

Finance
Sept. 19, 1985

Linda: -currently Clerk 3, temp. promo to Peggy's position (on sick leave, R&A related) - Clerk 2 Linda was in now filled by temp. - Clerk 2 and Clerk 1 vacant
- so much backlog, will pay for later on down the road - will have perhaps missed step because of pressure, rush, other departments will complain, who will take blame
- Clerk 3, Peggy - added Faculty payroll (this is addition with no subtraction)
- activity report forms: have to count the units of work done (ie. no. of time sheets eg.) and record on report form (person doing mail, eg., has to count all mail she stamps) - then the no. of units done is measured against the time allotted by R&A to determine earned minutes - it never adds up - always short 1-1½ hrs. - so worried about use of this for performance evaluation - they put on form the # of units done, not the time it takes, time predetermined standard - Seeley is responsible for collecting them -
- Clerk 2 vacancy - was posted once, but has never been filled
- Info Systems Mgt. now using Finance area - vacant desks being used by ISM - using phones, etc. - problems will come from this
- training time : Cheryl, Kerris eg. - so time lost there - + training time for temps
- NB : Clerk 2 position - became vacant June 10 - has been filled by temps since then

Denise: - now super of Fac. and Staff payroll (6500 people) - whereas Chuck supers hourly and Student payroll (3500 people) - she thinks this is unfair
- new duties: balancing payroll, daily misc. balancing, adjustments, assignments from Seely (whatever crud he wants to dump on me)
but she says the subtractions are equivalent to the new duties (however this is not true of the Clerk 3s)
- she had her stomach xrayed today and is worried about ulcer

- all of them have agreed to sign grievance form

Chuck,

have them all sign it please (write small, type in the full names over 'please print name' line)

5.04 - reduction of the workforce: can't increase work load unreasonably because of reduction in no. of positions

5.05 - can't contract out (temps.) where 'such jobs will not be required on a continuing basis in the future' - the fact that they are continually filling with temps = required on a continuing basis

22.01 - job postings: they have to fill vacant positions of over 3 months duration (except leaves of absence such as Peggy) - unless they delete the position altogether which they haven't done

24.05 - have to consult on changes to working procedures: activity report form, splitting of payroll

31.02 - list of job duties: they have to have employees draft list of duties and draw up list for signature - we argue that if duties change substantially they should do this

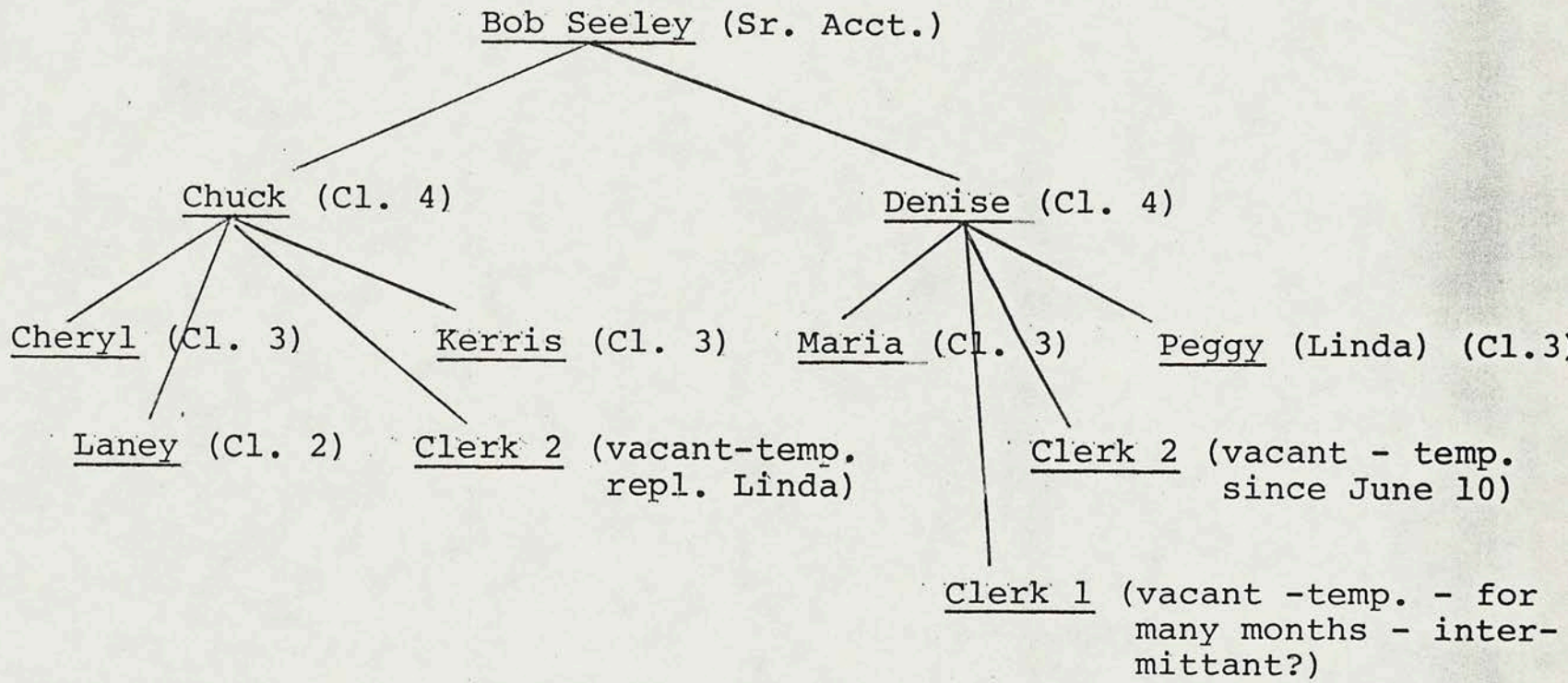
23.01 - employee files - activity report forms, afraid will be used to evaluate performance so = 'document' on file -

