Association of University and College Employees

LOCAL No. 1 (U.B.C.)

August 24, 1979

Erik de Bruijn
Administrative Services Librarian
Main Library
Campus Mail

Dear Erik:

Re: Keypunch Operators - Library System

Keypunch Operators in the library system have approached this office
with their concerns about restrictions on opportunity for transfer and
promotion from their present job classification to other classifications
within the Library.

For most Keypunch Operators, the relevant minimum qualifications listed
in the Standard Job Description for the Library Assistant III classifica-
tion are: "high school graduation plus three years' Library experience,
including at least one year at the L.A. II level.

Many of the Keypunch Operators concerned have worked for several years
in departments in the Library and so understandably feel that they more
than meet the requirement for "three years Library experience." They
report that they have been told by you that as their jobs involve pri-
marily operation of keypunch and C.R.T. machines, they lack sufficient
experience and knowledge of departmental procedures and catalogue systems
to qualify for transfer and promotion into the Library Assistant stream
at the pay grade III level. To counter this argument, the K.P.O.'s
would point out that their jobs do involve a variety of duties other
than machine operation, duties which do involve knowledge of departmental
procedures and familiarity with cataloguing systems.

The Keypunch Operators are further concerned that your office is putting
too narrow an interpretation on the requirement: "at least one year at
the L.A. II level." They argue, and A.U.C.E. is prepared to argue on
their behalf, that (i) as they are already at the intermediate pay grade
above pay grade II, and (ii) as there is a great deal of overlap in job
duties between Keypunch and L.A. II jobs in such library departments
as Card Prep, that although they have not actually held the title of
L.A. II they do in fact meet the requirement of one year's experience
at the L.A. II level - certainly if "level" is interpreted to indicate
the degree of responsibility and complexity of job duties. The keypunch
operators report that they have been advised by your office that in
order to be considered eligible for any L.A. III position, they would
have to take a demotion to an L.A. II position for a period of six
months to a year. In light of the considerations set out above, I
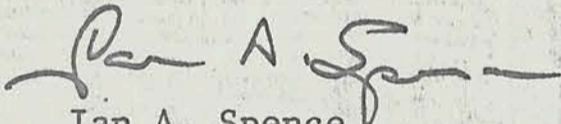trust you will find it appropriate to reconsider that advice.

....2

Further, I refer to our July telephone conversations regarding Rosanna Chui, K.P.O. trainee in Catalogue Products. As was acknowledged in that conversation, there does seem to have been considerable confusion surrounding Rosanna's appointment; she and apparently her supervisors were under the impression that when she went to Card Prep, it would be as an L.A. II, not as a K.P.O. trainee. When subsequently she did apply for an L.A. II position, she was told that she did not meet the minimum qualifications for the position, i.e. one year's library experience. Rosanna feels, and the Union supports her in this, that as occasionally persons are hired from outside the University to fill L.A. II positions, and as her job does involve many of the duties specific to the L.A. II job she applied for, she did deserve the opportunity to be referred to the department for an interview.

On behalf of the Keypunch Operators, A.U.C.E. is asking from you written response to these concerns, including an outline of the policy of your office regarding the opportunities for transfer and promotion of Keypunch Operators within the Library system.

Yours truly,

Ian A. Spence
Vice President
A.U.C.E. Local One

cc. Jane Strudwick
    Senior Labour Relations Assistant
    Employee Relations