

grievances relative to the interpretation and application of the Clauses of the Agreement.

Usually the shop steward structure is used in the grievance procedure. The structure of AUCE as outlined in the Constitution goes something like this:

5 to 20 union members elect 1 shop steward

all stewards within a Division elect a Division Steward

The Division Steward serves on the Local Association Executive and the Grievance Committee

all stewards elect a Chief Steward

The Chief Steward is the chairperson of the Grievance Committee.

### Job Classifications

Unions which have organized office workers seem to have 2 main items in their job classifications clause - 1) the Employer agrees to provide the Union with a copy of the job description for each group of employees in the bargaining unit 2) the Employer agrees to provide the Union with a list of any changes therein, i.e. hiring, transfers, promotions, terminations, redundancy.

It seems that so far, office worker unions have not got into the area of defining or breaking down job classifications.

Some of the ideas for changing job classifications which have been discussed in previous AUCE meetings are -

a) having a base rate for all office jobs and a higher rate for jobs which require a certain amount of skill or knowledge and for jobs which are boring or physically exhausting

b) making provisions for the office worker to learn and do a variety of jobs so that the actual work day is a little more interesting and the worker may attain more skills.

c) change the reclassification procedure so that the process takes only a couple of weeks at most

### Job Security

Job Security in union contracts typically discusses what will happen in case of - dismissal, lay-off, automation, severance pay or promotion. Here are some actual examples of how some of these items are dealt with in actual contracts -

Dismissal - CUPE & OTEU at UBC

Any employee may for cause, be suspended or dismissed without notice provided that any employee suspended or dismissed shall have the right to the established grievance procedure.

Lay-off - SORWUC at Rush, Bolton & Clague (legal office)

All regular full-time employees shall be given 2 calendar weeks notice of lay-off or two weeks salary in lieu of notice.

Severance Pay - SORWUC at Rush, Bolton & Clague

In event of dissolution or redundancy, severance pay shall be paid on the basis of two weeks notice or two weeks salary in lieu of notice plus one additional week of notice or one additional week of salary in lieu of notice for each additional year of service.

Automation - Longshoremen's Agreement

Contains provisions such as - a) re-training for union member affected by technological changes b) re-location c) early retirement (62)

Promotion - usually discusses - a) filling job vacancies first within the office, second from the recall list and last from new employees b) promotions on the basis first of seniority and experience and second on the basis of ability

### Vacations

Most union contracts have 2 weeks vacation for the first 4 years, then 3 weeks vacation until the 10th year, then 4 weeks until the 19th year and 5 weeks after that. The SORWUC contract has 3 weeks vacation the first two years and 4 weeks after that.

## Preparations for Contract Negotiations

In order for all AUCE Union members to have some knowledge about contract items, fact sheets will be prepared to discuss 1) what the item is 2) what other unions have won in their Contracts 3) suggestions as to where AUCE may go. The contract items discussed in this fact sheet will be: grievance procedure, job description, vacations and job security. If there is any particular item that you want researched or that you want put into the fact sheets please contact the AUCE office 11:00 - 3:00 (224 5613), Room Number 228 of the Student Union Building.

Find out when your Division meetings are being held and participate in AUCE's preparations for Contract Negotiations. Let's make this union work.

Grievance Procedure

This is a negotiated system to deal with all problems (i.e. firing, transfer, payincreases, etc.) that develop in the work place.

The typical clause for the Grievance Procedure in many union contracts opens with something like this - "any difference concerning the interpretation, application or operation of this agreement or any alleged violation of this agreement ... shall be settled ... without stoppage of work in the following manner". Following this statement there is usually a procedure outlined in steps which mentions 2 things 1) who gets the grievance next and 2) how long that person has to solve it. For example OTEU and CUPE contracts on campus have a procedure like this -

- Step 1 grievance is stated in writing  
submitted to supervisor within 14 days of occurrence
- Step 2 grievance is submitted to Department Head  
this person has 7 days to settle matter
- Step 3 grievance is discussed between University Labour Committee and a Grievance Committee set up by the Union  
they have 7 days to settle the matter
- Step 4 Board of Arbitration  
both the Union and the University select one person to be on the Board  
these people then have 5 days to agree upon a third person to be chairman of the Board  
if after 5 days they cannot agree upon a third person then either party may request the Minister of Labour to appoint a chairman  
expenses are shared equally between parties  
after 14 days the majority decision is final and binding

Note - At any point within this procedure the grievance may be solved and then the following steps are not used.

