



There is a CUE Executive Meeting to be held February 10, 1987 at the Union Office on Campus at 5:30 p.m. until 7:30 p.m.

AGENDA:

1. Approval of the Agenda
2. Approval of the Minutes of February 5, 1987
3. Business Arising from the previous minutes
  - a) Discussion with Helen of her job description
  - b) Information Re: SAC TU.
4. Information Package to Membership on CUPE
5. Committee Reports:
  - a) Benefits Committee
  - b) Health & Safety Committee
  - c) Grievance Committee
  - d) Contract Committee
6. Other Business



CUE EXECUTIVE MEETING MINUTES  
FEBRUARY 10, 1987

PRESENT: Edmund Kam; Susan Zagar; Alannah Anderson; Adrien Kiernan; Diana Ellis; Sandy Lundy; Estelle Lebitschnig (Joe Denofreo - CUPE national rep.).

1. APPROVAL OF THE AGENDA

M/S Zagar/Anderson that the agenda be adopted as presented. Carried.

2. APPROVAL OF THE MINUTES OF FEBRUARY 5, 1987 MEETING

Tabled.

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES

a) Secretarial Position Union Office (Helen Glavina)

Helen Glavina, the office secretary, attended the meeting to discuss the secretarial position in the union office. The executive requested that she make a written report by March 3, 1987 giving a detailed list of all the job duties she is currently doing and list of all the work in the office that is outstanding. She was requested to attend the March 10, 1987 meeting to further discuss this issue. Helen stated that she would not attend any more meetings or work any overtime at all on a volunteer basis as she is an employee of the union. Joe suggested that she take time off in lieu of money since an effort is being made to pare back on expenses due to the union's poor financial state of affairs. Helen agreed to this suggestion.

b) South African Congress of Trade Unions

The President informed the Executive that Ron Harris of the TAU had called stating that a speaker on behalf of the South African Congress of Trade Unions was going to be in Vancouver on a speaking engagement until Feb 22, 1987 looking for support, both financial and other. The Executive agreed that at this time financial support was impossible, however we do support anti-apartheid. If posters can be forwarded to us they will be circulated to our members so that anyone interested can attend one of the speaking engagements. It was hoped that there would be a noon hour talk.

4. CUPE MERGER INFORMATION PACKAGE

The proposed package to be circulated to the membership was reviewed by the Executive. The package contained an index and two reports, (one from the President and one from the Vice President), some financial statements, an agenda for the February 26, 1987 meeting, and the minutes of the January 15, 1987 General Membership Meeting. The agenda gives notice of the upcoming referendum on the merger.

Some minor changes were incorporated in the reports and they were returned to the CUPE regional office for copying and collecting.



## 5. COMMITTEE REPORTS

### a) Benefits Committee (Three in One Committee)

This is a joint committee of members of the various unions and the University formed to make recommendations with respect to our Benefits Packages. Ted attended the meetings on behalf of CUE prior to his leaving. Estelle attended a meeting of this committee on February 4, 1987. It appears that the University will act on the recommendations of this committee, with respect to the pension plan, group life and disability plan, and the executive of CUE will signify their agreement with this. Joe is to attend a meeting called by Libby Nason; also this information will be distributed to the union membership.

Health & Safety Committee, Grievance Committee and Contract Committee reports tabled until next meeting due to lack of time.

### OTHER BUSINESS

Adrien questioned the practice of having meals paid for and was informed that approval was given last year for committee members to have their meals paid for since all meetings are scheduled after regular working hours and there are no booking off costs for the union to pay.

Adrien asked if her gas costs could be reimbursed since she is travelling from the V.G.H. as many as two times per day. Joe agreed to check what rate is usually paid for gas mileage and this issue would be discussed when more information is available.

The meeting was adjourned at this time as the committee needed to spend some time getting the newsletter out.

February 17, 1987.



