

PACE

PROFESSIONAL ASSOCIATION
OF CLASSIFIED EMPLOYEES
COLLEGE OF THE SEQUOIAS

MONTHLY NEWSLETTER
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ISSUE 12: JULY 2023



SUB-COMMITTEE OF
CSEA CHAPTER 408

WHY SHOULD I JOIN THE UNION? AREN'T I PROTECTED BY STATE LAW ANYWAY?

Union strength comes from our numbers and unity. A union with disjointed or broken ranks lacks the durability and grit to get necessary changes implemented. While 201 out of 225 classified staff at COS are members of CSEA, that small percentage detracts from our efforts. One of the top questions received from potential members is "why should I join if I am protected for free?" The answer, in short, is that you're not. You are only protected as far as your supervisors and the District are willing to comply, and if their interpretation of the law differs from your own, non-members are not entitled to representation or support from a trained union representative. You also are not entitled to representation in the case of any disciplinary action as a non-member, which many classified staff have unexpectedly found themselves in need of during their employment at COS. Additionally, those "free" laws and protections were paid for by your fellow classified staff state-wide and their efforts and contributions to allow CSEA to fight for worker protections, rights, and benefits. Joining the union also allows you a voice to vote on contract issues, job descriptions, and other negotiations between staff and the District. Non-members do not have a voice or vote. Additionally, membership allows you to attend meetings where you can be updated on what is happening in and around the District that is pertinent to classified staff. Lastly, not joining CSEA means that you do not have the support of the largest classified staff union in the country, with CSEA siblings throughout California who are also willing to fight for your rights and protections. Union membership means advocacy, representation, and community.

COMINGEVENTS SUPCOMINGEVENTS SUPCOMINGEVENTS

July

- 19 - De-Stress Session
- 26 - Last Wednesday Lunch



August

- 1 - Know Your Rights Training
- 10 - Adobe Training
- 30 - Last Wednesday Lunch

COMINGEVENTS SUPCOMINGEVENTS SUPCOMINGEVENTS

IMPORTANT DATES

- **July 1** Summer Session 3 Begins
- **July 4** Independence Day - Offices Closed
- **July 19** De-Stress Session: Coloring
- **July 26** Last Wednesday Lunch
- **July 31** Pay Day



TAKING THE REINS ON EVALUATIONS

According to the CSEA contract, classified staff should first be evaluated at 6 months, then annually from their first anniversary through their fifth anniversary. After that, classified staff should be evaluated every two years. As we all know, classified staff evaluations do not typically happen on this schedule in reality. Many staff members go for several years without any mention of an evaluation, making room for ambiguity and misunderstanding between supervisors and staff when it comes to expectations and perception of performance.

A very simple way to help combat this is to take charge of your own evaluations. Look at your calendar and work out when your evaluations should be happening. Then, fill out and score your own evaluation form. Keep in mind that the District philosophy is that a "satisfactory" score is a 3, with 4's and 5's reserved for those who are perceived to go above and beyond what is expected. Give solid examples of the work you're doing in your department, as that is an opportunity to brag about how qualified and competent you are. This is where keeping a professional notebook of your accomplishments through the year comes in handy. Then submit the draft evaluation to your supervisor with a request for a meeting to go over the document and get their feedback. If the meeting never happens, that is on your supervisor. But this ensures that you are giving them adequate opportunity to see what you are doing and provide genuine feedback. It also provides a paper trail of your attempts to keep on schedule and keep your supervisor apprised of your work and accomplishments.

HELLO *Friends!*

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

SHARING THE JOY

Financial Aid Clerical Assistant Chris Brisson asked his long-term girlfriend, Emily, to marry him and she happily agreed. Congratulations to the happy couple and many well-wishes on their upcoming wedding!



Jeremy Moore

he/him
Basic Needs Coordinator, Giant Marketplace

Familiar face, new position!



Teresa Stults

she/her
Accounting Technician, Cashier's Office

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

If career advancement is on your mind, upskilling and reskilling are critical for preparing to take on a new role. Upskilling is the process of building more advanced skills for your current role. Reskilling is the process of learning new skills to potentially move to a new role. Both of these can help to make you a more valuable employee in your current station and in those to come. Challenging your comfort zone and staying open to continual improvement is key to prevent being stagnant in your career.

