

Binder

EXECUTIVE COMMITTEE MEETING
23 NOVEMBER, 1988

MINUTES

The Chair called the meeting to order at 4:50 p.m.

PRESENT: Pamela Lundrigan, Chair; Lee Bryant; Susan Claybo;
Debra Dobie; Diana Ellis; Shirley Irvine; Joe
Denofreo.

ADOPTION OF AGENDA

MOVED Irvine SECONDED Claybo
"To amend the agenda to add Adjustment to Vacation
Request to the Secretary-Treasurer's Report".

CARRIED

ADOPTION OF MINUTES

October 26, 1988

MOVED Irvine SECONDED Ellis

"To amend Item c) under Business Arising to replace the first sentence with
the following:

'Shirley Irvine stated that the contracts should not include the arbitration
article of our Collective Agreement because the contracts are not collective
agreements and therefore are not governed by the Industrial Relations Act.
An arbitration arising from a dismissal would therefore fall under the
Commercial Arbitration Act and the arbitrator may not have the power of
reinstatement. The question of whether the arbitrator could reinstate may
end up in court. In addition the Business Agent could end up suing for unjust
dismissal. The Union could therefore face a two-edged battle and high legal
bills."

CARRIED

MOVED Claybo SECONDED Irvine

"To amend the last sentence of the Contract Committee report to read: 'Joe
discussed the weighted point system of job evaluation.'"

CARRIED

MOVED Claybo SECONDED Irvine

"To change the second sentence of the Job Evaluation Committee report to
read: 'In attendance were: Libby Nason, Arne Johansson, Peter Lee, Jill
Tolliday, UBC; Susan Claybo, Rosemarie Page, CUE Job Evaluation
Committee; Doris Hanson, CUPE.'"

CARRIED

November 9, 1988

MOVED Ellis SECONDED Claybo

"To amend the Grievance Committee report to add 'also' before 'involved'".

CARRIED

BUSINESS ARISING

a) K.D. Young's Comments on Contract for Business Agent

Pamela reviewed the status of the development of the contract for the new Business
Agent. K.P. Young's letter and a copy of the revised contract were circulated. Pamela
has discussed this with Ms. Young and asked for a redraft.

b) Update on Contract for Rosanne Hood

The revised contract (circulated item D) and final draft (circulated item E) were studied point by point. Pamela requested comments. Several minor changes were suggested and included in the final draft.

MOVED Ellis SECONDED Bryant

"To adopt the contract as amended"

CARRIED

c) Job Description for Rosanne Hood

The following additions were suggested:

- some indication that the duties were not listed in order of importance, and also that --
- "assist in telephone answering as required"
- Item #9: add "Grievance Committee and any other committee meetings as required."
- Item #10 add "meetings"
- Item #11 add "with same" after CUPE Rep.
- Item #12 add "and maintaining" before Division structure
- Item #13 to begin "Assist in organizing"

Shirley asked what would happen if there were no committees? Would the Business Agent be required to assume committee responsibilities?

Pamela responded that would then become the Executive's responsibility, not the Business Agent's.

MOVED Ellis SECONDED Claybo

"To adopt the revised job description for the Business Agent".

CARRIED

d) Training Schedule for Business Agent

Pamela will be in the office full time until 31 January to train and orient the new Business Agent. Diana felt that it was important to develop a method of evaluation. Joe stated that CUPE conducts a verbal evaluation with staff and a written report follows. Diana felt that we should have written standards for evaluation, setting out goals and objectives to be met within certain time frames. Pamela felt that any problems, which she does not anticipate, can be dealt with as they come up. It is important, she stated, to be very clear about our expectations. These expectations will be discussed at the next meeting.

e) Clerk Hiring Committee Report

Diana reported that a short list of six candidates has been established. The Committee will meet after the Executive meeting to make a final decision.

f) Party for Stewards

This will take place on December 6 at P.J.'s Allstar Cafe. Attendance will be confirmed with the restaurant.

g) Booking off President until 31 January, 1988

MOVED Ellis SECONDED Bryant

"That the President be booked off to work in the Union office full-time until January 31, 1989"

CARRIED

h) Booking off Vice-President until 31 January, 1989

MOVED Ellis SECONDED Claybo
"That the 1st Vice President be booked off to work in the Union office one day per week until 31 January, 1989"

CARRIED

Diana stated that discussion will take place on December 14 regarding the schedule for the President after 31 January, 1989. Pamela indicated that on an ongoing basis, one day a week for the President in the office is not enough to stay current with the business of the union.

PRESIDENT'S REPORT

a) Home Phone Numbers

Pamela requested and obtained home phone numbers for all Executive committee members.

b) November 28

The President requested a day off on November 28 for moving. This day will be in lieu of a flex day worked in the Union office.

MOVED Irvine SECONDED Ellis
"That approval be granted for Pamela to be compensated for a flex day by having November 28 off in lieu."

