

LETTER OF UNDERSTANDING

BETWEEN

THE CORPORATION OF THE CITY OF VERNON

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 626
VERNON CIVIC EMPLOYEES' UNION

RE: Mail Clerk 1

In order to provide clerical help to the Corporation when larger scale mailings are required, both parties agree to the following:

1. Nature and Scope of Work

Performs basic office duties under general supervision of the Deputy Treasurer/Collector.

The job is repetitive, under good working conditions. It is a part-time position which operates on an on-call basis.

2. Illustrative Examples of Work

- (a) Stuffing envelopes for property taxes, utilities, etc.
- (b) Running mail through the postage meter.
- (c) Picking up and delivering mail and parcels.
- (d) Other non technical tasks may be assigned to complete a shift. These tasks include sorting of parking tickets, filing of receipts, organizing storage material, filing timesheets or similar basic clerical work.

3. Required Skills, Abilities and Knowledge

- (a) Basic knowledge of normal office equipment such as photocopiers and postage meters.
- (b) Ability to communicate effectively with other employees of the Corporation.

4. Hours of Work

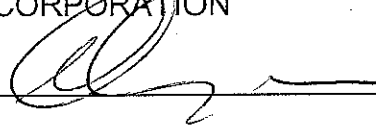
Normal day shift.

5. Rate of Pay

The rate of pay will be the hourly minimum wage as set by the Provincial Government plus \$1.50 per hour.


6. This letter may be cancelled by either party by giving sixty (60) days notice to the other party.

SIGNED ON BEHALF OF THE
CORPORATION



M. Saily

SIGNED ON BEHALF OF THE
UNION



PRESIDENT CUPE 626