

EXECUTIVE MEETING

February 27, 1990

MINUTES

PRESENT:

Greg Fisher
Shirley Irvine
Ann Hutchison
Steve Montgomery
Ann Chatwin
Denise Field
Paul Tetrault

President
1st Vice-President
2nd Vice-President
H & S Chair
Sergeant-at-Arms
Trustee
Business Agent

Regrets: Loretta Clarke, Lynn Jenkinson, Sandy Lundy

The meeting was called to order at approximately 2:45.

1. ADOPTION OF AGENDA

MOVED:Hutchison/SECONDED:Irvine
That the agenda be adopted.

CARRIED

2. ADOPTION OF MINUTES

MOVED:Irvine/SECONDED:Hutchison
That the minutes of Feb. 20, 1990 be adopted as amended.

CARRIED

3. BUSINESS ARISING

i) Additional Keys

Paul reported that it has been arranged that (2) extra office keys will be cut.

ii) RRSP's

Denise Field made a report on the office staff RRSP matter. It was agreed by the Executive that Employee RRSP payments not paid by the Union in 1989 due to an administrative oversight would be paid in 1990 thus resulting in a double payment in 1990.

iii) Responsibilities/de Bruijn

Ann Hutchison distributed a memo regarding the E. de Bruijn matter from Bill Watson to all Library Divisions. This memo did not mention any new duties resulting from the change in Bill MacDonald's status or reported by Ann H. at the previous meeting.

iv) Library Cutbacks

Letters from the Faculty Association to David Strangway and from Strangway to the Faculty Association were introduced. Paul was instructed to recontact Kat McGrath to see if Librarians sent a separate letter regarding these cutbacks. Paul is to reconvene another Library Caucus Meeting and then bring the matter back to the Executive.

4. NEW BUSINESS

i) Greg Fisher gave a report on the upcoming Metro Council Meeting and encouraged all Executive members to attend.

ii) There was discussion on the University decision to have the Armistice Day holiday on Friday instead of Monday.

iii) MOVED:Hutchison/SECONDED:Irvine
That we get an institutional subscription to Kinesis.

CARRIED

5. PRESIDENT'S REPORT

i) There was discussion of an employee petty cash violation and a letter of reprimand to the employee was approved. Paul was to speak to the employee concerned about her possible budgeting planning problems.

ii) There was 75th Anniversary correspondence from Dr. Strangway inviting Greg Fisher to participate in the 75th Anniversary celebrations of the University and there was discussion on whether the Union should participate in these ceremonies. The Executive decided to agree verbally and instructed Paul to draw up a letter to Strangway detailing the Union's concerns.

6) BUSINESS AGENT'S REPORT

The Executive agreed to allow Paul to switch one WCB review board date in April to March the 2nd.

7. SECRETARY TREASURER'S REPORT

Denise is still trying to arrange a mutually agreeable date for the month-end.

8. COMMITTEE REPORTS

Health & Safety Report

Stephen Montgomery gave a Health & Safety report.

PLANNING MEETING

2) Hours for Office Staff

Shirley Irvine expressed the view that the hours of work for Greg & Paul are guidelines and that the Executive should realize the flexibility of the work. There was no disagreement about this but there was an expression of concern that Greg and Paul be present in the office as much as possible at lunch time.

Two different memos regarding office administration were discussed and the memo to the Executive dated Feb. 20, 1990 from Paul T. was adopted as amended by concensus.

3. MOVED:Hutchison/SECONDED:Irvine

To extend Nan Love's appointment for 2 months on a temporary basis (end of April) during which time evaluation will be made of permanent position.

CARRIED

4) The Executive agreed to have as a goal the evaluation of the staffing requirements of the office for the May membership meeting.

5) Agreement that Paul's probation is extended to March 15, 1990. The Executive will make a decision on the probation at the next Executive meeting.

Meeting was adjourned at approximately 6:00 p.m.

exec/74.min

MEMO

TO: The Executive
FROM: Paul Tetrault
DATE: February 20, 1990

Office Administration Period: January - July, 1990

Office Staff:

Greg Fisher -	Grievance Officer
Leslie Hodson -	Admin. Secretary
Nan Love -	Filing Clerk
Paul Tetrault -	Business Agent

Hours of Work:

Greg Fisher	9:15 - 4:45 (1/2 hour lunch)
Leslie Hodson	8:30 - 4:00 (1/2 hour lunch)
Nan Love	2 3/4 hours/day (Tues., Wed., Fri.)
Paul Tetrault	9:00 - 5:00 (1 hour lunch)

1. The office will be covered as much as possible at lunch time.
2. Leslie is only person eligible for overtime.

Procedure for Sickness/Vacation

1. For full-time Employees, sickness benefits as per CUE Collective Agreement.
2. Employee to leave message on answering machine or with other employee first thing in the morning or the previous evening.
3. Employee to complete sick leave report, sick leave to be transcribed monthly.
4. Administrative Secretary to complete sickness/vacation records for approval of Business Agent who shall forward them to the Secretary Treasurer.

Emergency Procedures/Office Coverage

1. For grievance matters, if for any reason Greg or Paul cannot be reached the Administrative Secretary will contact Vic Wilson or Shirley Irvine.
2. For other matters, the contact people will be Ann Hutchison and the new Secretary Treasurer.

Breakdown of Duties

- ** proposed break-down for Greg, Joe & Paul can be found in Planning memo from P. Tetrault to Executive.

- ** Leslie Hodson - see office administration manual
- ** Nan Love - membership files and general filing

-2-

Evaluation of Staff

Leslie Hodson	Periodic reviews by business agent but probation completed.
Nan Love	Temporary employee whose position terminates end of February. Nan has been trained to replace Leslie in case of absence, holiday, etc. However, her position must either be terminated or posted as permanent part-time.
Paul Tetrault	Probation terminates March 5, 1990. (Paul has agreed to extend probation to March 15, 1990)

Evaluation of Staffing

At some point the Executive will have to evaluate the staffing needs for the office as Greg's six months is up in July. It is my view, however, that this evaluation can only be properly done when I am fully immersed in the arbitration work and this has not happened yet.