



**association of university and college employees**

July 26, 1982

Ms. Sheelagh Clements  
[REDACTED]

Vancouver, B.C.  
[REDACTED]

Dear Sheelagh:

Carole Cameron referred your letter of June 29, 1982 to me. I have enclosed position descriptions for the Divisions of Cardiology, Neurology, Infectious Diseases, and Respiratory Diseases. It appears that all of the above-mentioned Secretary III positions except that of Respiratory Disease Secretary were recently reclassified from the Secretary II level. If, after examination of these descriptions, you feel that they are similar to yours, you should attach them to your submission.

I have a few suggestions regarding your submission:

1. Unless your job duties have changed since you assumed the position, you should argue that you are "misclassified." Please refer to Article 31.06 on page 32 of the contract. If you are applying for a "reclassification," you will have to prove that your job duties changed to those of a higher level.
2. It is important to establish that the major duties performed belong to the Secretary III classification. Job duties should therefore be listed under the heading "Work Performed" in order of performance. The language used should convince the reader that the job duties more properly belong to the higher classification. Your first point under "Job Duties" lists the various typing duties. The University will probably argue that typing is a Secretary II duty. The Standard Secretary III job description does not stress typing although it does state that the "job duties are similar to those of Secretary II, but in addition . . ." The position description for the Division of Infectious Diseases states under the heading of "Job Duties" that the secretary "organizes and plans divisional activities of the day" and "uses independent judgement in setting priorities . . ." This is the type of language that should be used in your submission.
3. Your submission states that you "screen all telephone calls in the absence of the doctors, determine the degree of severity of the calls and take appropriate action." It would be more effective to stress the decision-making and exercise of independent judgement involved in that duty. For example, you could state that you are required to exercise independent judgement in screening telephone calls and in deciding on the degree of severity of the problem as well as on the appropriate action to take.

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4. In general, it is a good idea to refer to the Standard Job Description for the Secretary II and Secretary III (enclosed), determine how the Secretary III differs from the Secretary II, determine whether your duties fit under the Secretary III category, and explain how they do so.

If you have any questions regarding your appeal, please feel free to contact me.

Sincerely,

Shirley Irvine, Co-ordinator  
A.U.C.E. Local One

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