

ACROSS CAMPUS

AUCE Local 1 (UBC)
NEWSLETTER

2162 Western Parkway

ASSOC. OF
UNIVERSITY &
COLLEGE EMPLOYEES

TEL 224 5613

VOLUME 3 NUMBER 1

FEBRUARY 5, 1975

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JOB EVALUATION COMMITTEE

Report #2

Since our last report, the joint job evaluation committee has met 3 times, and will continue to meet every Friday.

At our first meeting of the new year, we spent some time discussing the terms of reference of our Committee. We agreed that if anything constructive was to come out of our committee, we should concentrate our efforts on studying various plans of job evaluation, and perhaps come up with a new system that we could recommend to our membership. We should not get involved in interpretations of the contract, and problem areas in reclassification. We decided also at this meeting to make a report to the Union Grievance Committee and the University Labour Committee on the question of job reclassification requests since September the 30th. We made this decision because we had had considerable discussion on this topic with the University Committee, and felt that this report may answer many questions that were brought up at the last membership meeting, and perhaps get the reclassification requests underway.

N.B. The date January 1-31 would have to be changed, as the membership meeting isn't being held until February 13th.

An Interim report of the Standing Committee on Job Evaluation (A.U.C.E.)

At a recent meeting of the Joint Standing Committee on Job Evaluation, a number of questions relating to the procedure for dealing with Classification requests received after September 30th, 1974 were discussed. In order that this important activity not be unduly held up while the Standing Committee is reviewing the overall situation, we recommend that:

1. The University Classification Section carry on with the present classification procedure until:
 - a) the Joint Standing Committee hands down its final report and recommendation;
- or
- b) the term of the current contract runs out.
2. The Appeal process be considered a step in the present Classification procedure.
3. Two specific time periods, January 1-31 and July 1-31 be acknowledged as logical review periods for now and that the Classification Section attempt to obtain a classification decision within 6 weeks of the expiry of these dates.
4. It would be the Joint Committees' understanding that an employee can, in accordance with Article 31, Section 3A, apply to Personnel at any 2 times during the year for a reclassification review. This request would be acted upon as quickly as possible; ie. a reclassification questionnaire would be sent to the employee, a Job Analyst would interview the applicant shortly afterwards (in other words, all of the preliminary work would be done). The application would then be brought before the Reference Committee on Reclassification for a decision during the applicable time as proposed in point #3 of this letter.

It should be noted that certain members of the Joint Committee expressed a reservation over the intention of permitting each employee to make 2 applications per year. These members felt that Article 31, Section 3A should be intended to mean that an employee may apply during either of the specified time periods and not necessarily both.

5. Should the decision be favourable, in accordance with Article 31, Section 3E:

"A Wage increase awarded as a result of the reclassification initiated by an employee, the Union or Department Head shall be retroactive to the date of the written request."

ie.) Should the employee apply in October and the Reference Committee on Reclassification hand down a favourable decision in February, the increase would be retroactive back to the date of the original application in October.

6. The Changes in Standard Job Descriptions as outlined in the Letter of Agreement, P. 59 of the contract (Items A, B, C, & D) and the Additional Standard Job Descriptions should be incorporated in a revised interim Manual of Standard Job Descriptions. This manual would, for the time being, be distributed to:
 - a) the A.U.C.E. Union;
 - b) Senior members of the Personnel and Labour Relations Department;
 - c) the members of the Reference Committee on Reclassification.

At our next meeting with the University, the committee went through a very worthwhile exercise. We took 12 requests for reclassification (old requests from past years), and using the method of Grade Definition, went through these requests. We went through the procedure that the present reclassification committee uses when they review these requests. We found this process very informative. At our next meeting, we will use a method called the Point Method, and will go through a similar exercise. By doing this, we hope to gain more insight into each of the Job Evaluation methods.

Sandra Lundy has resigned from our Job Evaluation Committee, as she finds that being on the Provincial Executive and the Provincial Job Reclassification Committee keeps her very busy. As a result, we now need another member for our committee.

The Union Job Evaluation Committee meets at Carol's place, every Wednesday night at 7pm. Anyone who has any ideas or suggestions, on a new system, are welcome to attend.

Carol Singer - Chairperson, Lorraine Langille, Phyllis Aylesworth - Alternate

ARTISTS....ARTISTS....ARTISTS...ARTISTS...

WANNA HELP CREATE A COMIC STRIP FOR AUCE?????

THE JOYS OF EVERYDAY LIFE; THE WONDERS OF NEGOTIATIONS; THE BACK BOREDOOMS OF U.B.C.....ALL THIS AND MORE CAN COME TO LIFE WITH YOUR HELP

IF YOU'RE INTERESTED CALL SARA (2195)

In my four years as an office worker, I have become sensitive to the fact that my work undermines my health. I leave work drained and tired, often with a headache, my shoulders and neck tied in knots and my back aching. Minor complaints, familiar complaints. So what else is new? My sense of well-being is something I have to preserve. I've begun to look into possible sources of these complaints.

Fluorescent lighting may be one of the sources, the cool white glare that illuminates almost all commercial buildings and institutions and is certainly predominant at U.B.C. Three factors seem to come into account when examining the detrimental aspects of fluorescent lighting: deficiency in radiation in the ultraviolet part of the spectrum, flicker, and the actual level of lighting.