RESTRUCTURING OF UNION OFFICE -President's report to the Executive

When trying to deal with our expectations of the secretarial position in the union office, the issue is not wages. Instead it is that the work of the union office be properly carried out and that the Secretary's job description accurately reflect the tasks that need to be undertaken to ensure this happens.

The attached is a job description which I feel will facilitate the smooth operation of the union office.

I would like you to review the job description to see if you feel it accurately reflects the nature of the duties undertaken by the secretary in the union office.

We should be prepared for this issue by March 10, 1987 at which time it will be discussed by the Executive. Please feel free to make any suggestions or comments that you feel might add to the job description.



SECRETARY

CANADIAN UNIVERSITY EMPLOYEES OFFICE

LEVEL DEFINITION

Responsible for a combination of moderately complex secretarial and routine clerical and administrative duties where incumbent is assigned specific areas of responsibility within the Union office.

TYPICAL DUTIES

Acts as a secretary to the Union Rep. and Executive Committee through the President by screening all incoming calls and opening and directing mail, making appointments, arranging meetings, compiling items required for meetings, typing and distributing minutes and making travel arrangements, referring matters for reply or additional information to the attention of the Union Rep. and President.

Responsible for operation and maintenance of the integrity of the computer system. Maintains membership database with attention to accuracy; develops and maintains spreadsheets as required; maintains regular backups of system data; utilizes word processing functions for correspondence and special applications.

Organizes and maintains files, reading materials, union records and/or other records relevant to activities of the union.

Maintains office supplies, ensures equipment maintenance, and contracts for office services, also responsible for petty cash.

Composes correspondence and reports, etc. containing authoritative information as required from transcribing equipment or rough draft.

Maintains volunteer lists and is responsible for the contacting of volunteers and for their supervision.

DECISION MAKING-

Under general direction of the supervisor, the nature of the work requires sequencing of duties, the work methods to be employed and the action to be taken. Applies knowledge of procedures, guidelines and regulations and makes decisions based on guidelines and precedents. New or unusual problems are referred to the Union Rep. or the President.

SUPERVISION RECEIVED

Works independently under direction from Union Rep. and President.

EDUCATION

High school graduation with training in stenographic and computer systems.



MINIMUM QUALIFICATIONS

A minimum of three years' experience in the secretarial field. Knowledge of the Union's structure and labour relations an asset. Previous participation in the Union preferred.

SKILLS

60 w.p.m. typing.

110 w.p.m. shorthand.

Ability to use transcribing equipment and to operate the normal range of office equipment.

Proficiency in English grammar, spelling and punctuation. Ability to compose clear, concise business letters; and to communicate effectively and tactfully with others in the obtaining and giving of information.

The working conditions offered are as outlined in the Collective Agreement. The encumbant will maintain his/her Union membership.





Canadian  
University  
Employees

2170 Western Parkway, U.B.C., Vancouver, B.C. V6T 1V6

224-2308

February 9, 1987

Helen Glavina  
Canadian University Employees  
2170 Western Parkway  
Vancouver, BC

Dear Helen:

It has been agreed to by the Executive that as of February 9, 1987, all matters pertaining to the finances of C.U.E. should be directed to the Treasurer for response or action.

Yours sincerely,

Adrien Kiernan  
President



EXECUTIVE AUTHORIZATION FORM

DATE Feb 11

The following items have been authorized by the executive on the above date:

BOOK OFF:

NAME	DATE	TIME FROM - TO	SUPERVISOR

PRE-APPROVAL OF OVERTIME:

NAME	DATE(S)	NUMBER OF HOURS

EXPENDITURES:

PAYMENT TO (NAME):	FOR (ITEM PURCHASED)	CASH AMOUNT
<i>Susan Zaga</i>	<i>dinner</i>	<i>4.05</i>

OTHER REQUESTS:

AUTHORIZED BY: *Alanna Ouellet - Grievance Committee*



EXECUTIVE AUTHORIZATION FORM

DATE Feb 10/87

The following items have been authorized by the executive on the above date:

