

Jan 13/09

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MEMORANDUM OF AGREEMENT

Between

THE UNIVERSITY OF WESTERN ONTARIO
(Hereinafter "the University")

- and -

THE UNIVERSITY OF WESTERN ONTARIO STAFF ASSOCIATION
(Hereinafter "UWOSA")

Re: Job Posting #1000

WHEREAS, the University posted the job-of-work of Administrative Assistant (SG10) in the Department of Housing & Ancillary Services under job posting #1000 on October 21, 2008, which posting required a "Bachelor's degree in a related field (i.e. Business, Social Sciences)"; and

WHEREAS, the University had previously posted the same job-of-work under job posting #850 on August 23, 2006, which posting required a "post-secondary education in the secretarial field"; and

WHEREAS, the University provided its rationale for requiring a university degree at a meeting held November 7, 2008, which degree it maintains is reasonably related to this job-of-work; and

WHEREAS, UWOSA raised a concern about the decision of Human Resources to evaluate the job-of-work described by job posting #1000 at the same classification and level as the job-of-work described by job posting #850 notwithstanding the new higher educational requirement;

NOW, THEREFORE, the parties agree to the following without prejudice or precedent to any other matters which may arise between the parties:

- 1.0 The parties mutually agree to waive the ten (10) day timeline to appeal as described in Article 44.05. The University agrees to refer the Position Description Questionnaire that underpins job posting #1000 and the decision of Human Resources to the Job Evaluation Appeals Committee (JEAC) for review; and
- 2.0 The parties mutually agree that this particular appeal will be heard at the next scheduled meeting of the JEAC. The majority decision of the JEAC will be communicated in writing to the successful applicant to job posting #1000, the Dean, Budget Unit Head or designate, and UWOSA; and
- 3.0 The parties mutually agree that any salary increase resulting from a reclassification will be applied retroactively to the salary of the successful applicant to job posting #1000 from the date of hire.

Dated this 7th day of January, 2009.

For UWOSA:

For the University:

UWOSA JOB EVALUATION RECORDING FORM

Office Support Plan

(APPEAL)

Dept: Housing - Student Life Programming Office
Dept. Num. 520670
Incumbent: Tim Ambrose (was vacancy for posting at outset of appeal)
Citte Mem.Present: UWOSA: R. Fournier, J. Millette, M. Parker,
 ADMIN: J. Asuncion, L. Brock, C. Zrini

Job Title:

Eval. Date:

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	Degree (degree is generic, no specific degree required) Experience working with students. Two or more years of previous work experience with transportable skills	Educ	4	115			
			Exper.	E				
II	Initiative	Works with functional experience		3	35			
III	Complexity/Judgement	Wide variety of programming. Need for judgement calls		4	35			
IV	Contacts	Based on contact list - routine contacts		2	20			
V	Errors	Errors in events would be awkward		3	45			
VI	Supervision of Others	No supervisory responsibilities	Char.	1	5			
			Scope	Any				
VII	Effort/Demands	Recognition of significant high volumes, equipemtn maintence is frequent		3	60			
VIII	Physical Environment			1	10			

CLASSIFICATION ASSIGNED

Total Pts: **325**

Group: Administrative Assistant

Level: Salary Grade 10

Co-Chair Signatures: UWOSA: Mike Parker

ADMIN: Joanna Asuncion

- maintain spreadsheets of expenses broken down by various projects.
- Reconcile departmental transactions of Visa on a monthly basis
- Review the Floor Float balance as all 125 staff members each have a limited annual expenditure for floor activities. Collaborate with Residence Secretaries to determine each floor's spending; monitor and reconcile the overall balance on a monthly and annual basis; develop summaries accordingly.
- Maintain petty-cash float for Student Life Programming Office and keep records of other petty cash records that involve accounts belonging to Student Life Programming that may be reconciled out of other's petty cash floats but using departmental expense lines.
- Maintain detailed records of budgets and spending for the Academic and Leadership Programmers (seven of them) and the Learning Community Leaders (approximately 15) broken down by staff member.
- Maintain and reconcile the Women's Safety Committee grant accounts to the appropriate project belonging to the Student Life Programming Office; maintain records to ensure that spending is on track and scheduled for completion within the current grant period.

