

EXECUTIVE COMMITTEE MEETING
12 OCTOBER, 1988

PRESENT: Pamela Lundrigan, President; Lee Bryant; Susan Claybo; Diana Ellis; Shirley Irvine; Patsi McMurchy; Zlata Pound.

ADOPTION OF MINUTES

MOVED Bryant SECONDED Ellis

"That the minutes of 14 September, 1988 be adopted as circulated"

CARRIED

ADOPTION OF AGENDA

MOVED Lundrigan SECONDED Bryant

"That the Business Agent's Report be moved to item #3.a)."

CARRIED

MOVED Claybo SECONDED Bryant

"That the sub-topic titles within items 6 (ii) and 6 (iii) be deleted"

CARRIED

BUSINESS ARISING

a) **Business Agent's Report**

The Business Agent's Report was circulated. Rod stated that the number of contract interpretation enquiries being received in the office has increased slightly. If Division Meetings are to take place in November, organization should begin now.

MOVED Pound SECONDED McMurchy

"That the Business Agent's Report be adopted as circulated."

CARRIED

b) **Recruitment**

It has not been possible for both Marion and Pam to attend all meetings. Attendance at the most recent three meetings was 1; 0 and 1, one of whom has volunteered to serve as a steward, and to sit on the grievance committee. He will also be serving on the Contract Committee. Appreciation was expressed for this paragon.

The announcement of the poster contest missed the newsletter deadline, and will be included in the next issue. Discussion ensued on the topic of prizes for the poster contest, and allocation of funds for these prizes.

MOVED McMurchy SECONDED Ellis

"That funds be allocated for prizes for the recruitment poster contest."

CARRIED

- c) **Contracts for Business Agent & Admin. Sec.**
The following items were discussed in relation to the proposed contract for the Admin. Sec:
- i. Parking--the employee will pay for parking at the same rate as university employees; the balance being subsidized by CUE
 - ii. On the days when the Admin. Sec. is required to take minutes at Executive meetings, s(he) will work from 11:00 a.m. to 7:00 p.m.
 - iii. The Admin. Sec. may hold membership in AUCE Local 2.
 - iv. The question of inclusion of the Admin. Sec's salary in the contract was discussed.

Discussion then revolved around the question of what grievance procedure would be included in the Business Agent's Contract.

TABLED

PRESIDENT'S REPORT

Representation on UBC Retirement Benefits Committee

Pamela read a letter which has been received from Libby Nason inviting the Union to appoint a representative to the University's Retirement Benefits Committee. Diana indicated that she is willing to assume this responsibility. Rebecca will send a letter to Libby confirming this. Representation has also been invited from CUE on the Pension Board. The deadline for nominations for representatives is 25 October, 1988. An announcement will be made at the next General Membership Meeting (20 October).

Orientation for LTO, Part-Time and Hourly Employees

A letter was sent to Personnel Services stating that it appears that these employees are not receiving the one-hour explanation stipulated in the Collective Agreement. A reply has been received from Libby Nason stating that an arrangement will be made for new temps to receive this orientation. Pamela said that she could see no reason for these people not to simply attend the regular Wednesday orientation sessions. She also stated that she would look into the question of part-time employees' attendance at orientation sessions. Pamela stated that she will write a letter insisting that LTO, part-time and hourly employees attend the regular Wednesday orientations.

Labour Relations Committee 12 October, 1988

Pamela reported that Union representatives attending the meeting were herself; Shirley Irvine; Joe Denofreo

and Greg Fisher. Telereg was discussed. Pamela stated that in August she had presented the University with six questions relating to Telereg, including members' level of access; job changes involved, and percentage of time spent on the system, among other items. At the September LRC meeting the university had requested an extension on the time allowed for response, which the Union granted on the basis that this would permit a more complete response. At the meeting of the 12th the University supplied data based on three interviews. This is obviously completely unsatisfactory. We advised them at the time, and they agreed to report more fully at the next meeting. Pamela will write a letter insisting on a thorough report. (See newsletter).

CLC Request for Donation

Pamela reported that the Canadian Labour Congress has requested a donation to help fund their Labour College. Diana provided some background information on this organization, stating that they provide a variety of labour courses at very low cost, some of which are utilized by this Union. We have a budget for donations, and also an education fund. Discussion took place relating to the amount of the donation.

MOVED McMurphy SECONDED Bryant

"That \$500 be donated from the Education budget to help support the Canadian Labour Congress Labour College."

CARRIED

SECRETARY-TREASURER'S REPORT

Diana circulated the Financial Statements. She suggested that the format for publishing financial statements be changed, and that they be published in the newsletter once every three months.

A letter has been received from Libby Nason regarding billings for booking off. Cancellations must be received by the 5th working day of each month. Committees must control this reporting. The Union is insisting on receiving the dues cheque by the 5th working day of each month. A grievance was filed yesterday as a result of the September dues cheque not being received on time.

The month-end will be completed in about a week.

COMMITTEE REPORTS

i. **Grievance**

Shirley Irvine reported that two members have come forward to serve on the grievance committee. Barbara Kane was nominated by Shirley Irvine; seconded by Pam Lundrigan.

Fred Snyder was nominated by Greg Fisher; seconded by Pam Lundrigan. These nominations will be presented at the next membership meeting.

