

MEMO

TO: The Executive
FROM: Paul Tetrault
DATE: February 20, 1990

Office Administration Period: January - July, 1990

Office Staff:

Greg Fisher -	Grievance Officer
Leslie Hodson -	Admin. Secretary
Nan Love -	Filing Clerk
Paul Tetrault -	Business Agent

Hours of Work:

Greg Fisher	9:15 - 4:45 (1/2 hour lunch)
Leslie Hodson	8:30 - 4:00 (1/2 hour lunch)
Nan Love	2 3/4 hours/day (Tues., Wed., Fri.)
Paul Tetrault	9:00 - 5:00 (1/2 hour lunch)

& overtime

Procedure for Sickness/Vacation

1. For full-time Employees, sickness benefits as per CUE Collective Agreement.
2. Employee to leave message on answering machine or with other employee first thing in the morning or the previous evening.
3. Employee to complete sick leave report, sick leave to be transcribed monthly.
4. Administrative Secretary to complete sickness/vacation records for approval of Business Agent who shall forward them to the Secretary Treasurer.

Emergency Procedures

Office Coverage

1. For grievance matters, if for any reason Greg or Paul cannot be reached the Administrative Secretary will contact Vic Wilson or Shirley Irvine.
2. For other matters, the contact people will be Ann Hutchison and the new Secretary Treasurer.

Breakdown of Duties

- ** proposed break-down for Greg, Joe & Paul can be found in Planning memo from P. Tetrault to Executive.
- ** Leslie Hodson - see office administration manual
- ** Nan Love - membership files and general filing

Evaluation of Staff

Greg Fisher	No mechanism in place
Leslie Hodson	Periodic reviews by business agent but probation completed.
Nan Love	Temporary employee whose position terminates end of February. Nan has been trained to replace Leslie in case of absence, holiday, etc. However, her position must either be terminated or posted as permanent part-time.
Paul Tetrault	Probation terminates March 5, 1990.

Evaluation of Staffing

At some point the Executive will have to evaluate the staffing needs for the office as Greg's six months is up in July. It is my view, however, that this evaluation can only be properly done when I am fully immersed in the arbitration work and this has not happened yet.

Staff Training.