BOOK OFF:

NAME	DATE	TIME FROM - TO	SUPERVISOR

PRE-APPROVAL OF OVERTIME:

NAME	DATE(S)	NUMBER OF HOURS

EXPENDITURES:

PAYMENT TO (NAME):	FOR (ITEM PURCHASED)	CASH AMOUNT
<u>Susan Zagac</u>	<u>Supper</u>	<u>\$ 4.05</u>
<u>Diana Ellis</u>	<u>✓ - already pd.</u>	<u>\$ 7.25</u>

OTHER REQUESTS:


AUTHORIZED BY: DE Edmund Kawa L. Lund Alanna Anderson





Canadian  
University  
Employees

2170 Western Parkway, U.B.C., Vancouver, B.C. V6T 1V6

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February 9, 1987

Helen Glavina  
Canadian University Employees  
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Yours sincerely,

Adrien Kiernan  
President



## REPORT TO THE EXECUTIVE

## UNION OFFICE SECRETARY/JOB DESCRIPTION

FEBRUARY 9, 1987

I have been asked to attend this meeting to report to the Executive regarding my present function in the Union Office in order to refine or redefine my job description. I understand the Executive would appreciate a list of outstanding work which, during the melee of the past term, was put aside in favour of more urgent tasks. Unfortunately, due to constraints on my time, I have been unable to put this together. I hope to be able to make a written report for the next Executive meeting. This report is comprised of two parts: the first will outline my present job duties and the latter contains some comments about the workload in the office, with additional remarks regarding future development and implementation of office procedures.

I. JOB DESCRIPTION

Attached is a copy of the job posting which was circulated amongst the membership, and is the job for which I applied and was subsequently hired. The list of "typical duties" is accurate for the most part, except the paragraph (4th from the bottom of page 1) concerning financial responsibilities no longer applies, as these duties have been withdrawn from my domain. I continue to be responsible for the petty cash.

Presently, I am also finding that there is diminishing scope for independent decision-making, and trust that this is due to the needs of the new Executive both to orient itself to the union office and to establish more effective office procedures in the face of (yet another) office restructuring.

II. WORKLOAD:

It is difficult to assess what the workload would be in normal circumstances because, as most of you are aware, this has not be the prevalent condition in the office almost since the beginning of my employment at the union office.

When I arrived in the office in May, 1986, there had been no clerical help for several months. Consequently, there was an enormous backlog of publications to update (some from mid-to-early 1985)



and mail to sort and file. In addition, the books had not been kept up to date since January 1st, 1986; I updated the synoptic from January to June (which was when Mary and I received our "training") and reconciled the synoptic to the bank statements. Financial statements (read: statements of income) had not been prepared for the months of January through April, so I prepared income statements based on the previously used format. There were bills (in a file 1 1/2" thick) outstanding from 1985 which needed to be dealt with. These bills were paid in July, 1986.

There was no real filing system for the Union's financial material, and I made it my chief priority, once I had appropriated these files from my predecessor, to impose some semblance of order on these files.

The comment that efficient office systems would considerably ease the workload of the office are well-taken. However, I would caution that the clerical duties (screening calls, file maintenance, data-base maintenance and back-up, filing of mail in several different places, etc.), while they are "typical" duties in any secretarial job, are of sufficient volume in this office that any lapse in attention to this work results in a substantial backlog.

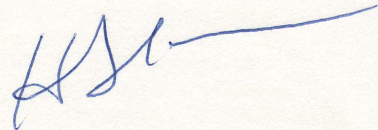
I have found that the volume of clerical work in the office takes my attention away from the kinds of things that make up the job of Secretary V, namely, organizing, anticipating problems and suggesting solutions, and planning. With a dedicated and energetic core of fully-functioning Executive members, it may be possible to carry out the business of the Union in a relatively efficient manner. My concern is that should this core dissipate, or somehow become ineffective or preoccupied with other Union matters, entropy will again prevail. It may be that this particular Executive has the collective knowledge and skills to successfully deal with all aspects of the Union's business; what happens in the event that future Executives need administrative assistance in these matters? Would it not be advantageous to have the required expertise available in the office? I am not sure that these kinds of responsibilities properly fall within the purview of the business agent, should the Union decide to hire one.