Various experiments connected with colour-corrected ("irradiated") light show a shorter reaction time to light and sound, less eye strain, and improved working capacity than under fluorescent light. One experiment conducted in the Soviet Union found that workers under colour-corrected light got fewer colds. There has also been a correlation between calcium absorption and ultraviolet light, that ultraviolet light is necessary for proper absorption of calcium - a factor to consider when so many workers spend so many hours under artificial lighting conditions.

Flicker is the rise and fall in brightness in a lamp because it is connected to an alternating supply of current. In fluorescent lamps, the flicker occurs 120 times per second. High frequency light signals cause an extra loading of the nervous system leading to early fatigue.

Cont'd....

Since 1940 the average level of light has increased from 35 to 125 footcandles. (A footcandle is equal to the light cast by one candle at the distance of one foot.) The standards for light levels are set by the Illuminating Engineering Society (IES) in the States. Canada follows the 1970 IES recommendations. 80% of IES members are engineers, architects, and lighting-equipment experts, all with a vested interest in the "the more light the better" philosophy.

Workers in Woodward Library have long complained of irritation because of lighting in that building - walking into Woodward from outside is like entering another dimension; the atmosphere seems to be made of another substance. Formal complaints were filed with the Administration and the Workers' Compensation Board, resulting in the installation sometime this week of baffles to cut the glare at the circulation desk. This is a short term measure that may help to alleviate the problem, but I think there should be further consideration of the quality and level of lighting in all buildings and possible alternatives to the present use of fluorescent lighting. For those people in smaller offices, you may wish to experiment with a desk lamp as opposed to using the overhead fluorescent lights.

If anyone has information on, experience with fluorescent lighting, or would like to take part in the research, please call Peggy at 228-3276 or [redacted].

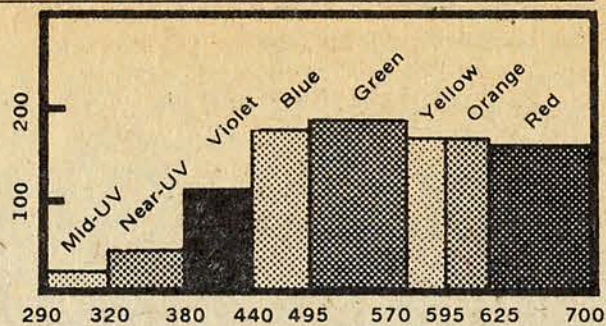
Peggy Smith, Working Conditions Committee

NATURAL AND ARTIFICIAL LIGHT

SUNLIGHT

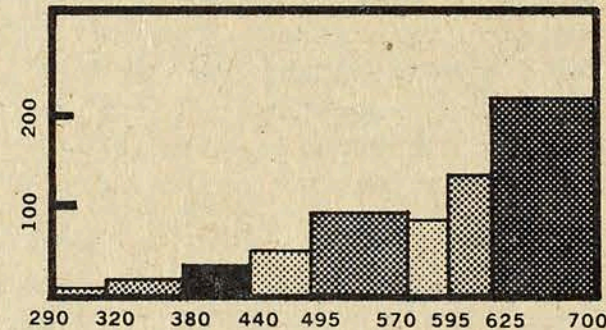
Legend:
Vertical scale indicates relative brightness.
Horizontal scale indicates wavelength in nanometers.

Our standard for judging colour and the quality of artificial light. The invisible ultraviolet radiation present in sunlight influences such processes as calcium absorption (the lack of calcium causes rickets) and affects hormonal balance and other factors vital to proper functioning of the human organism.



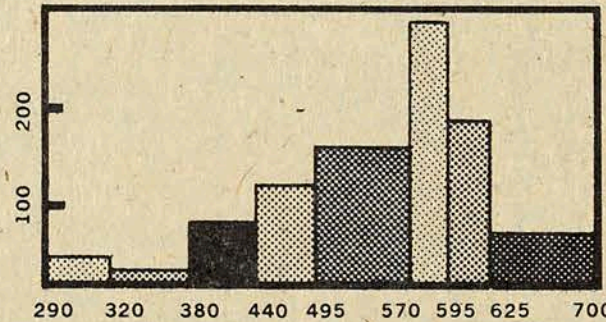
INCANDESCENT

The familiar light bulb used in homes and for outdoor lighting. This light has a low efficiency, producing only 20 lumens per watt of electricity and giving off 90 per cent of the power it uses as waste heat. The colour rendering is good, and for outdoor lighting it has the advantage of needing no auxiliary equipment, and having a relatively low replacement cost. Incandescent light is high in the red part of the spectrum but otherwise is not too different from sunlight.



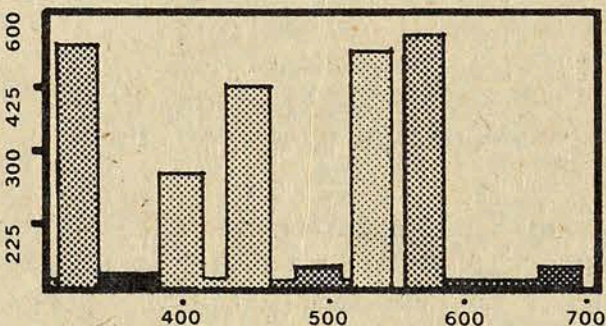
FLUORESCENT

Used for both indoor and outdoor lighting, although outdoor fixtures tend to be bulky and expensive. The standard type for indoor lighting is deficient in the red part of the spectrum and therefore gives off a "cool white" light and produces only one-fifth to one-quarter the heat of an incandescent light. It has an efficiency of 25 to 75 lumens per watt. The light is flat - dark objects tend to show up in silhouette rather than in detail. Standard fluorescent also lacks radiation in the ultraviolet part of the spectrum. Since ultraviolet radiation affects a number of biological processes in humans, this deficiency may be important for those working under fluorescent lights. A new type of fluorescent light with a spectrum closer to that of sunlight including more red and near and mid-ultraviolet has recently become available commercially.



