

EXECUTIVE COMMITTEE MEETING

24 AUGUST, 1988

M I N U T E S

PRESENT: Susan Claybo; Diana Ellis; Marion Gordon; Rod Haynes;
Pamela Lundrigan (Chair)

ADOPTION OF AGENDA

MOVED Gordon **SECONDED** Claybo

"That the Agenda be adopted as circulated

CARRIED

APPROVAL OF MINUTES OF 10 AUGUST, 1988

Deferred

APPROVAL OF MINUTES OF 10 AUGUST, 1988--BYLAWS ADDENDUM

H.1 a) Add "the membership" before "meeting"

MOVED Claybo **SECONDED** Gordon

"That the bylaws section of the minutes of 10 August
be approved as amended"

CARRIED

BUSINESS ARISING

a) **Recruiting Campaign**

Rod has requested labels and is awaiting the revised draft of the letter announcing the campaign. When these items are in hand, he will start scheduling the meetings. It was decided that the optimum time for holding the meetings would be 12:30 - 1:30 p.m., and that departments will be combined in order to get worthwhile numbers. Groups of 60 members will be notified for each meeting. Rod will book a room, then send the memo and letter. He will also set up a calendar for Pam and Marion.

b) **L.T.D.**

Rod reported that nothing new has occurred on this issue. A copy of the Simons report has been sent to CUPE. He suggested that during the contract negotiations the Union should try to offset the increased cost of LTD to the employee by obtaining increased employer contributions to premiums on other benefits, e.g. medical; dental.

c) **Bylaws -- H.1 a); G.7**

Deferred until next meeting

PRESIDENT'S REPORT

- a) **Rebecca's Contract**
Deferred until next meeting in order to allow time for consultation between Pam, Joe and Rebecca.
- b) **Shop Steward Training for Admin. Sec.**
Rebecca has requested support for her attendance at a Shop Steward Course to be given at SFU on one Saturday in October.
MOVED Ellis SECONDED Gordon
"That Rebecca be allowed to take a CLC course at SFU in October."
CARRIED
- c) **Rod's Annual Performance Review**
Pam suggested that this should take place at a meeting next week without Rod present. It was reported that CUPE does not use or supply Job Evaluation Forms.

SECRETARY-TREASURER'S REPORT

The Financial Statements are not yet available. The bookkeeper will be in on Monday and will complete the statements for the last two months. (June/July)

COMMITTEE REPORTS

- i. **Grievance**
Shirley Irvine has been nominated as Chair of the Grievance Committee and has accepted the nomination. Appreciation for Shirley was expressed.
It was reported that the Grievance Committee is close to reaching an agreement with the University on Article 30.06 which deals with Medical and Dental appointments. Allowance for appointments may be calculated on the basis of averaging BACK.

It was reported that the Annual Performance Review has again been used as a disciplinary document. This is a problem which must be addressed by the Committee

Shirley and Pamela attended a meeting to discuss Technological Change. It was recommended that a form letter be sent by the Union to employees on notice of Tech. Change informing them of their rights under this Article and advising that they are entitled to retraining. Currently, the onus is on the member so affected to request retraining. Shirley stated that a letter will be

going to UBC expressing the Union's position: that a member in that situation should be informed BY THE UNIVERSITY of her/his right to retraining, among other things.

Marion requested the Executive's comments on a situation in which a member has requested, through the Job Evaluation Committee, information relating to the results of another member's application for reclassification. After extensive discussion it was decided that this information should not be made available. The principles guiding this decision were:

- a) any information regarding an individual member is to be held in strict confidence, and
- b) it is not the Union's role to perform job evaluations or to do reclassifications.

Marion reported further that the Committee is still receiving grievances relating to discipline arising from "excessive" use of sick leave. Many employees do not understand the change in policy at UBC. Members should be aware of the fact that the University closely monitors the use of sick leave (i.e. Mondays and Fridays).

Pam raised another issue regarding a member who invoked 22.08 and was then asked by her admin. for a letter of resignation. It was agreed that a warning should go to members via the Newsletter regarding letters of resignation. Some members are under the impression that they are hired by a particular department rather than by the University. They should be warned against "resigning" from a department when in fact they are transferring to another department.

ii. **Health & Safety**

Estelle Lebitschnig has requested a leave of absence from her position as Chair of the Health & Safety Committee until 31 December due to a heavy course load. There was no further report.

iii. **Contract**

Pamela circulated the contract proposals for study by the Executive. See Addendum.

iv. **Job Evaluation**

Susan reported that the Committee held a meeting last week. A member reported a reclassification problem relating to 2 Sec. IVs. The Committee investigated, and has decided to drop the matter.

A member requested guidelines for application for reclassification. These are now being sent out routinely for all reclassification requests.

v. **Education**

Diana reminded the Committee that the deadline for registration for the SFU courses is 15 September.

vi. **Communications**

The deadline for submission of items for the upcoming newsletter is Thursday at 4:30 p.m. All committees are requested to submit articles.

MEMBERSHIP MEETING

An additional general membership meeting has been scheduled for 29 September, 12:30 - 2:30 p.m. to permit further discussion of contract proposals.

The following item was added to the agenda for the general membership meeting of 15 September:

"A nomination has been received for Shirley Irvine for 1st Vice-President".

BUSINESS AGENT'S REPORT

Rod reported that he has arranged 14 division meetings, of which 6 have already taken place. Attendance is as usual, with a maximum of 12. Discussion has been productive, with many new issues coming up. Concerns expressed include:

- relationships between members at different levels of responsibility, especially where supervision of one member by another is involved
- contract issues, notably Mental Health Days, Flextime, Payment of benefit premiums by pension funds.

OTHER BUSINESS

i. **Telephone Problems**

It has been observed that there is no ring on the second line at the front desk telephone in the Union office, and therefore unless the user is watching the telephone for the light to come on the second call may be missed. Also, there is no intercom which frequently necessitates one person yelling to another to inform them of an incoming call. It was further felt that a third line is necessary. Diana agreed to undertake a study of the office telephone situation.

- ii. It was suggested that the Union honour long-time members with a special CUPE pin available from CUPE National. Joe agreed to bring in samples. Marion felt we might also recognise new members,

possibly at a social to which they would be invited shortly after joining. This would have the effect of reinforcing their membership, and hopefully encourage them to become active in the Union. The Newsletter, too, might be a vehicle for recognising these people. There was some concern about the cost, but it was felt that we spend very little money on social activities for members, and that if a social was held once every three months the cost would not be too great.

The meeting adjourned at 7:30 p.m.

Next meeting: Wednesday, 31 August.

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THADER.

ADDENDUM TO THE MINUTES OF EXECUTIVE MEETING
24 AUGUST, 1988
AMENDMENTS TO CONTRACT PROPOSALS

The following changes to the circulated contract proposals were discussed and approved:

5.05 Contracting Out

Replace "...by the employees..." with "...under the Certificate of Bargaining."

9.05

Add "...discriminatory..." between "offensive" and "embarrassing" or humiliating to said employee.

23.02 Annual Performance Reviews

Replace "...mutually agreed standard and not upon subjective criteria." with "...mutually agreed standards."

24.09 Video Display Terminals

- (i) Replace "provide" with "pay"
Delete "...will provide..." line 8.
- (iii) Add "employee's" before "eye doctor" line 1.

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24.add