

HELLO *friends!*

Let's give a warm GIANT welcome to the amazing new staff who joined our family last month!



Cam Jones
she/her
Student Support
Services Specialist,
Hanford



Andrea Olacio
she/her
Senior Clerical
Assistant,
Educational Support
Services



**Rosa Romo
Sanchez**
she/her
Financial Aid
Technical Specialist

Have a coworker (or maybe a group of coworkers) that you would love to recognize? Do they go above and beyond for students? Are they an uplifting motivator to their peers? Let us give them a shout out and recognize that!

**SPREAD
THE LOVE**
OR
**SHARE
THE JOY**

Or maybe you have a recent achievement or milestone you'd like to share with our community of classified employees? New babies, degree completions, engagements, marriages, professional awards and recognitions - we want to share in your joy. Let us know!

PROFESSIONAL TIP

Want to up your professional game? Adding a signature to your email that includes your name, position, department, and phone number can be helpful not only to identify yourself to those you communicate with, but to also to identify yourself as a real person instead of a faceless bot. You can even choose to include a quote, logo, or photo to add a taste of your personality and flair to your emails.

PERSONAL TIP

Feeling a little gloomy with all the clouds and rain? The lack of sunshine and limited natural vitamin D supply can get some people in a funk. At its worst, it can turn into seasonal affective disorder. Don't ignore the signs until they become a mental health problem. Engage in as much exercise and outdoor activity as possible to keep the brain chemistry in check and keep in touch with loved ones who can help your mood.

SHARING SOME JOY!



Kyle Campbell is on a roll for good news. His son, Baby Owen, was born at 1:02pm on Friday, January 6. He weighed 5 lbs. 13 ounces and measured 19.5 inches long. Congratulations to the Campbell family on their new addition!

GIANT STAFF MEMBER OF THE MONTH:

David Nardison



- **Classification:** Writing Center Lead Coordinator
- **Office/Department:** Educational Support Services
- **Main Campus:** Visalia
- **How long have you been at COS?** Since May 2022, eight months.
- **Have you held any other classifications at COS?** I have not. Not yet anyway!
- **Are you involved with any committees or clubs on campus?** I've close ties to the writing club on campus, The Squib, and I like to promote them whenever I can.
- **Are you also a faculty member? What do you teach and for how long?** I'm on my seventh year teaching English composition, but this is my first semester teaching for COS!
- **Would you describe yourself as an introvert or an extrovert?** Primarily introverted. I'd much prefer a smaller group where I feel I can get to know you.
- **What's the best way to spend a free weekend?** I've got a three-year-old and a three-month-old, so as of late, I relish any activity which allows me to reexperience the wonders of life through their eager eyes. Last weekend, it was going on a walk while collecting sticks along the way.
- **What is your favorite holiday and why?** Thanksgiving may be my favorite. I love the spirit of the holiday, and appreciating our blessings. Plus, I love the fall weather.
- **Who was your childhood celebrity crush?** Hmm, I can't say I had one...
- **You have to sing karaoke. What's your song of choice?** I'm going with Bohemian Rhapsody... Just. Badly.
- **What is your favorite hot beverage?** Coffee. Black. I'm afraid of what'll happen if I stop ;)
- **What is the best sandwich?** Do hamburgers count? If not, I'm going with grilled cheese dipped in tomato soup.
- **What would the title of your autobiography be?** "I want to learn everything" plus some goals I can actually manage.
- **What is your favorite thing about working at COS?** Definitely the community. The people here are amiable and passionate, and it's a pleasure to serve alongside you.
- **If you had a magic wand, what would you improve for classified staff at COS?** I actually thought about this one seriously. The conclusion I've come to is I simply don't know enough. There are small things I've dealt with, sure, but I don't feel I have enough perspective to suggest more higher order changes, not yet anyway. I don't wield magic wands lightly.

MEET YOUR CSEA 408 EXECUTIVE BOARD

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MASTER AGREEMENT FEATURE

Article: 15.1 Short-Term Positions

- 15.1.1 Positions created for a specific temporary project of limited duration which, when completed and which are no longer required, shall be classed as a short-term position.
- 15.1.2 No employee shall fill a short-term position for more than 195 working days, inclusive of holidays, nor shall a short-term employee supplant a bargaining unit employee/position.
- 15.1.3 Employees hired in short-term positions are not bargaining unit members and shall not earn seniority or other rights and benefits under this Agreement. If subsequently employed in the bargaining unit, the term of employment as short-term employee shall not be applied to the requisite probationary period for bargaining unit members nor utilized for salary placement/advancement or other rights and benefits under this Agreement.
- 15.1.4 If a short-term position is extended beyond the 195 days, the position shall become part of the bargaining unit and incumbent shall be assigned to that position. The probation period of the assigned unit member shall commence on the 195th day.

So what does that mean?

In short, temporary employees are not covered by the CSEA Master Agreement and are not subject to the same protections as permanent employees. And if they are hired, their "time served" is not counted towards their mandatory probation period.

KNOW YOUR RIGHTS!

Classified employees have a right to overtime pay.

Source: California Education Code 88027, 88030 (Community College Districts)

- Classified employees must be paid at one and one-half times their "regular rate of pay" for all work "suffered or permitted" (allowed) in excess of eight hours a day and/or in excess of forty hours per week.
- Classified employees who are part-time employees and average four or more hours per day during their regular workweek must be paid at the overtime rate for all time worked on the sixth and seventh day following the beginning of their work week. Classified employees who are part-time and average less than four hours per day must be paid at the overtime rate for all time worked on the seventh day following the beginning of their workweek.
- Classified employees may be allowed the use of compensatory time off (earned at the rate of time and one-half for time worked over 40 hours a week) in lieu of cash compensation, if not restricted by the collective bargaining agreement. Compensatory time can accumulate to a maximum of 240 hours and can be used at any time up to twelve months in which it was earned so long as it does not unduly disrupt the district's operation. Compensatory time, when taken, must be paid at the rate in effect when it is taken. This applies equally to when a classified employee elects to receive a payoff instead of taking the time.
- Under the "suffered or permitted" concept classified employees cannot be both a "paid" employee and a "non-paid" volunteer while performing the same type of work for the same employer. Classified employees must be paid for all work that might be considered work within their classification. (For example: A food service worker could volunteer to type letters for "back to school night", but could not volunteer to cook at the school's pancake breakfast.)

BENEFITS FEATURE

Did you know that your CSEA membership gives you access to free and discounted legal services? The CSEA Legal Referral Program can refer you to an attorney who will provide a free consultation and may also offer a discount to CSEA members. If you're looking to gain US Citizenship, CSEA provides a free webinar that discusses the steps for becoming a U.S. Citizen with expert immigration attorneys. Through the Union Plus Legal Program, you can get free access to basic legal help or upgrade to a higher level of premium legal services for a low monthly fee.