

November 4, 1987

To: CUE Executive  
From: Sally Bondy  
Re: Temporary Clerical/Secretarial Position

In response to your request, I have prepared a job description for the above position as well as an outline of my own job duties. I have prepared this report on the assumption that you wish to employ a person who would be a back-up for my job duties so as to give me time to concentrate on updating the files. I therefore begin with a description of my own job duties.

There are 7 or 8 basic components as follows:

1. Telephones

- Answer 8 - 25 phone calls per day and redirect as necessary.
- Answer straightforward questions on the contract.
- Prepare "telephone report forms" when calls are more complex as a record for files.
- Call Committee members (Executive, Grievance, etc.) re meeting times and/or cancellations.
- Phone about servicing office equipment.
- Make and/or cancel meetings with grievors, members.

2. Word-Processing - Microsoft Word and Membership Data Base.

- Type letters, reports, agendas, minutes, membership and other forms, committee lists, bylaws, contract, Steward lists, Division lists, etc. on Microsoft Word.
- Update membership data base weekly. Change names, addresses, etc.
- Produce labels for monthly CUE newsletter. (approx. 2 hours to set up label file and another 2 1/2 hrs. to print labels.)
- Work in DOS to delete documents and back up disks monthly.



### 3. Correspondence/Xeroxing

- Pick up mail daily.
- Sort, stamp, and make copies of mail for day-files (General and Grievance), give to Rod, circulate to Executive, Grievance Committee, Stewards, Contract Committee, Communications Committee etc.
- Xerox approx. 20 copies of contract (71 pages) per month for orientation sessions and for members who request them.
- Xerox and circulate copies of Executive and Contract Committee minutes.
- Make up labels for all committee members and keep updated for weekly mailings.
- Ensure that Xerox machine is serviced and in good working order.
- Contact Campus Mail to pick up newsletters when they are ready.

### 4. Membership

- Receive information from orientation sessions and update computer data base.
- Make up new members' files.
- Make up new membership cards and send to employee.

### 5. Minutes to Meetings - Executive and Membership

- Take minutes to both Executive and Membership meetings, (approximately 2 - 12 pgs. on w.p. per meeting.)
- Submit to President for errors or omissions and correct if necessary.
- Circulate Executive Minutes and reduce for newsletter.
- Reduce Membership Meeting minutes.

### 5. Supplies and Stationery

- Order supplies when necessary: xerox paper, envelopes, labels, tapes, ribbons, stamps, coffee supplies, cleaning supplies, etc.



6. Petty Cash

Provide members with cash and vouchers and prepare petty cash reconciliation monthly or when cash runs out. (2 - 2 1/2 hours monthly)

7. Filing

a) Current Filing

- Have already made up approximately 350 new files to date.
- Make up files for new grievances and new operating files, etc. on an on-going basis.
- Make up new binders for Seniority Lists, Minutes, Dues lists, Contract Committee, etc.
- Update financial files for Diana.

b) Filing Backlog

See previous report to the Executive

7. MISCELLANEOUS

- a) Fill in occasionally with work on newsletter, i.e. label and/or make extra copies. The preparation of the newsletter is running so smoothly now that it is unlikely very much of my assistance is necessary, except to send copies to members upon request.

b) Orientation

We (Diana, Alannah and I) have been trying to organize the orientation session materials and forms. We have updated the 'Membership', 'History of CUE' and 'Dues Authorization' forms for hand-out.

c) Contract

Xerox copies of contract (71 pages). This is a long job and I have set up a procedure to xerox 25 copies per month and give Alannah Anderson 5 copies per week for the orientation sessions.



d) Membership Cards

The preparation of the membership cards was a long job. We checked our labels against the Dues Authorization List and typed each card. I am not sure that you wish this done again in the near future. However, cards are issued on an on-going basis to new members.

e) Financial Material - Diana Ellis

I think that Diana's work load has been very heavy and that she would like to see me take over more of the financial work. So far the work involves:

- typing letters related to financial matters;
- picking up and depositing "dues" and CUPE checks when they are ready;
- directing Diana's mail and taking her messages as well as making calls for her which relate to the finances.

f) Room Booking

Make arrangements for General Meeting as follows:

- Book Room and confirm.
- Inform Personnel Services of Meeting Dates.
- Order Microphones and audio-visual equipment when required.

g) Stewards

- Make up a new Steward list and labels, updating addresses and phone numbers.
- Inform 33 Stewards of meetings by mail and/or telephone.
- Work on Steward Training (room booking, notify Stewards of time and place of meeting, etc.)

h) Grievance Committee

- The Grievance Committee Agenda needs attention, i.e. a new procedure (Grievance Report Form) is needed so that the committee can determine (at a glance) which stage a grievor is at. The committee would like to see a



format which would list the status of all grievors and reclassification appeals. NOTE: We may be able to get a programme (computer software) to enable us to produce this from CUPE.

- There has been discussion about the need to set up a system so that Stewards, as well as Grievance Committee members, are notified when a grievor's status changes. This will increase the workload considerably - i.e. copying Union and Personnel Services correspondence that relates to a grievance as well as labelling and mailing it.

i) Job Descriptions

- Update Job Description Binder and file.
- Keep Job Descriptions up-to-date.
- Send to members upon request.

j) Office Maintenance

- Make coffee, water plants and general maintenance. (approx. 20 minutes per day)

k) Contract Negotiations

- Type material for negotiating meetings. Note: During the negotiations on Article 34, there was a lot of typing and collating (approx. 10 hours).

l) Bylaws

The bylaws were typed into the computer (17 pgs.) and approximately 20 copies have been made up.



Temporary Clerical/Secretarial Position

I am hoping the following job duties will be assumed by the Temporary Clerk/Secretary so that I can organize the files.

1. Assist in answering telephones and calling/cancelling meetings of the Executive/Grievance/Contract committees.
2. Type day-to-day correspondence, i.e. the contract, reports, etc. on Microsoft Word.
3. Update membership data-base weekly.
4. Sort, stamp, and make copies of mail for day-files (General and Grievance) and circulate to Executive, etc.
5. Xerox contracts, etc.
6. Assist in updating files and binders.
7. Perform miscellaneous duties as they come up.