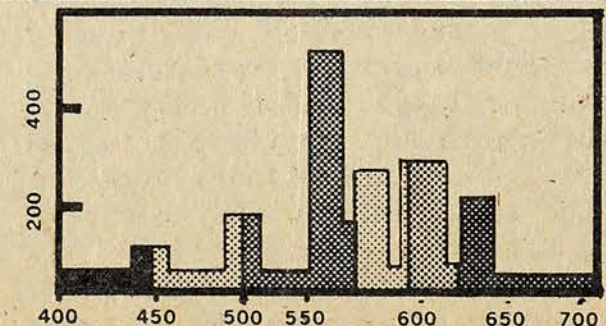
MERCURY VAPOUR

Outdoor lighting, basically of two kinds: uncorrected and corrected colour. The uncorrected mercury emits a harsh blue-green light which distorts the colour of nearby objects. The corrected mercury vapour has a phosphor coating that changes the colour of the light to pinky-white, which looks better on people. Mercury vapour is more efficient than incandescent, emitting 100 lumens per watt; it also has a longer life. This means that long term costs are lower although initial equipment costs and lamp replacement costs are high. Certain mercury vapour lamps can produce a brighter light than sodium vapour lamps.



SODIUM VAPOUR

The most efficient outdoor lighting, emitting from 45 to 115 lumens per watt. But the light is almost monochromatic - an intense orange - and colour rendering is very poor. There is some evidence to suggest that the intensity of this light, which creates an "artificial daylight", injures trees. It should be noted that colours may not appear the same under, for example, yellow sodium and yellow fluorescent lamps, because of the different spectra of the lamps. Under a sodium lamp objects appear as greys, while under a yellow fluorescent lamp more hues would be recognized though the colours would still vary considerably from daylight colours.



Sources: "The control of the luminous environment", by James Marston Fitch, Scientific American, Sept. 1968; *Furnishing the City*, by Harold Lewis Malt, McGraw Hill, New York, 1970; *IES Lighting Handbook*, John E. Kaufman, ed., Fifth edition, 1972; "Is it true brighter is always better?" by Jack Mabley, Chicago Tribune, Nov. 25, 1973; "Light pollution", by Kurt W. Riegel, Science, March 30, 1973; *Modern Lighting Techniques*, by Harry Hewitt, London, 1952; and "Shadows of doubt play across a city-lights scene", by Paul Gapp, Chicago Tribune, March 3, 1974.

PROVINCIAL EXECUTIVE REPORT

The A.U.C.E. second annual convention is coming up at the beginning of April, and there are a number of possible constitutional changes within the Provincial Association which last year's convention decided must be discussed at the local level.

I. The Feasibility of a Provincial Council

The first proposal is to change the composition of the Provincial Executive. This was initially discussed at the last convention. As it exists now, the Provincial Executive has three table officers - the President, Vice-President and Secretary-Treasurer - all of whom are nominated at an AUCE convention and elected by referendum ballot by all members of A.U.C.E. locals. The other members of the Executive are the provincial delegates. There are two elected (by their respective memberships) from each local of A.U.C.E.

Instead of this, we would like to see an Executive which is composed only of provincial delegates, and is, conceptually, more like a council. Each local would elect two members to the Executive, and the Executive itself would elect its own Secretary and Treasurer. The other duties of co-ordination, communications, etc., would be shared by members of the Executive.

There are several motivating reasons behind this proposal. A number of people at the last convention felt quite unhappy about the process of elections for the Provincial Executive. First, we had to nominate people at the convention, and not knowing people from other locals well enough meant that we could either only nominate people from our local, or make a somewhat hazardous guess at others. There was also the question of democracy in terms of only delegates being able to nominate Executive members. The problem became even more clear when it came to the provincial wide referendum. If delegates at a convention had a hard time trying to decide in the course of two days who would represent them the best on the Provincial Executive, how could the membership, who had never met or seen some of the candidates, make a truly representative decision on the basis of a 150 word statement? It seemed to make a farce of democracy. On the other hand, the membership of a local is going to have a much clearer idea about candidates from their own local. One is able to see people "in action" - at meetings, on committees, and at work. So we feel that a Provincial Executive composed of delegates elected from each of the locals is more representative.

Conceptually, the idea of a council, rather than an executive, seems more appropriate for the A.U.C.E. Provincial Executive. The Provincial Executive is set up primarily on the basis of equal representation from each local, no matter what its size. The Executive is primarily an administrative and co-ordinating body of the convention. The A.U.C.E. convention is composed of delegates from each local on the basis of numerical membership, and it is the convention which makes major policy decisions. But the Provincial Executive balances the tendency for larger locals to entirely dominate the Provincial by ensuring equality and autonomy in the day to day operation of the Provincial Association. Therefore the existence of three extra table officers, who are most likely, in a referendum, to come from the larger locals seems to contradict somewhat the intent of the Provincial Executive.