- classifications: interchangeable duties - we will discuss integrity of classifications, concept of temp. promotion, etc.

- sick leave, medical and dental appointments - we will discuss

- main issue is effect of pressure on people's health - pressure resulting from Ritchie and Associates - can't grieve harassment, but all of above result to some extent from R&A

Finance - Payroll



MEMO: TO ALL F.P.S. EMPLOYEES

FROM: R & A

RE: TIME LOST IN WASHROOMS

WE WERE PLEASED TO SEE A COPY OF THE RECENT INTERNAL MEMO WHICH WAS POSTED IN THE LADIES WASHROOM ON THE FIRST FLOOR. WE THOUGHT THAT ALL YOU PEOPLE WERE MAD AT US, BUT THIS APPARENTLY IS NOT THE CASE.

WE AGREE THAT TIME SPENT IN WASHROOMS CAN LEAD TO A SUBSTANTIAL REDUCTION IN TIME BETTER SPENT AT YOUR WORK STATIONS, AND WHILE YOUR MEMO ATTEMPTS TO KEEP TRACK OF THIS TIME, WE WOULD LIKE TO MAKE A FEW SUGGESTIONS TO IMPROVE IT.

BY JOB #1 WE ASSUME THAT YOU MEAN TIME SPENT PASSING WATER.

WE FEEL THAT SIMPLY RECORDING THE TIME SPENT AT THIS JOB IS TOO SIMPLISTIC AN APPROACH.

MUCH MORE INFORMATION COULD BE GAINED IF THE VOLUME OF WATER PASSED WERE ALSO MEASURED.

BY DIVIDING THE VOLUME OF WATER PASSED (P) BY TIME (IN SECONDS) WE CAN GET A VALUE OF P. I. S. (PASSED IN SECONDS).

WHEN YOU ATTEMPT JOB #1 THE FIRST TIME WITH THIS NEW METHOD, PASS WATER AS NORMAL AND RECORD P. I. S. IN THE APPROPRIATE COLUMN. FOR THE SECOND AND SUBSEQUENT TIMES, "PUSH" AS YOU PASS WATER. YOU WILL FIND THAT THE TIME SPENT WILL BE LESS. AS A RESULT THE P. I. S. VALUE WILL BE HIGHER.

THESE VALUES WILL BE POSTED MONTHLY, AND WE ARE SURE THAT EMPLOYEES SHOWING THE GREATEST IMPROVEMENT IN THEIR P. I. S. VALUES WILL GET ALL THE ACCLAIM THEY DESERVE.

A SIMILAR IMPROVEMENT CAN BE MADE WITH JOB #2.

HOWEVER, IF AT ANY TIME YOU FIND THAT THE WEIGHT PRODUCED IS LESS THAN 454.5 GRAMS (1 LB.), YOU REALLY DIDN'T HAVE TO GO AS BADLY AS YOU THOUGHT, AND SHOULD PERHAPS HAVE WAITED LONGER.

STEPS CAN ALSO BE TAKEN TO ECONOMIZE IN PAPER AS WELL AS TIME DURING BOTH JOBS.

IF YOU FIND THAT YOU HAVE TO BLOW YOUR NOSE WHILE IN THE CUBICLE, WE SEE NO REASON WHY ONE PIECE OF PAPER CAN NOT BE USED FOR BOTH WORK AND PERSONAL HYGIENE.

WE WILL LEAVE THE CHOICE OF WHICH YOU WILL ATTEND TO FIRST UP TO YOU.

KEEP UP THE GOOD WORK!

Can we tell them to "pad"
the forms?