PERSONAL TIP

Life is not fair or unfair. It is simply a series of random occurrences which we navigate to the best of our ability. Injustice and perceived lack of fairness most often originates in human selfishness. Making to world a more "fair" place begins with each of us choosing to make to path a little easier for those that come after us rather than insisting that others must suffer simply because we were made to suffer.

HARD CONVERSATIONS: BROACHING THE OUT-OF-CLASS PAY SUBJECT

The idea of broaching the subject of out-of-class pay with one's supervisor is enough to make some people start sweating. It's an awkward topic that can feel like you're accusing your manager of taking advantage of you or asking for more than you're entitled to. But the fact of the matter is that your job description is a specifically-negotiated contract between you and the District about what you are required to do to earn the designated wage associated with your classification. Many of us are happy to step up when needed, but when you are required to take on duties above your classification for extended periods of time, additional compensation is necessary.

Many times, these situations arise from a gap in coverage between a position being vacated and refilled or while a coworker is away on leave. One way to ensure the conversation goes well is to keep a positive attitude and ensure that you are a team player that wants to see the needs of the department met. State that you are fully aware of the need for the work to be covered and that you are happy to assist as needed. Avoid "but" or "however" as you transition to "I want to be sure I understand what, if any, expectations there are for me to cover these tasks that are above the scope of my job duties and clarify how I would be compensated for those". Your manager may be taken aback, especially if they have not navigated out-of-class pay before, but please be assured that this is a common occurrence on campus and you are not being ungrateful or rude. Stay calm and offer to give them time to talk to their dean or VP to determine how they would like to handle the coverage. Lastly, do not be disheartened if they elect to cover the duties themselves instead of paying you. That is their prerogative as a business. Just be sure to stand by your fellow classified staff and ensure they do not attempt to get a less knowledgeable or confident employee to take on the duties without additional pay.

PACE TUITION & CONFERENCE REIMBURSEMENT

Classified staff are eligible to receive up to \$300 of reimbursement for the cost of attending classes, conferences, and other professional development opportunities in the 2023-2024 school year. Complete a Travel/Conference Request prior to the start of the class or conference you will be attending with all estimated expenses, sign and date in the "Approval for Travel" box, and submit to Carolyn Franco, PACE Treasurer, for prior approval. All necessary signatures will be acquired before the form is returned to you.

Once you complete the class or conference, enter the actual costs for all expenses onto the Travel/Conference Request form, attach all receipts and the required backup, sign and date in the "Approval for Expenses" box, and submit to Carolyn again for processing. Accounts Payable will contact you once your reimbursement check is ready for pickup.

Please note: If you are enrolling in a COS class, do not submit the T/C request for tuition. COS will pay for your tuition (Staff Fee Waiver required). However, PACE can reimburse you for textbook costs.

2023 RECLASSIFICATION NEGOTIATIONS

CSEA and the District met twice in the month of June to discuss and negotiate consideration of eight reclassification request packets. In the end, the District agreed to outright approve four of the eight requests. Of the four denied requests, three of the denials will result in a reassessment of duties and the additional duties being returned to the appropriate individuals. Here are the individual results:

- Allison Cutler: Approved – Reclassify to Athletic Trainer at Range 40
- Laurel Garver: Approved – District and CSEA will work out a new Workforce Development Coordinator JD @ Range 41
- Matt Prater: Approved – Reclassify to Range 32
- Payroll Specialists: Denied – The District will direct the confidential coordinator to reabsorb job duties immediately
- Crystal Salazar: Denied – The District will direct the director to reabsorb job duties immediately
- Jenae Prator: Denied – The District feels that duties are within the scope of her responsibilities and do not warrant a higher classification. We do not agree but are unable to provide substantial grounds for a higher classification that they are willing to consider.
- Grill/Fry Cooks: Approved – District and CSEA will work out a new Kitchen Lead JD @ Range 20
- Financial Aid Specialists: Denied – The District feels that duties are within the scope of their responsibilities and do not warrant a higher classification. We (and David Loverin) do not agree but are unable to provide substantial grounds for a higher classification that they are willing to consider. They have agreed to a third-party pay study for the entire department and A&R to see if they are being paid industry standard. CSEA will also be pushing to fill empty positions to decrease workload demands.

