

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