is to have the plan of the University's considered under last year's contract, which was not covered by the stabilization program or the new budget, then that is what we want to do.

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the Contract Committee

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