Some of the issues which may be important in determining a good grievance procedure are - a) amount of participation the person with the grievance is allowed, i.e. is she/he allowed to participate in all meetings discussing the grievance (except, of course, Arbitration); is she/he the one who decides whether or not the grievance is solved or dropped; does she/he decide whether or not to have the steward represent her/him b) does grievance have to be in writing before it can be discussed with management or does contract allow verbal settlements c) does Arbitration have to be the last step d) what is the best time structure e) what can the grievance procedure cover i.e. a complaint or grievance or complaints and

## PROPOSED RULES OF ORDER FOR A.U.C.E. MEMBERSHIP MEETINGS

### **MOTIONS:**

Each proposal for action by AUCE should be made in the form of a motion. If the motion is at all complicated, it should be presented to the Secretary in writing before it is voted upon. Each motion must have a "second". If the mover of the motion can't find anyone to "second" it, the motion will "fail for lack of a seconder" and will not be debated.

### **AMENDMENTS:**

An amendment is a proposed change in the motion which is being debated. Each amendment must be moved and seconded like the original motion. An amendment must involve a change which is not contradictory to the main point of the motion. If the intent is to change the main point of a motion, the motion should be defeated and a new motion should be moved. The vote on the amendment is taken before the vote on the main motion. If the meeting votes in favor of the amendment, any further discussion and the final vote will then be on "the motion as amended."

### **RULES OF DEBATE**

Speakers should discuss only the motion or the amendment which is "on the floor" at the time. The chairperson will try to call first on members who have not yet spoken on the motion, before recognizing others to speak for a second time. Members should not speak before they are recognized by the chair, and remarks should be directed to the chair, rather than at other members who have spoken. Members should identify themselves before they speak,

### **NOTICE OF MOTION:**

We have found that meetings work better when members have seen the main proposals which are going to be discussed. If a member wishes to raise a completely new proposal, it may be more democratic for the meeting to take it as a "notice of motion" which can then be circulated to the members and debated at a subsequent meeting.

### **POINTS OF ORDER:**

If anyone feels that a speaker is "out of order" (i.e., not relevant to the matter at hand), they should say so, and the chairperson must rule. All rulings by the chairperson may be challenged from the floor of the meeting. The member who disagrees with the chairperson's ruling says "I wish to challenge the chair." This does not require a seconder and there is no debate, but the challenger may explain the grounds of the challenge and the chairperson may explain the original ruling. The vote is then taken on the proposal that "the chair be sustained." All those who support the chairperson's original ruling vote in favor of sustaining the chair. Those in favor of the challenge vote against. If the proposal to sustain the chair is passed, the meeting will proceed according to the chairperson's original ruling. If it is defeated, the challenge is successful and the meeting will proceed according to the ruling established by the meeting as a whole.

DID YOU KNOW !!!

Salaries of UBC Staff 1973

Clerk Typist and Clerk I	\$408	# in category	64
Library Assistant I	\$418		63
Dictaphone Typist	\$413		8
Secretary I	\$446		61
Clerk II	\$469		122
Library Assistant II	\$482		78
Keypunch Operator	\$502		22
Secretary II	\$516		217
Senior Clerk and Clerk III	\$523		52
Secretary III	\$553		92
Stack Attendant	\$553		9
Senior Keypunch Operator	\$567		7
Library Assistant III	\$572		72
Library Assistant IV	\$663		44
Clerk IV and Administrative Assistant	\$669		43
Library Assistant V	\$707		3
		Total	981

Classifications and wages taken from UBC Job Descriptions 1973  
 Numbers of employees in each category taken from "A report on the  
 Status of Women at the University of British Columbia" January 1973

40% of office staff make under \$500/mo.  
 87.5% of office staff make under \$600/mo.

Average wage in B.C. as of September 73 was \$181.80/wk. approx. \$800/mo.

There is no UBC office or Library worker who makes even the average B.C.  
 wage. Our highest paid office worker is \$669  
 Our highest paid library worker is \$707

It is generally acknowledged that office and library workers are poorly  
 paid. However some unions have made progress --

Cupe at the Surrey School Board January 74  
 lowest paid clerk \$507  
 Accounting clerk \$635 32 hour week  
 Steno. Secretary \$716

Van. Harbour Employees Association at National Harbours Board January 74  
 lowest paid clerk \$590  
 Junior clerk \$695 37½ hour week  
 Typist \$612  
 Stenographer \$678

CAIMAW At Freightliner August 74  
 lowest paid clerk \$554.40  
 Keypunch Operator \$580.80 40 hour week  
 highest paid office worker \$994.40

OTEU at Empress Food Ltd. July 74  
 Junior Clerk \$687  
 General Clerk \$853

Hospital Employees Union at Van. General Hospital January 74  
 Junior Clerk \$621.25  
 Clerk Typist \$647.50 37½ hour week  
 Stenographer \$663.00  
 Senior Clerk \$690.50

With the strong support of all AUCE union members our negotiating team  
 may be able to win appropriate wage scales for us as well.