

February 4, 1976

Mr. W. L. Clark
Assistant Director
Personnel
U.B.C.

Dear Mr. Clark:

Re: Lay Offs

We are concerned that there may be some degree of confusion or misunderstanding between the Union and the University on the matter of lay offs. As lay offs have already occurred, and as it appears that more are impending, we feel it highly desirable that both parties agree to a standard procedure for handling them, in order that we may avoid possible grievances.

Article 34.08 of the Collective Agreement provides for notification of the Union by the University at the time a decision to lay off is taken. It also provides that one month's notice or one month's pay in lieu of notice be given to the affected employee.

Our understanding is that, as in the rest of the Contract, "University" refers to its official representatives, i.e. yourself, and "Union" refers ^{to} our official representatives, i.e. the Grievance Committee or myself.

In order to avoid any ambiguity, we are requesting that the University inform us by letter of any lay off, and that simultaneously or subsequent to such notification, the affected employee receive their one month's notice by letter, with a copy to the Union office.

We feel that the above is a correct interpretation of the Contract, and trust that you will agree to it.

Yours truly,



Ian Mackenzie
President
A.U.C.E. Local 1