The other disadvantage with the existence of table officers is that they tend to get overloaded with work, while others don't have a chance to take on more responsibility. There's no reason why a number of people can't share some of the work of the President, for instance. It has proven quite useful in some of our own committees here on campus to take turns chairing or recording meetings.

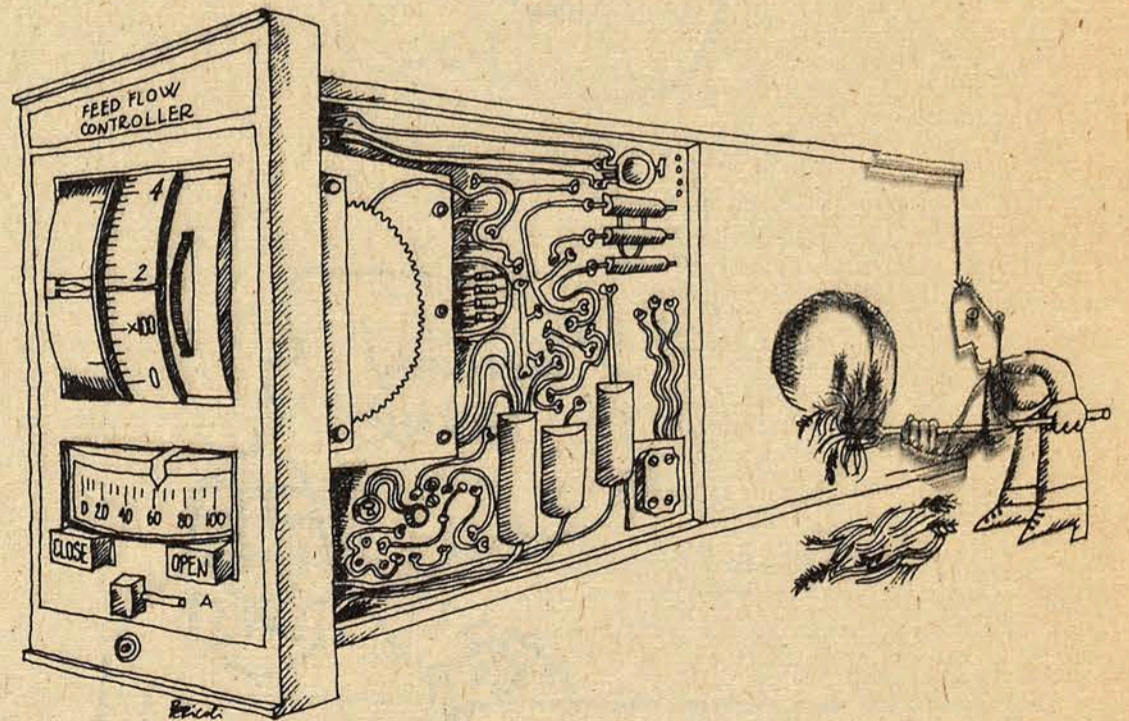
II. Should Provincial Executive Table Officers Be Elected by the Provincial Convention or by Referendum Ballot?

This question presupposes the existence of table officers within the Provincial Executive. As the last section points out, we feel that table officers should be eliminated, so that this question is superfluous. However, if the membership decided that it still wanted table officers on the Executive, then we feel that we should stick to the policy of referendum ballot, rather than electing those officers at the convention. Although a delegate at a convention might have more of a chance to see an Executive candidate "in action", we don't think that it is enough to warrant taking the decision out of the membership's hands. The problem of not knowing the candidates from other locals could partially be alleviated by having all candidates attend meetings of other locals to give their opinions and answer questions. We also don't want to change the convention from a policy making body into an election campaign.

III. Should Any Full-Time Person for the Provincial Association be Elected at the Convention or by Referendum Ballot?

As the constitution reads now, "there shall be no full-time paid officers of the Provincial Association unless proposed at a convention and approved by the Provincial Association membership in referendum." Although it clearly gives the right of deciding whether or not we should have paid Provincial officers to the membership through referendum, the constitution does not clearly outline how that person should be elected. We feel that again, for some of the same reasons in section II, any paid officer should be elected by referendum. Given the kind of responsibility a paid officer has, it becomes even more important to ensure full membership participation in deciding which candidate should have the position.

To conclude, we will be making our proposals in the form of motions at this next membership meeting. Whatever motions are agreed to at the U.B.C. membership meeting will then be put forward at the convention for the entire A.U.C.E. to consider.



Through Rain and Sleet and Automation and Wage-Cuts and Lay-Offs
the continuing saga of the post office -

Many of us are in contact with people who work for the post office in a day to day way at work. There will most likely be a postal strike within the next few months. For some of us the strike will directly affect our offices and the work that we do. For certain, there will be an atmosphere of antagonism from management faced with delays because of the strike. We will be in a position where we will have to take sides, and the choice which we make will have an impact on the postal workers' struggle.

There are a number of reasons why the postal strike is of direct importance to us. We are both government employed, whether indirectly by the Province as in our case, or directly by the Federal Government, as with the postal workers. This means that the employer not only bargains but also has the power to call in back to work legislation or appoint an Arbitrator. Both sides at once, not too great for the workers caught in the middle.

As the economic crisis worsens, settlements between government and those it employs are worsening as well. Rail workers received only a 15% increase after being forced back to work. Not a big help with inflation at 18%. Ontario Civil Service Association workers received a similar rough deal. It's not outside the realm of possibility that we at A.U.C.E. will be faced with similar anti-labour policy when we bargain for our next contract.

