



association of university and college employees

January 12, 1982

Genevieve McConville
Computing Centre
Campus Mail

Dear Genevieve,

You will find enclosed copies of the job specs and job standards for the Key punch Operator positions in the Computing Centre.

Under Job Code 210.11, item 4 indicates that you may act as "leader" in the absence of your superiors. Our interpretation is that if this does occur, it should occur infrequently, in fact, very infrequently. If you are required to take on such responsibilities quite often, a reclassification would definitely be in order.

If you have any questions, please call this office.

Yours truly,

A handwritten signature in cursive script that reads 'Wendy G. Lymer'.

Wendy G. Lymer,
Secretary-Treasurer,
AUCE Local One