With respect to future decisions regarding office procedures, I would hope to be consulted at the



planning stage. I will not pretend to be an "efficiency expert" à la Ritchie and Associates, but I feel that I have something to offer in the decision-making process. I too would like to ensure that the policies and procedures that the Executive enacts will be as efficient and practicable as possible.

If you would like to ask specific questions about my job or job duties, I will be happy to stay until 6:00 p.m. to answer them.

A handwritten signature in blue ink, appearing to be 'H. J. C.', followed by a long horizontal line extending to the right.





## J O B P O S T I N G

ADMINISTRATIVE SECRETARY  
CANADIAN UNIVERSITY EMPLOYEES OFFICE

SALARY RANGE: Pay Grade 8 (equivalent to Secretary 5 of the Collective Agreement).

### LEVEL DEFINITION

Responsible for diversified secretarial and administrative assistance requiring a broad and extensive knowledge of the organization and operation of the Union and the University. The incumbent is given wide latitude for exercising independent initiative and judgement in developing methods, scheduling priorities, co-ordinating and maintaining office routines which normally require input from various sources and/or committees.

### TYPICAL DUTIES

Acts as a personal and confidential secretary by screening all incoming materials, referring matters for reply or additional information and prioritizing for the attention of the Union Representatives.

Is responsible for administrative details which need not be handled by the supervisor; composes complex correspondence containing authoritative information as required.

Contacts senior officials, both inside and outside the Union to obtain and disclose information on sensitive and restricted matters for the preparation of reports and memoranda.

Schedules appointments and meetings, determining urgency and importance, with a view to achieving the optimum utilization of the Union Representatives' available time. Keeps supervisor informed on a variety of administrative details.

May attend committee and membership meetings; may record proceedings and prepare draft reports for such meetings. Selects and assembles information required for such committees involving the co-ordination of efforts and input from a variety of internal and external sources. Co-ordinates and plans the work of volunteers.

Under direction of the Treasurer is responsible for the auditing and paying of bills, administering the payroll and maintenance of the Union's accounting system.

Acts as the Union office manager and purchasing agent, ensures equipment maintenance, maintains contracts for office services.

Responsible for operation and maintenance of the integrity of the computer system. Maintains membership database with attention to accuracy; develops and maintains spreadsheets as required; maintains regular backups of system data; utilizes word processing functions for correspondence and special applications.

### DECISION MAKING

Exercises considerable judgement in dealing with administrative details in the absence of established policies, procedures and guidelines. Ensures the consistent application of established policy.



SUPERVISION RECEIVED

Works independently under administrative direction.

SUPERVISION EXERCISED

May oversee and direct volunteers.

EDUCATION

High school graduation with training in stenographic and accounting skills.

MINIMUM QUALIFICATIONS

A minimum of five years' experience in the secretarial field. Knowledge of the Union's structure, and labour relations an asset. Previous participation in the Union preferred.

SKILLS

60 w.p.m. typing.

110 w.p.m. shorthand.

Ability to use transcribing equipment and to operate the normal range of office equipment.

Accounting experience desirable.

Ability to exercise a high level of tact and discretion in internal and external contact work; and the ability to independently apply a broad knowledge of policies and procedures; ability to compose correspondence and prepare reports in clear, concise business English and to draft more complex correspondence for signature; ability to supervise, to establish standards of performance and to resolve work problems.

The working conditions offered are as outlined in the Collective Agreement. The encumbant will maintain his/her Union membership.

DEADLINE FOR APPLICATION: MONDAY, MARCH 17, 1986, NOON.

Please submit application in writing to the Union office. For any further information contact Patricia House in the Union office.