The government will try to defeat the postal workers in any way possible because they are central to the economy and highly visible. The success of their strike has the potential of moving other workers to similar action. In the midst of the present sickened economy the government hopes to shift the burden onto our shoulders, it can hardly afford such a model. Only support from other organized workers and a militant strike will force the government to take the postal workers' demands seriously to avoid a prolonged conflict. If the postal workers are isolated it will be relatively easy for the strike to be crushed. This would be a defeat for all of us.

Equally important are the goals of the postal workers:

- decent wages for public sector wrkers
- control over automation and technical change-in this case it is causing lay-offs and wage-cuts
- improved working conditions

The government certified two separate unions in the post office. It's obviously better from the employer's stand-point to have two small strikes at different times take place instead of a single unified struggle. LCUC (representing the outside workers) have proceeded with bargaining while CUPW (representing inside workers) has yet to begin. LCUC may be out in a month. CUPW workers have no choice but to support LCUC's strike - once out it only makes sense for them to put forward their own demands, and to attempt to co-ordinate actions with LCUC.

Will unity win out over divide and conquer?? The next episode will provide some of the answers and we have a role to play in it.

Sara Diamond



UNION OFFICE REPORT

by Jackie Ainsworth

Help!

Things are a bit overwhelming in the office these days. There are so many grievances going on as well as the two very important disputes that we have before the Labour Relations Board right now (on student assistants and seniority step increases). Also we're still in the process of setting up the office though that is being constantly put aside in the effort to straighten out the administration on what our contract says!

One of the problems in the office is trying to figure out when I should do all the running around that's necessary and when I should be answering the constantly ringing phone. So . . . thought I'd try it this way for while . . . will do the running around stuff in the morning (visiting different divisions, buying office equipment etc) then will be in the office, to answer the phone and do general clerical work from noon til 5 pm. There is always someone in the office til 8 pm there are so many meetings these days!

Because Local 1(UBC) is the largest local in AUCE, and the only one in the lower mainland with a contract, the other locals are also frequently in touch with our office. SFU is in the midst of negotiations, Capilano College is just beginning negotiations, and Malaspina College is just applying for certification. AUCE members in these locals like to discuss how things went at UBC in these different areas when making their decisions. It's all very interesting but quite hectic!

We negotiated a clause in our contract stating that an employee could take a short term leave of absence to "perform functions on behalf of the union." At this point in the history of the AUCE Local 1 office I think we need someone to take a couple of weeks leave of absence from their job, and spend some time in the union office (paid by the Union). I would like to put this forward as a motion at the next union meeting so anyone who is interested in taking a couple weeks off to work in the office please give me a call (224-5613).



Grievance Committee

J.F. Mc

In lieu of a report from the Grievance Committee, a pamphlet containing information re grievances, especially student assistant/seniority grievances, will be mailed out later this month.

UNIVERSITY COMMUNITY CREDIT UNION

The University Community Credit Union will seek a charter to begin operating on campus this spring. A representative group - members of AMS, AUCE, CUPE, faculty, federal government employees, electrical trades, etc. have been meeting since last fall to bring about incorporation. Advisory personnel from B.C. Central Credit Union have attended each meeting held on campus.

Deposits (of \$5.00) are being accepted and a major membership drive will soon be underway. For those becoming "founding members" a prize will be drawn for as soon as the charter is received. Deposits are presently held in a trust account pending the opening of our office on campus.

Encouraging responsible saving practices and wise money-management policies will serve as guidelines for this new credit union. There has been a phenomenal growth in participation in credit unions, not only in B.C., but world wide, as members realize the advantages of owner-member money management.

Credit unions are service-oriented. Since they are owned by the members they serve, credit unions can afford to devote some of their resources to the pursuit of social objectives as approved by their members. Much of this "social" orientation may be closely related to the basic financial services offered by credit unions. For instance, where a pure profit motive might dictate foreclosure on a loan and pursuit of an individual into bankruptcy, credit unions, which are dedicated to responsibly assisting members in the management of their monetary affairs, may have greater freedom to extend or re-organize the loan and give detailed advice to the member on future debt management.

Most credit unions are also more liberal than other financial institutions in allowing accelerated prepayment of loans.

A key principle in the operation of credit unions is that each member is entitled to an equal vote in directing the affairs of the organization.

Wise decisions in money management can mean maximum mileage from money earned. Contact your friendly credit union office on campus and become a founding member in time for the draw.

For information call Joyce Diggins at 4489 or Dick Martin at 4191.

AUCE PENSION COMMITTEE

The following members have been elected to represent AUCE in discussions with the Administration with regard to pension entitlement:

Alice Johnson 5217
Faculty of Education
Graduate Division

Joyce Diggins 4489
Dept. of Hist. of Medicine
Woodward Library

Doris Maki [REDACTED], loc. 2541
Department of Medicine
Vancouver General Hospital

Meetings will be held regularly to discuss questions on pension problems and constructive suggestions as put forward by members of AUCE. A column for the Newsletter is planned that will serve as an "Action Line" for union members with any queries on their participation in the pension plan and their benefits therefrom.

OTHER LOCALS

Capilano College

Capilano College became certified by the B.C. Labour Relations Board in December as AUCE Local 4 as the Union for approximately 70 employees. They have finished a good deal of their contract demands as proposals for negotiations although important items such as wages have yet to be determined. Their contract proposals will be completed very shortly and negotiations will start.

