

# Association of University and College Employees

LOCAL No. 1 (U.B.C.)

August 16, 1979

Winnie Ng  
Winnie Jang  
Robin Shaw  
Rosanna Chui  
CARD PREP L.P.C.

Dear Winnie, Winnie, Robin, and Rosanna:

I understand, from conversations with Penne Huggard, L.P.C. Systems, that there is some concern among Keypunch Operators about the status of their jobs within the Library system, particularly with respect to transfer and promotion.

Penne and I have arranged to meet to discuss the problems at:

12:00 noon  
Wednesday, August 22, 1979  
A.U.C.E. Union Office  
2162 Western Parkway  
(in the University Village,  
above U.B.C. Campus Pizza).

You are invited to attend and contribute your opinions and observations.

I am enclosing copies of the Standard Job Descriptions for Keypunch Trainee, Keypunch Operator, Senior Keypunch Operator, and Keypunch Supervisor, which you may find it useful to read through. If you note any errors or discrepancies between the Standard Job Descriptions and current job practice, please record them and bring your notes to the meeting.

Yours truly,

Ian A. Spence  
Vice-President  
A.U.C.E. Local 1