COPY & MAIL WORK ORDER IS RELOCATING TO HELPDESK

To ease access and user friendliness, the Copy & Mail Work Order that we all know and love will be relocating to an automated process through HelpDesk.

To access, please log into MyGiant at the top right corner of the COS.edu website. Locate and click the WebHelpDesk life-saver icon to begin your work order.

- Select “Printer/Copier” from the “Request Type” box
- Select “Copy Work Order” in the box adjacent to the “Request Type” box
- Mark and/or fill out all that apply to your copy order in the “Help Request”
- Click the “Save” button at the end of the “Help Request” to submit your copy order
- You will be notified by Copy & Mail staff through WebHelpDesk or email once your order has been completed

For any questions, contact Copy & Mail at:
730-3784 Cassandra Garcia-Quiroz
730-3828 Nick Jannuzzi
730-6169 Lisa Parker

COLA OFFICIALLY SET AT 8.22%

Governor Newsom and the California State Legislature were able to come to an agreement on the 2023-2024 California State Budget. The budget includes a historic 8.22% cost-of-living allowance (COLA) for state employees. Per our current contract, classified staff are entitled to an annual raise equal to COLA plus one additional whole percentage point. This means that as of July 1, 2023, all classified salary schedules will increase by 9.22%. Updated salary schedules have been published to the COS Human Resources webpage and the COS CSEA webpage.

While congratulations are absolutely in order, we know this increase is only a drop in the bucket against the struggles many classified staff are facing in the current economy. We want to also make staff aware that the state has communicated that future budgets will likely not include COLA increases for state workers. Additionally, CSEA does not foresee the District being open to any kind of additional salary increases in the near future due to the historic raises over the last three summers. As always, we will continue to fight for what is in the best interest of all classified staff.

CSEA RESOLUTIONS FOR CONFERENCE

The following resolutions are being brought forth for vote at the CSEA Annual Conference in Reno, NV July 23-29, 2023. A vote will be taken to determine the opinions of the full chapter before delegates leave for conference.

Resolution 1: Modernizing CSEA Governing Documents

- This resolution would remove the use of gendered pronouns and replace with “the member” throughout CSEA governing documents.
- The Resolutions Committee recommends a YES vote on Resolution No. 1.

Resolution 2: Pay Equity for Association President

- This resolution would ensure the Association President is compensated at 40 hours per week for 12 months per year, regardless of the hours worked in their classified role.
- Currently, if a member who works part-time or less than a 12-month work year is elected as Association President, they’re still expected to perform full-time work for the Association but are compensated through their employer for less than full-time work. In the summer months, such members would not be compensated at all.
- The Resolutions Committee recommends a YES vote on Resolution No. 2.

Resolution 3: Change of Election Terms

- This resolution would change the governing documents to reflect the term of office for chapter officers to begin on July 1.
- All chapter officer elections scheduled for 24 December 2023 will be held in May 2024. The current terms of office shall be extended 25 from December 31, 2023 to June 30, 2024.
- The Resolutions Committee recommends a NO vote on Resolution No. 3.

Resolution 5: RUEB Nomination for LMHR Awards

- This resolution would remove an additional step in the nomination process for Life Member and Honor Roll awards submitted by retired members that is not currently required for nominations submitted by all active members.
- The Resolutions Committee recommends a YES vote on Resolution No. 5.

Resolutions No. 4, 6 and 7 were withdrawn by the submitting authors and therefore are not reported for Conference action. Full resolution language, analyses, and committee recommendations can be found on the COS CSEA webpage.