A member wishing to switch jobs has requested that an advertisement to that effect be placed in the Union newsletter. The request was discussed and denied, as the member was placed in this situation due to the University's breach of the Collective Agreement, and therefore the remedy is not for her to advertise, but to grieve the violation of the Collective Agreement.

ii. **Health & Safety**

Pamela reported that a member experienced a personal health incident, The details of which were reported in full in her department's Health and Safety Committee minutes. The member felt embarrassed and humiliated by this public disclosure of personal health matters. Pamela wrote a letter to the Chair of that committee quoting WCB regulations dealing with health and safety reporting, which state that accidents only, and not health incidents be reported, and as such requested that the minutes be revised with all details of the incident deleted. The letter contained a strong comment on this type of report. Health and Safety Committee minutes should state only that an incident occurred. The member was read the letter and expressed satisfaction.

iii. **Contract**

Pamela reported that the Contract Committee is working on contract language. The next meeting is scheduled for Tuesday, 18 October.

iv. **Job Evaluation**

Susan reported on a reclassification appeal which she attended. A meeting has also taken place with members who feel that their job descriptions do not accurately reflect their current job duties. They are concerned that some of their more complex duties are being removed from their area of responsibility and given to their supervisors. Susan asked if wording of job descriptions can be covered in the contract. Pamela responded that job descriptions or

standards are negotiated, but that for this round of bargaining, there is insufficient time to do a proper job. Job descriptions have been written at various times; they should all be rewritten at the same time to reflect current conditions. This seems to be a recurring problem throughout many departments on campus. This is an erosion of bargaining unit positions. The Grievance Committee will investigate. Susan reported that the members in question wanted to know why the Union wasn't doing anything as they would like to grieve. Shirley advised that Joe Denofro suggested that their grievance wait until an identical grievance, which has gone to arbitration, was settled. Pamela and Shirley both thought we should grieve anyway and Susan will inform the members that action is being taken. Pam is to ask Joe why we shouldn't go ahead. Zlata then briefed the committee on the responsibilities of various levels in the library system. Further discussion took place relating to the concerns of library assistants and what courses of action would best alleviate them.

Susan then referred to the length of time it takes for reclassifications to be processed. One member is very upset about the delay in her reclassification, and even more so about the way in which she felt she was treated by Personnel Services during the process. Rod will write a letter of complaint.

A situation has been brought to the committee's attention where there is suspicion that a posted job description did not reflect the job itself. There may have been changes in job title when in fact the job has not changed. The supervisor in this situation is away. The Union will investigate why the job has been reclassified down when the supervisor returns.

Susan informed the Executive of the meeting between the University and the Job Evaluation Committee which will take place on Friday, October 14. This will be followed in the afternoon by a training session.

Susan informed the committee that the 8 week period within which the University must respond to a reclassification application is calculated from the date of receipt of the application forms by Personnel Services. Susan went on to say that research has revealed considerable delays in concluding reclassifications. Pamela emphasized

that the Union must grieve each and every delay. Shirley agreed, and will get details from Susan.

v. **Education**

Diana reminded the Executive of the CLC courses taking place this weekend at SFU. She mentioned also the evening courses taking place in November.

A reply to our request for a CUPE scholarship has been received from Ray Arsenault, indicating that he has referred the request to their Education Department.

vi. **Communication**

Diana informed the Executive that the deadline for submission of items for inclusion in the upcoming newsletter is Friday, 21 October. If people put their submissions on disk, the office will re-type them in the standard format. Diana reported that there has been very favourable response to the "new format" newsletter.

MEMBERSHIP MEETING

Pamela will discuss the Labour Relations climate at the next General Membership meeting.

OTHER BUSINESS

a) **Salary for New Business Agent**

Pamela reported that a survey has shown that salaries for business agents range between \$35,000 and \$42,000 plus benefits. The Hiring Committee has discussed raising the salary for the CUE Business Agent, and requested that it be put on the agenda for this Executive meeting. Response from individual committee members was invited. Discussion followed regarding whether the salary should be increased, and, if so, by how much.

MOVED Ellis SECONDED Pound

"That the Business Agent's salary be raised to a base salary of \$35,000 p.a. to a maximum of \$40,000 p.a. + benefits, depending on experience and qualifications"

CARRIED.

Diana will report on this item at the next general membership meeting.

b) **Hiring Committee Report**

Pamela reported that approximately 40 applications have been received for the advertised position of Business Agent. A short list of seven has been drawn up, and these people have been contacted to arrange interviews. Three are from out of town. A decision had been made to subsidize one night's accommodation in Vancouver, but all three have accommodation available. One candidate has asked if s(he) may have the money in lieu of accommodation to apply to the cost of airfare. The Hiring Committee decided to present this question to the Executive. Discussion followed. It was decided to reject the request.

- c) **Labour Relations Committee**
Pamela reported on the Labour Relations Committee meeting in the President's Report.
- d) **Volunteer Lists**
As a result of the General Membership Meeting of 15 September, we have received names of approximately 30 new volunteers. Thank you!
- e) **New Committee Members**
Discussed under the Grievance Committee Report
- f) **Laser Printer**
It has been determined that the most appropriate printer for the Union office requirements is a postscript laser printer. Pamela has obtained quotes ranging from a high of \$9,000 to a low of \$3,400. Pamela recommends that she and Diana look at the Roland model (lowest price), and if it is not satisfactory recommend to the members that we purchase the NEC from the Bookstore, as the price is reasonable and we would benefit from the convenience and service available from the Bookstore.
- g) **Vacation**
Rebecca has requested vacation for the month of June, 1989.
MOVED Ellis SECONDED McMurchy
"That approval be granted for Rebecca to take four weeks' vacation in June, 1989"
CARRIED

The meeting adjourned at 7:45 p.m.

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