



Dec. 3, 1986

Joe Denofreo
Cupe Regional Office
7535-6th Street, Suite 105
Burnaby, BC V3N 3M2

Dear Joe,

My Executive has directed me to request assistance from the Cupe National to advise us on how our office should be structured and managed. You have recommended that this task be undertaken by Doris Hanson, your Job Evaluation Officer, and this is agreeable to us.

Currently we have two full-time elected officers who are responsible for contract administration — principally grievance handling and negotiating. The duties are shared, but each officer has primary responsibility for one of these areas. We also have a full-time hired secretary, who is intended to work at a senior level, comparable to a Secretary 5 in our bargaining unit. We are having difficulties with the quantity of work — our staff was reduced by one full-time position in August, 1985. As you know, we do not at the moment have a strong committee and stewards structure, and this may be part of the problem.

Specifically, we would like an analysis done that would provide us with recommendations in the following areas. Office procedures: are there problems with the way the work is being handled. Staffing level: do we need more staff, or simply a reorganization of the work and procedures of the current staff. Job duties for each position: are the duties properly distributed. Management: do we need a senior position, and if so what should the responsibilities of that position be. Level of clerical assistance: do we need a senior level secretary, a junior level secretary, or both. Pay structure: considering any recommendations

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on our office structure, what is the appropriate pay structure for this office. Currently the office staff are working many hours more than their regular shifts, and overtime has been a problem issue for years. Is this overtime necessary, and if so how should it be compensated for. Finally, there has been some discussion of the advantages of hiring versus electing the full-time officers. We would like an opinion on this.

Thank you for your attention to this matter.

Yours truly,

A handwritten signature in black ink, appearing to read 'Ted Byrne', with a long horizontal flourish extending to the right.

Ted Byrne
Union Representative

ps. I have enclosed several documents that may be of assistance to Doris.