

# association of university and college employees

September 29, 1982

Betty Merrill Labour Studies Programme Capilano College 2055 Purcell Way North Vancouver, B.C. V7J 3H5

Dear Betty:

Many thanks for sending us information on the "schedule of fees charged for labour education contract services". I have reviewed the information along with Helen Glavina, the Chairperson of our Grievance Committee.

Under the section entitled "draft labour education outline" there are three areas we would like more of an explanation of. These are:

A UNION DEVELOPMENT

1 Steward/Representative system 2 Advocacy technique training

C CONTRACT ADMINISTRATION 1 Grievance processing

Can you please advise if these programmes are already set up or whether they can be tailored to our Union's particular needs.

We have, as a result of some research, ideas on the format we would like to offer to our Shop Stewards. First we would like to have a 1-day seminar with a further 1-day follow-up two weeks after the first session.

We would like a programme along the following lines:

# First day

# Morning: A. Meeting with the University

- a) who should be there
- b) documentation
- c) choice of shop steward
- d) notice of meeting
- e) judging character of meeting formal or informal?
  - consequences?
  - another meeting?

continued ...

Capilano College, Labour Studies Programme, September 29, 1982, page 2 -

## First day continued -

#### B. How To Process a Grievance

a) grievance procedure

b) filling out grievance form properly

c) documentation

#### C. Meeting with the Grievor

- a) ask right questions (dates, meetings prior to, etc.getting the whole/accurate story)
- b) documentation

c) trust

## D. The Role of the Steward

a) the steward as the representative of the Union

Afternoon: Problem areas in AUCE Local 1 contract (23.01 Employee Files; 8.02 Meeting the University; 31.00 Reclassification; 33.00 Discipline, 34.00 Involuntary Transfer)

### Follow-up Day

To include a section on how to be a more effective Shop Steward in the workplace; buddysystem, shop steward newsletter?

We do feel consideration of the uniqueness of our bargaining unit must be a factor in the setting up of a shop steward training programme. We have a number of people who have not acted in the capacity of shop steward before; we have a large group of employees who have never been in a union before; we have a membership that is in excess of 90% female; our work is service which is an extension, for many women, of the role they play in the home (which presents its own particular problems); we want to encourage people to act in the capacity of shop steward and not to feel the duties and responsibilities are beyond them.

I very much appreciate the time you will take to respond to our queries above. We are most anxious to get under way with the organization of the seminar hopefully before the end of October.

Yours truly,

Carole Cameron Union Organizer AUCE Local 1

cc: Helen Glavina