GIANT STAFF MEMBER OF THE MONTH:

Cassandra
Garcia-Quiroz



- **Classification:** Support Services Clerk
- **Office/Department:** Copy & Mail Services
- **Main Campus:** Visalia
- **How long have you been at COS?** 14 years
- **Have you held any other classifications at COS?** Custodian
- **Are you involved with any committees or clubs on campus?** Not yet.
- **Would you describe yourself as an introvert or an extrovert?** I am a chatty introvert.
- **What's the best way to spend a free weekend?** Spending as much time with my family as possible.
- **What is your favorite holiday and why?** Definitely Halloween. You get to dress up, take the kids trick or treating. The decorations and snacks are super fun.
- **Who was your childhood celebrity crush?** Heath Ledger
- **You have to sing karaoke. What's your song of choice?** Led Zeppelin-Tangerine
- **What is your favorite hot beverage?** Hazelnut hot chocolate
- **What is the best sandwich?** Chipotle Chicken Sandwich
- **What is your favorite thing about working at COS?** Many staff members here are super friendly and will go out of their way to help others.
- **If you had a magic wand, what would you improve for classified staff at COS?** Longer holiday vacation during Thanksgiving and Christmas.



MEET YOUR
CSEA 408
EXECUTIVE
BOARD

MASTER AGREEMENT FEATURE

Article 12.3 Accumulation:

Vacation time shall be earned and accumulated on a monthly basis in accordance with following schedules:

12.3.1 From the first month through the fifty-ninth month of service, vacation time shall be earned and accumulated at the rate of .833 days vacation for each month of service, not to exceed ten (10) days per fiscal year; however, a new bargaining unit member shall work six (6) months before taking vacation leave.

12.3.2 At the end of the fifth year through the tenth year of service, vacation shall be earned and accumulated at the rate of 1.25 days vacation for each month of service, not to exceed fifteen (15) days per fiscal year.

12.3.3 At the end of the tenth year of service, vacation shall be accumulated at the rate of 1.67 days vacation for each month of service, not to exceed a maximum of twenty (20) days per fiscal year.

12.3.4 At the end of the eighteenth year of service, vacation shall be accumulated at the rate of 1.75 days vacation for each month of service, not to exceed a maximum of twenty-one (21) days per fiscal year.

So what does that mean?

Classified employees accumulate two work-weeks worth of vacation for their first five years of employment, three work-weeks worth of vacation for their sixth through tenth years of employment, and four work-weeks worth of vacation for their eleventh through fifteenth years of employment. At eighteen years of service, staff "max-out" their vacation leave at 21 days.

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KNOW YOUR RIGHTS!

Classified employees are entitled to bereavement leave.

Source: California Education Code 88194 (Community College Districts)

- Classified employees are entitled to a leave of absence as a result of the death of any member of their immediate family. This leave is restricted to five days.
- A classified employee's immediate family is defined as the mother, father, grandmother, grandfather, or a grandchild of the employee or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, or any relative living in the immediate household of the employee.
- Classified employees may, through the negotiation process, expand the class of relatives listed above as member of the immediate family.

BENEFITS FEATURE

It's hot and everyone is looking to save a few dollars while taking the family to cool off. CSEA has the summer hookup!

Save up to 30% on your next stay at Great Wolf Lodge by using the CSEA discount code. Your family will love the waterslides, dining, and family fun. All lodges include an indoor waterpark, daily activities, spacious suites and more. Use the discount code when booking and present a valid ID at check in.

CSEA members also have access to discount codes for Wild Water Adventures in Clovis, the Island Waterpark in Fresno, California's Great America – South Bay Shores in Santa Clara, and Knott's Soak City in Buena Park. Log into CSEA.com to get your discounted tickets!

EDITOR INFORMATION

The PACE Monthly Newsletter is published monthly through collaboration with CSEA and PACE members. All articles are written by the editor unless otherwise noted.

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COS.edu
PACE Page



COS.edu
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NEGOTIATIONS AND GRIEVANCES

Recently, your Chapter Leadership fought on your behalf to accomplish:

...getting four out of eight reclassification application packets approved, including one raise that was twice what the applicants had requested.

...approving an MOU to temporarily reassign our college nurse.

As a reminder, the Collective Bargaining Agreement is closed to open negotiations until Summer 2024.

MEET YOUR STEWARDS

These CSEA members have undergone specialized training and are ready to help you navigate issues.

Katie Cain

Union Steward

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If you are interested in becoming a Site Representative or Union Steward, please contact your Chapter President.