

THE UNIVERSITY OF BRITISH COLUMBIA

Vancouver, B. C. V6T 1W5

OFFICE OF THE DIRECTOR

ANCILLARY SERVICES

LABOUR RELATIONS

PERSONNEL

November 14, 1974

Ms. Emerald Murphy, President,
Association of University and
College Employees, Local No. 1
c/o Campus Mail

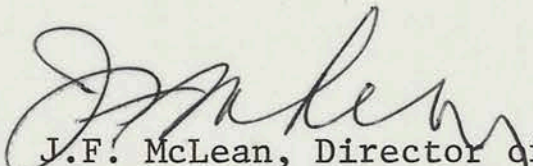
Dear Ms. Murphy:

Re: Interpretation of A.U.C.E. Contract

I am enclosing a copy of an information memorandum which we are forwarding to all department heads. We believe that these are in line with the Articles of the Agreement.

If you have any reservations about them, would you please advise us as soon as possible.

Yours very truly,


J.F. McLean, Director of
Personnel, Labour Relations &
Ancillary Services

JFM:fv

Enc.

INTERDEPARTMENTAL
MEMORANDUM

TO Deans
Department Heads
Directors

FROM Mr. J.F. McLean, Director of Personnel,
Labour Relations & Ancillary Services

November 14, 1974.

Re: Interpretation of A.U.C.E., Local No. 1
Contract

There has recently been some confusion about certain matters in the Union Contract with A.U.C.E. The below-mentioned interpretations and explanations are for your information:

1. Appointments to Staff Vacancies

- a) If there are no qualified applicants from present University staff members, applications may be received from outside but only after applicants from inside have been considered,
- b) If an appointment is made from outside the University, the rate of pay will be the starting rate for the classification concerned.

2. Temporary Promotion (Article 34 Section 3)

- a) It should be noted that in the case of temporary promotion or relief work in a higher paying position that the departments concerned should consider whether or not there is a need to assign an employee to the higher classification,
- b) The person must be definitely assigned (preferably in writing) the duties of the person whom he/she is relieving in order to secure the higher pay rate. The person so assigned should have the necessary qualifications to take over the position on a temporary basis.
- c) The substitute pay rate for the person doing the relief or substitute work should in all cases be at least the starting step for the classification which he or she is relieving. If the substitute is presently being paid more than the starting rate of the higher classification, he or she shall receive an amount on the higher classification range which is at least ten dollars (\$10.00) per month above his or her normal pay rate.

J.F. McLean