They have a Contract Committee of 6 members who will be doing the negotiations. One item of the contract they will be going for is a ½ hour paid lunch period.

SFU
SFU

About 500 AUCE members at Simon Fraser University have been in negotiations now since December. Little progress has been made so far as they were still voting on their contract demands. Negotiations have been so far difficult with a lot of talk about the definition of the bargaining unit as SFU management wanted to exclude a large number of members from the union. Also the University wanted to limit the size of the AUCE Contract Committee and have negotiations after work but the union has taken a strong stand on these issues. They are now negotiating an interim grievance procedure while the final draft of the contract proposals is being checked over for presentation to the University next week.

AUCE members have decided to ask for \$332 across the board plus 8% increase in the spring and an 8% in the fall in a one year contract to a base rate of \$800. Other demands are a 32 hour work week a union shop, maternity and paternity leave and lunch hour union meetings.



BORED?

Why not join a committee?

GENERAL MEMBERSHIP MEETING

THURSDAY, FEBRUARY 13, 1975

2 HOUR LUNCH: 12-2 P.M.

THEATRE, OLD AUDITORIUM, 2ND FLOOR

Kazuyoshi Akiyama and the Vancouver Symphony Orchestra will dedicate their 1975 U.B.C. concert to the United Nations - sponsored International Women's Year. The performance will take place on Thursday, February 6, 1975, at 12:45 - 2:15 P.M. in the War Memorial Gym. The program will open with a work by the well-known Canadian composer, Jean Coulthard. Ms. Coulthard's "Canada Mosaic, Suite for Orchestra" was commissioned by the Canadian Broadcasting Corporation for the Vancouver Symphony's tour of China in 1974.

PROVINCIAL REPORT - Deborah Udy

The Provincial Executive met once again on Saturday January 18, 1975 at 4:15 PM. Due to snow and more snow, the three reps from Notre Dame, including Ross Klatter, our Vice President, were unable to attend. Present were: Sandy Lundy, President, Jackie Ainsworth, Secretary/Treasurer; Ruth Dirksen and Anne de Cosson, Capilano College reps; Deborah Udy and Heather MacNeill, U.B.C. reps; Linda Mallard, S.F.U. rep; Dick Martin (provincial Job Evaluation Committee member), and Jennifer Clemmins, U.B.C. observer. Minutes from the November 24, 1974 and December 16, 1974 meeting were read and adopted.

Constitutional Amendments

It was decided that the constitutional amendments from the last convention would be typed in the form of an addendum sheet and distributed. Everyone, especially the convention delegates, should look over the constitution and the amendments and think about new changes for the Spring Convention.

Research Officer

We have requested that we be put on the mailing list of several organization and departments. So far, we have received material from the Department of Labour and the Labour Relations Board. We are also looking into requesting material from different clerical unions in the province and possibly, at some point, clipping the newspapers for labour-related articles. Everyone is welcome to browse through this material at the Union Office.

Finances

The provincial financial report for 1 October 1974 - 16 January 1975 has been audited by Winspear Higgins. Everything seems to be in order. In brief, our income for this period totaled \$3469.75 and our expenses totaled \$487.24, leaving an excess of revenue of \$2982.51. Jackie moved that we deposit 25¢ out of each per capita tax dollar collected to date, into a separate account for the strike fund. The total per capita tax collected since April 1974 is \$4178.00; therefore, \$1044.50 of that will be deposited into a strike fund. Jackie will also investigate the possibilities of short term deposits, etc. in order to get maximum interest rates.

Local Reports

The Capilano College reps, Ruth and Anne, reported that they have had their first membership meeting to discuss their contract demands. Their certification was approved by the Labour Relations Board in December. This included the student assistants in their bargaining unit. Cap College has been informed just recently that the University has hired a professional negotiator for the contract negotiations.

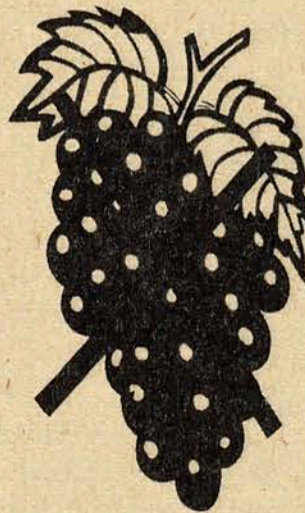
Unfortunately, after Ruth and Anne gave their report they had to leave and we therefore lost our quorum. The meeting adjourned at 6:00 PM. Plans have been made to have a sub-committee meeting of the Provincial Executive to start working on the spring convention. This meeting will be held Monday 27 January 1975, at 7:30 PM in the Union Office. Anyone wishing to help is more than welcome to attend. I hope all of you are thinking of people from Local #1 to nominate as delegates to the convention. Times, dates, and place will be announced as soon as they are finalized. Any suggestions for speakers or resource people who would be of interest to A.U.C.E. will be gratefully received. It is important that discussion about constitutional amendments and resolutions take place as soon as possible in all Locals.

YOU AND YOUR CONTRACT

Strong and healthy as we all are, there are occasions when it is necessary to visit a doctor or a dentist. Fear not, however, that a loss of a few hours pay inevitably accompanies the loss of blood shed in doc's office. Article 30, paragraph 7.c) states:

"Absences of one-half ($\frac{1}{2}$) days for medical or dental appointments shall not be deducted from an employee's sick leave credits nor shall any pay be deducted. There shall not be more than an average of one-half ($\frac{1}{2}$) day per month for this purpose."