CARRIED

c) CUPE Area Council

Pamela indicated that she will be attending the CUPE Area Council and the Labour Council to find out what is going on in the labour movement locally. She will also attend the B.C. Fed. convention on Thursday, December 1. She mentioned that there is a per capita fee of 15 - 20c per month per member (FTE) to join either the Area Council or the Labour Council. The CUPE Area Council provides opportunity for information exchange among CUPE Locals; sponsors schools and arranges weekend courses. It was mentioned that the CUPE National Convention will be in B.C. next year. CUE might want to put a resolution on the floor. We can present issues which we would like addressed. Diana suggested that an item be placed in the newsletter inviting participation by members who would like to form a resolution committee. Joe indicated that he would be available to meet with such a committee and help draft a resolution.

SECRETARY-TREASURER'S REPORT

a) Answering Machine

Operation of the office answering machine is unreliable. Diana has researched alternatives.

b) Telephone System

The existing telephone system is inadequate and faulty. Diana has researched alternatives. The existing system is leased, but can be upgraded.

c) Photocopier

Diana has obtained three quotes on photocopiers which meet our requirements. The lease on the one currently in the office does not expire until the end of April. One company indicated it may be prepared to buy out the lease.

d) Donations Committee

An article explaining the work of this committee will be placed in the upcoming newsletter. Chuck Erickson is familiar with the process of co-ordinating Christmas hamper donations, and is willing to sit on the committee. Pamela suggested that each Executive Committee member could find one other member to sit on the committee. We should find ten people to handle this responsibility: two stewards, and one person recruited by each Executive committee member. Various suggestions were discussed as to from where the recipients should be selected. The Donations Committee will meet during the first week of December.

MOVED Ellis SECONDED Claybo

"To allocate the balance of the donations fund for 1989 to a Christmas fund for needy families to be administered through the Donations Committee."

CARRIED

e) General Assessment Fund

Diana raised the question of transfer of funds (\$7,002) raised in the August Strike Fund Assessment from General Revenue to the Strike Fund. Pamela disagreed with this, as the money cannot be returned to General Revenue if no strike takes place. Discussion ensued on various possible uses for the funds. Pamela suggested that it might pay for booking off committee members one day per week to work in the union office. Diana emphasized that the issue must be dealt with at the General Membership meeting of January 19, 1989 as a formal notice of motion.

MOVED Ellis SECONDED Claybo

"To transfer funds raised in the Strike Fund Assessment of August 1988 to General Revenue."

CARRIED

COMMITTEE REPORTS

a) Grievance Committee

Shirley reported on a request by two members for a job switch. The policy decision was that no job switches would be approved. There is no reference to this question in the Collective Agreement. This was reported to the members involved who were initially satisfied with this explanation. A steward has asked the Grievance Committee to re-examine this question. Pamela explained the ramifications of job switching. Joe emphasized that we have a Collective Agreement which governs the relationship between the employer and employees. If either the Employer or the Union wants to permit job switching, it must be done at the bargaining table.

MOVED Irvine SECONDED Ellis

"That the Union opposes a policy of job switching among members."

CARRIED

Shirley further reported that she has received documentation from members who are grieving removal of job duties.

A grievance has been filed relating to Telereg and Notice of Technological Change

MOVED Irvine SECONDED Bryant

"That the Grievance Committee report be accepted as read"

CARRIED

b) Health and Safety

There was no formal report. Shirley asked if there was a list of which buildings contain asbestos. Debra Dobie stated that the University Health & Safety Committee says that asbestos is "everywhere". Pamela emphasized that the Committee must monitor the asbestos situation. She enquired further as to what the committee is doing about

establishing committees in all departments. The committee must be vigilant. She urged them to become more active. She also supported booking off Health & Safety Committee members for union work. Shirley asked about precautions against asbestos contamination where construction is taking place. Pamela requested the Health & Safety Committee to write guidelines to be published in the newsletter relating to what action members should take where there is concern over health and safety matters. Debra reminded the committee that members can always contact a DABS representative.

MOVED Dobie SECONDED Claybo
"That the report of the Health & Safety Committee be accepted"

CARRIED

c) Contract

Pamela reported that there was no report. A letter has been sent notifying the employer that the Union is ready to begin negotiation. No further meeting will be scheduled until we hear from UBC.

d) Job evaluation

Susan Claybo reported that 12 decisions on reclassification applications have been completed since April 1, when her duties began, resulting in 12 approvals. It is necessary to verify the accuracy of dates of applications and increment dates in order to ensure that retroactive pay is correct. Shirley pointed out that if there is an error in retroactive compensation the member involved has the right to grieve. Susan stated that members should be advised to check on these calculations. This is covered in the Collective Agreement. She stated that we don't know the dates and the step level at the time we are notified of a reclassification application. Pamela pointed out that if we fail to grieve a breach of the Collective Agreement we are tacitly agreeing to it. Joe stated that the employer has the right to make decisions, and the employee to grieve. A process of education is involved. It was suggested that after notice is received of approval of a reclassification application, a form letter be sent urging the employee to check all details to make sure they are correct. If the member fails to do this, they are considered to have accepted the details of the reclassification.

MOVED Claybo SECONDED Bryant
"That the report of the Job Evaluation Committee be accepted".

CARRIED

The meeting adjourned at 7:10 p.m.

exec/31.min

/rd