Administrative/Secretarial/Personnel Functions 20%

The incumbent assists in the following functions from an Administrative standpoint:

- Maintain calendar / schedule for Assistant Director and for the Coordinator of Academics and Leadership.
- Develop templates for regular minutes of various committees. Handle formatting and finalize rough minutes that are sent in draft. Prepares final copies and distributes accordingly. Prepare agendas for regular weekly meetings (Learning and Development / Programming Committee) and ensure minutes are sent out in a timely fashion
- Organize logistics (room booking, equipment, etc) for various meetings and events
- Oversee room reservations for Academic Café and Meeting Room R-11
- Maintain personnel records for part-time summer students and Work Study student(s) including time sheets. Ensure weekly submission for hourly payroll is up-to-date.
- Maintain accurate inventory records for audio/visual equipment belonging to Student Life Programming Office.
- Various administrative support functions for Western Heads East. Such support involves setting up meetings, distributing correspondence, scheduling student appointments and interviews.
- Provide back-up support to Residence Secretary during lunch hours or absences (answer all phone calls, assist with key requests, oversee Physical Plant Department and Trades key sign outs, etc)
- Ensure all office equipment is maintained and remains operational (e.g. the photocopier receives extremely high demand because the programming resources area is open to 125 student staff members to utilize).
- Provide general programming support about the use of programming resources: copiers, paper, promotional ideas, relevant books on topical areas, etc.

Communication 15% - the incumbent is responsible for handling any inquiries, challenges and requests for assistance in a punctual manner and referring to appropriate department when necessary:

- Respond to e-mail directed to orep@uwo.ca as well as any prize requests sent online, etc.
- Answer phone in Student Life Programming Office. Be the main conduit to answer various inquiries or to link them to the appropriate resource.
- Provide appropriate documentation to Physical Plant Department /Food Services, etc for Room Reservation Requests and required set up for various events. The residences are heavily used, a number of events take place on a weekly basis and there is a strong need for regular follow-up to ensure that all necessary arrangements are in place and followed through. The incumbent is often required to perform regular trouble-shooting.

- Follow-up with Special Event / Food Orders with appropriate Dining Hall supervisors, etc.

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OTHER DUTIES (less than 10%)

- Distribute facsimile transmissions as they arrive (i.e. to RM, secretary, student, etc)
- Occasional on-site support at events / programs (some of which occur in the evening).

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2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT **DIRECTLY AND FORMALLY** TO YOU.

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

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None. Indirect support given to Work Study Bursary Students.

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3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees - Work Study Students - e.g. how to answer the phones, use the copiers, etc. Discuss any performance concerns with the Asst. Director.

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- Work distribution and/or verification of results - Delegation in compiling evaluations

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- Performance review and salary recommendations

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Hiring and firing; please describe the degree of your involvement:

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4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
<input checked="" type="checkbox"/>	Complete Composition Corres- pondence	<input checked="" type="checkbox"/> Partial composition with general Minutes, reports, correspondence between departments and external resource suppliers

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<input checked="" type="checkbox"/>	Complete composition Reports	<input checked="" type="checkbox"/> Partial composition ... Year-end reports
<input checked="" type="checkbox"/>	Prescribed format	Budget reports

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Complete composition

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Other: ✓

Partial composition ... Resource
information for Staff
Prescribed format Handbook.
Grant applications.