So if you want to spend an afternoon at the dentist or doctor in February, you lose no pay, and you still have your $1\frac{1}{2}$ sick days. The tricky part of this clause is the second sentence. Since most people do not go to a doctor or dentist every month, but on occasion may need more than $\frac{1}{2}$ day for this purpose, the question of whether or not these $\frac{1}{2}$ days are cumulative comes to mind. The answer is "well, sort of...." The best way to illustrate what the University and AUCE interpret as "an average of one-half ($\frac{1}{2}$) day per month" is by a hypothetical example. Suppose an employee, I. Worker, has not had a doctor or dentist appointment for four months. Unfortunately, Ms. Worker has four impacted wisdom teeth, and wants them out. Now she is entitled to four $\frac{1}{2}$ day appointments. However, she cannot take two full days off, with pay and with no loss of sick leave credits- the University refused to accept that interpretation of the above clause of the contract. What she can do is take four afternoons off in that month (say, one tooth out per afternoon) and if she needs more time off, for recuperation, she can use her sick leave benefits. To sum up: even though time-off for medical and dental appointments can accumulate, an employee can not take off more than $\frac{1}{2}$ day at a time and be paid for it under Article 30, 7.c). Or, in the form of a parable: "Two half days do not a full day make."



**Please don't buy
any California grapes**

YEAR END REPORT

There are fifty unbound copies of the Financial Statement of the Association of University and College Employees, Local #1, for the period 24 September 1973 - 30 September 1974, prepared by our chartered accountants, Winspear Higgins, Stevenson and Company. These are available to the membership at the Union Office. Such a statement of revenue and expenditure and unexpended revenue on a yearly basis is a constitutional requirement. The report was to be circulated to the membership prior to 1 January 1975, but this was not possible as the report was not forwarded to the Union Office until late December. The main body of the report is printed below:

THE ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES LOC.1
STATEMENT OF REVENUE AND EXPENDITURE AND UNEXPENDED REVENUE

Period from 24 September 1973 (date of commencement of operation) to 30 September 1974

Revenue	
Application fees and donations	\$ 2,381
Dues	13,980
Special events (net of expenses)	376
	<u>16,737</u>
Expenditure	
Bank charges	19
Cash short	31
Furniture and equipment	609
Library	75
Meetings and Conferences	661
Office	188
Per capita tax	3,147
Postage	276
Printing and stationery	2,851
Salaries and related benefits	1,237
Strike picket signs and posters	170
Telephone and telegraph	310
Travel	14

Utilities	1,506
	<u>11,094</u>
Excess of revenue over expenditure	5,643
Unexpended revenue, beginning of period	----
Unexpended revenue, end of period	<u>\$ 5,643</u>

Dues Receipts for Income Tax

We have receipted the membership in three different ways for the year of 1974. They were, and are, as follows: a) Receipt books for May 1974 b) Individual receipts for June to September 1974 c) Data Process receipts for October to December 1974. If you do not have receipts for the May to September 1974 period, come into the Union Office (or telephone) and have the xeroxed. They have been alphabetized (subject to some error) and should be readily accessible. For the October to December 1974 period we have arranged a receipting system with the University (Data Processing) which will continue from this year on. Each receipt will list the dues paid to AUCE through the due check-off system. The receipts for the October to December period should be in Campus Mail by 31 January. If you paid dues manually (and not by any of the above methods) and have not received some form of handwritten receipt, then come in to the Union Office (or telephone) and we will go through the files and try to find a record of your payment. Hopefully we have on record some proof for each member who paid dues last year. If not, we apologize for the possible oversights we may have innocently committed in our organizational year. From this point on AUCE will have a rational, standardized method of dues receipting for income tax purposes (at a minimal cost to AUCE).



AUCE EXECUTIVE -- TABLE OFFICERS

President	Emerald Murphy	6731	2
Vice-President	Ann Hockey	3259	4
Treasurer	Ray Galbraith	3241	3
Trustee	Pat Gibson	2854	39
Membership Secretary	Bonnie Solem	2720	8
Union Organizer	Jackie Ainsworth		3

GRIEVANCE COMMITTEE -- DIVISION STEWARDS

A	Ruth Erlandsen	home phone	2
B	Bess Rivett		7
C	Judy Wright		6
D	Alice Johnson		3
E	Susanne Lester		7
F	Janey Ginther (chairperson)	local 2277	
G	Sharron King		6
H	Fairleigh Funston		
I	Donna Herriott		4

EXECUTIVE REPRESENTATIVES

A	Vicki Meynert	
B	Colleen Nicholson	home phone
C	Donna Brock	
D	Nancy Wiggs	
E	Valerie Zuker	
F	Lloyd Barteski	
G	Jerry Andersen	
H	Pat Gibson	
I	Ruth Allen	

*****STANDING COMMITTEES*****

JOB EVALUATION COMMITTEE

Lorraine Langille/Registrar's Office
Sandra Lundy/Information Office
Carol Singer/Pediatrics - VGH
Alternate - Phyllis Aysworth

PENSION PLAN COMMITTEE

Judy Wright/Chemistry Reading Room
Alice Johnson/Education
Joyce Diggins/Woodward Library
Alternate - Doris Maki

