



# HELLO *friends!*

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



## Darcy Phillips

she/her

CTE High School  
Relations Liaison

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

The "Reply All" button should be used sparingly. Being inundated with emails that aren't directly applicable to you can be frustrating. Try to be considerate of others by only including those absolutely necessary when replying. People often do not want or need to know how the choices are made, they just need the final result. Also, when you forward the final product or decision to the end user, it's helpful to provide a summary instead of expecting them to read through your chain of exchanges.

## PERSONAL TIP

Resilience is what allows you to cope with life's ups and downs. Making something worthwhile out of painful times helps your resilience grow. Starting a support group to help others, or making something creative out of bad experiences by, for example, writing, painting or singing, can help you express pain and get through hard times.

NHS. (2022, November 2). *How to be happier*. NHS choices. Retrieved March 9, 2023, from <https://www.nhs.uk/mental-health/self-help/tips-and-support/how-to-be-happier/>

## CONSTITUTIONAL AMENDMENT PROPOSED

An amendment to Article VIII.11.a of the Chapter 408 Constitution has been proposed, related to the structure of the Negotiating Committee. As currently written, the Negotiating Committee consists of a chair and eight representatives from five areas, for a total of either 9 or 41 people, depending on how you interpret the language. Not only would the large group not be feasible for accommodating productive conversation, but the five designated areas appear outdated and do not accurately reflect the many classifications now present on campus. The proposed change would reduce the number of representatives from each area to two people, and re-divides the areas into seven groups that better represent the many departments within our membership. The proposed amendment was brought to the chapter at the March 8th meeting and will be up for further discussion, editing, and approval at the April 12th chapter meeting. Your comments and suggestions are welcomed and requested.

### Existing language:

*The Negotiating Committee shall consist of a chairperson as designated by the Chapter President, plus 8 representative(s) from each of the major job groupings represented by this Chapter, as follows: Clerical, Fiscal and Secretarial; Maintenance, Operations and Transportation; Technical/Media; Data Processing; Academic Support.*

### Proposed language:

*The Negotiating Committee shall consist of a chairperson as designated by the Chapter President, plus 1 representative from each of the major job groupings represented by this Chapter, as follows: **Academic Supports; Maintenance & Operations; Administration and Fiscal Services; Technology & Communications; District Police; Student Support Programs; Matriculation, Counseling, & Outreach.***

## AB 1949 - BEREAVEMENT LEAVE EXTENDED

AB 1949, effective January 1, 2023, requires employers to provide five days of bereavement leave for the death of an employee's family member. "Family member" is defined as "spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law." The five days of bereavement leave do not need to be consecutive but must be taken within three months of the date of the family member's death. Bereavement leave may be unpaid. However, an employee may use any accrued sick leave, personal leave, vacation, or compensatory time off. An employer may require employees to provide documentation of the family member's death within 30 days of the employee's first date of bereavement leave.

# GIANT STAFF MEMBER OF THE MONTH:

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Chris Brisson



- **Classification:** Clerical Assistant
- **Office/Department:** Financial aid
- **Main Campus:** Visalia
- **How long have you been at COS?** Six years
- **Have you held any other classifications at COS?** No
- **Are you involved with any committees or clubs on campus?** Yes, PACE & CSEA leadership
- **Would you describe yourself as an introvert or an extrovert?** Both! Mostly an extrovert
- **What's the best way to spend a free weekend?** Finding new places to eat & spending time with loved ones.
- **What is your favorite holiday and why?** Halloween, I love giving out candy just to see the excitement when I give them candy.
- **Who was your childhood celebrity crush?** Shania Twain, a.k.a. my wife.
- **You have to sing karaoke. What's your song of choice?** "Friends in Low Places" by Garth Brooks
- **What is your favorite hot beverage?** Coffee.
- **What is the best sandwich?** Homemade Italian sub, extra mozzarella.
- **What would the title of your autobiography be?** The Good, the Funny, and the REAL Funny
- **What is your favorite thing about working at COS?** Seeing the students we help actually succeed in the community.
- **If you had a magic wand, what would you improve for classified staff at COS?** I would make it easier for staff to feel connected to each other as a team.

# MEET YOUR CSEA 408 EXECUTIVE BOARD

## President

Katie Cain

*Admin. Assistant, Acad Svcs/RPIE*  
[csea408president@gmail.com](mailto:csea408president@gmail.com)

## Vice President

Carolyn Franco

*Basic Needs Coordinator*  
[csea408vp@gmail.com](mailto:csea408vp@gmail.com)

## Secretary

Osiris Deleon

*Counseling Technician*  
[csea408secretary@gmail.com](mailto:csea408secretary@gmail.com)

## Treasurer

Chris Brisson

*Clerical Assistant, Financial Aid*  
[csea408treasurer@gmail.com](mailto:csea408treasurer@gmail.com)

# MASTER AGREEMENT FEATURE

## 8.8 Working Out-Of-Class

Bargaining unit members required to perform duties of a higher classification for a period of more than five (5) days within a fifteen (15) calendar day period shall be compensated at the appropriate Range and Step of the higher classification.

### So what does that mean?

Sometimes our offices require some temporary flexibility from us to get through lapses in coverage without disrupting services to our students and community. And while many classified staff are more than happy to pitch in, our master agreement provides protections for our staff to ensure they are adequately compensated when taking on additional duties. Unsure what qualifies as out-of-class work and what counts as "additional duties as assigned"? If the duty is explicitly listed in the job description of a higher classification, it's likely out-of-class work.

Sometimes, managers may inadvertently misinterpret duties as being within your job description. It is important to communicate any concerns you have with your supervisor. If an agreement cannot be immediately found, a CSEA representative can meet with you and your supervisor to clarify duties and come to an understanding that works for everyone.

# KNOW YOUR RIGHTS!

## Classified employees are entitled to holidays.

*Source: Government Code 6700, California Education Code 88203, 88204, 88205, 88205.5, 88206*

- All classified employees are entitled to eleven paid holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday. These holidays are as follows:
  - January 1, New Years Day
  - Third Monday in January, Martin Luther King Jr. Day
  - February 12, Lincoln Day
  - Third Monday in February, Washington Day
  - Last Monday in May, Memorial Day
  - July 4, Independence Day
  - First Monday in September, Labor Day
  - September 9, Admissions Day
  - November 11, Veterans Day
  - That Thursday in November declared as Thanksgiving Day (normally the fourth Thursday)
  - December 25, Christmas Day
- In addition to the holidays listed, classified employees are entitled to any day declared by the governor or president as a day of public fast, thanksgiving or holiday. Further, classified employees have the ability through the negotiations process to further expand their total number of holidays.

# BENEFITS FEATURE

If you are a pet owner, you likely know the stress of a sudden, unexpected vet bill. Pet insurance can provide coverage for accidental injuries, illness, and even routine exams, and as a member of CSEA, you qualify for up to 10% off of monthly premiums. Some plans start at less than \$10 per month and there are no networks to worry about. Give yourself the same peace of mind for your pets' health as you do for yourself and your family. Visit [CSEA.com/member-benefits](http://CSEA.com/member-benefits) for more information on plan pricing and details.