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5) WHAT ARE THE **MINIMUM SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE REQUIRED TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?**

- Bachelor's Degree in a related field (Business, Social Sciences) Required
- Demonstrated strength of skill using Excel, PowerPoint, Microsoft Word, Desktop Publishing or similar programs for promotional materials and Database Applications is required.
- Proven knowledge and skill using Groupwise, PeopleSoft and Desktop Publishing required
- Demonstrated skill in budget preparation, budget management and reconciliation with both general operating procedures and grants and related payroll and purchasing procedures
- Knowledge of the University's Policies and Procedures; knowledge of Housing's Policies and Procedures would be helpful
- Strong attention to detail. Good judgement skills and relevant experience where solid judgment / problem solving skills were utilized
- Proven time management and organizational skills in a fast-paced environment with conflicting deadlines
- Competence in prioritizing multiple tasks and ability to delegate effectively
- Ability to work independently and coordinate applicable administrative components with other staff
- Demonstrated strength in oral and written communication particularly in preparation of correspondence
- Ability to handle calls and inquiries in a confidential and considerate manner and direct where required
- Program planning and support experience with groups and individuals
- Strong initiative as can be demonstrated through projects and accomplishments in previous work experience
- Demonstrated respect for diversity issues and a comfort in working with programs, awareness campaigns and promotional items that address such issues (e.g. homophobia, coming out issues, healthy sexuality programs, cross cultural awareness sessions, etc.)
- Creative skill in preparing displays, promotions and presentations to staff and residents
- Knowledge of the University's Policies and Procedures; knowledge of Housing's Policies and Procedures would be helpful
- Proven team skills

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6) PLEASE DESCRIBE THE **NATURE AND FREQUENCY OF THE SUPERVISION YOU RECEIVE.**

- Regular weekly meetings with Assistant Director - Residence Education and Programs along with frequent and "as required" meetings to receive direction as needed, review upcoming projects, and resolve priority setting challenges.

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7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- It can be challenging to maintain equipment inventory and the accompanying sign out / sign back in process when equipment is used in various residences and frequently during non-business hours. The usage of equipment often requires coordination to ensure all events have the necessary components. Occasionally, there is a need for equipment rental for some programs and events.
- Trouble shooting for Food Services orders or Physical Plant room set up for various events.
- Staff inquiries about resource materials and programming materials on file to respond to academic and wellness issues they may encounter on their floors/in their buildings.

- General inquires about the responsibilities of the Programming Office and resources available
- Student requests for information about resources on campus and in the City of London.
- Determination of progress of various projects and their accompanying expenses / reconciliation.
- Scheduling office hours and work space for work study students.

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- 8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?
- Staff requests for funding of unusual programs for their floors
 - Building /room repair requests
 - Program development where a problem exists on the floor of a staff member
 - Serious complaints about an awareness campaign approach
 - Lost keys by trade, caretaking staff and residents
- 9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)
- Regularly (preferably weekly) compile results and attendance / cost / relevant data of planned programming events.
 - Regularly (preferably weekly) compile hours/attendance for Work Study and / or part-time staff
 - Monthly planning of diversity displays with various team members
 - Monthly reconciliation of various accounts
 - Regular tracking of various projects

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- 10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION		FREQUENCY (inside outside) information	PURPOSE OF THE COMMUNICATION (dly wkly mthly) (e.g. to provide concerning...)
	dept	dept		
Food Services	outside	dept	weekly	refreshments for meetings and events
Residence Managers	inside	dept	weekly	program event materials
Student Staff	inside	dept	weekly	supplies and refreshments for events
University Students' Council & Residents' Councils	outside	dept	bi-weekly	setting up meetings and providing information about planned events
Purchasing Agents	outside	dept	monthly	order supplies and merchandise
Student Development / Health Services	outside	dept	monthly	seeking resources and responding to requests for information
Equity Office Administrator	outside	dept	monthly	to provide information on progress of grant projects
Graphic Services	outside	dept	bi-monthly	printing jobs and promotions

PPD	outside dept	monthly	room requests, cleaning, setup, etc.
Rez Net	inside dept	bi-weekly	equipment requests, accounts, etc
CCPS	outside dept	monthly	equipment for events, questions about event planning, etc.
Residence Secretaries	inside dept	As needed	updates about programming, equipment info, room requests, etc

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member:

Present Classification:

Signature

Date

Supervisor:

Robert Gough

[Handwritten Signature]

Signature

Date