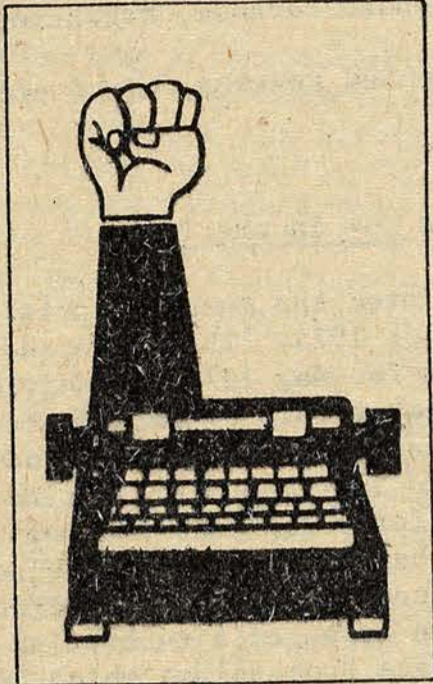
WORKING CONDITIONS COMMITTEE

Sherri Campbell/Finance
Peggy Smith/Community and Regional Planning
Sharon Newman/Systems Services
Alternate - Vicky Meynert

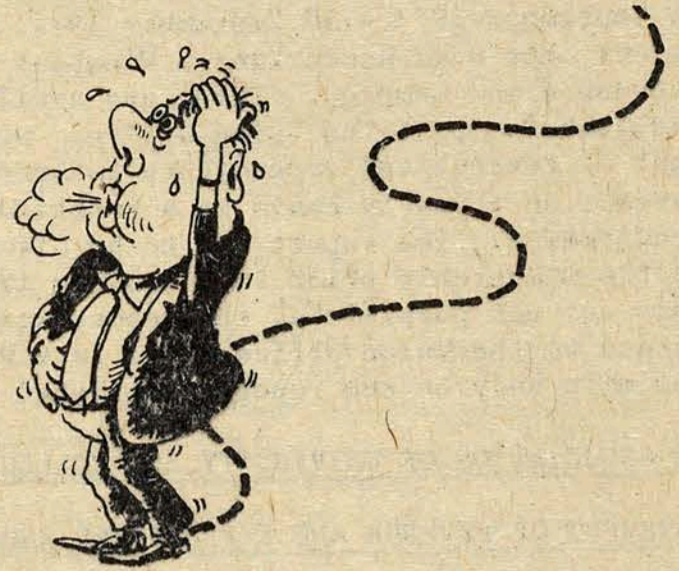
JOB TRAINING COMMITTEE

Pat Gibson/Main Library
Joy Korman/Faculty of Medicine
Yvonne Mitchell/Faculty of Medicine

"These Office Rules came to me from a friend in an Office downtown. However, I must admit that I adapted and added some to fit into situations which I know occur frequently on this campus. Perhaps your boss would benefit from a copy of these taped to his desk!!"



Diane Green
Division D



OFFICE RULES

1. Never begin work first thing in the morning. Secretaries much prefer a terrific rush in the late afternoon.
2. Hours to bring in work should be confined to the lunch hour, and after 4:15 p.m.
3. If a secretary is making a tricky alteration requiring concentration and precision, always stand over her and breathe down her neck while she does it.
4. When dictating, please parade up and down the room since secretaries can understand what is said more distinctly this way. Please smoke as it aids pronunciation and adds a delicate aroma to the air in the non-smoking secretaries office.
5. Please lower your voice to a whisper when dictating names of people, places, etc. Under no circumstances spell them to your secretary.
6. Whenever possible, you should endeavour to keep your secretary late. They have no homes and are only too thankful for somewhere to spend the evening.
7. Please write letters with a blunt pencil, left-handed, while blindfolded. Incorrect spelling, no punctuation, balloons, arrows, and other diagrams are very helpful to secretaries.
8. With regard to statements, do not on any account use lined paper. If figures are altered, please write heavily over those previously inserted - the correct figure in each case being the one underneath.
9. If work is urgently required (a most unusual occurrence), it aids the secretary considerably if you rush in at intervals of 30 seconds to see if it is done.
10. If extra copies of a letter are required, this desire should be indicated either after "yours sincerely" or on the next page, so that it is the last thing the secretary will see when the letter is completed.
11. If a letter requires a slight alteration after it is typed, score the word heavily through about four times, and write the correct word beside it, preferably in ink or heavy pencil. Always make the alteration on the top copy.
12. When your secretary does not hear a word and you are asked to repeat it, shout it as loudly as possible. The secretaries find this most gentlemanly. As an alternative, refuse to repeat it at all. Secretaries frequently have second sight.
13. Never under any circumstances bring in the required work on the day before a deadline. Receiving work just before the deadline makes life so much more interesting and exciting for secretaries. She will, of course, in half an hour process the work which took you a month to do.
14. Always complain about your secretary behind her back. It is so much kinder than bothering her with any problem. Also, always say how happy you are once she has left. It encourages everyone to know what their own future will be.
15. Always look upon your own work as being the most important in the office. Of course, when you bring it in your secretary will automatically stop everything else and do your work first. This is particularly relevant for such times as just before the beginning of term or examinations. There is little else to do at these times and boredom can quickly set in for your secretaries.
16. Always dictate one letter only onto each tape. In this way your secretary can waste at least half an hour setting up the dictating equipment and typing the letter which might have taken you five minutes to write out.
17. Above all, always look upon your secretary as a mindless idiot. It makes her feel so happy and contented with life.