

PACE

Professional Association
of Classified Employees

Monthly Newsletter
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Issue 16: November 2023

Professional Development



**Sub-Committee of
CSEA Chapter 408**

Monthly Newsletter

2023 CSEA HOLIDAY GATHERING

Join us for an afternoon of cheer and festivity at our Chapter 408 Potluck! Keep a lookout for an email requesting RSVPs and dish sign-ups later this month. This year, we will be raffling off a Holiday Gift Basket for only \$5 per ticket. If you would like to be entered in for our Holiday Basket raffle, please reach out to Valiree Gonzalez at valireeb@cos.edu to purchase your chances to win!



UPCOMING EVENTS UPCOMING EVENTS UPCOMING EVENTS

November

- 1 - Holidays R Us
- 1 - 9 Veteran's Day Door Decorating Contest
- 15 - De-Stress: Coloring
- 29 - Last Wednesday Lunch



December

- 6 - DIY Series: Winter Wreaths
- 13 - Computer Sills Series: Outlook
- 13 - CSEA Meeting/Holiday Potluck
- 20 - Last Wednesday Lunch

UPCOMING EVENTS UPCOMING EVENTS UPCOMING EVENTS

IMPORTANT DATES

- **November 1** Holidays R Us
- **November 1** CSEA Dependent Scholarship Applications Open
- **November 1-9** Veteran's Day Door Decorating Contest
- **November 8** CSEA Meeting
- **November 10** Veteran's Day Observed - Offices Closed
- **November 10** International Accounting Day
- **November 15** National Educational Support Professionals Day
- **November 15** De-Stress: Coloring
- **November 22-24** Thanksgiving Break - Offices Closed
- **November 29** Last Wednesday Lunch
- **November 30** Pay Day

JOIN THE VICTORY CLUB

The Victory Club is our chance to show our unwavering support for California's public schools and the invaluable role we play in shaping the future of our students. By making a small, monthly contribution through payroll deduction, you can become a part of this remarkable initiative. Joining the Victory Club is easy. Simply set up a monthly payroll deduction, and your consistent support will make a world of difference.

Remember, no amount is too small, even \$1 per month. Your contribution, along with those of your colleagues, will create a significant impact. Let's work together to make our schools even better and support the dedicated employees who keep them running smoothly.

JOIN NOW



1ST ANNUAL CSEA TRUNK OR TREAT



Our first CSEA Trunk or Treat had a great turnout! Thank you to everyone who participated and helped make this event possible! For those who weren't able to make it this year, we hope to see you next time! Congratulations to Patricia Brito and Jennifer Espinoza for their amazing job on their Nightmare Before Christmas themed vehicle that won "Fan Favorite"!



HELLO *friends!*

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




Jamie Kelly
She/her
Early College Success, TCC

Familiar face, new position!




Nelly Yanez
she/her
FCS & YESS Adv. Specialist
FCEP, ILP

Familiar face, new position!



Francisco Perez
he/him
Ag Lab Tech, Agriculture

Familiar face, new position!



Martin Velasco-Ramos
he/him
Financial Aid Specialist,
Financial Aid



Jonathan Graham
he/him
Marketing Media Specialist,
Outreach



Nayely Carmona
she/her
Instructional Specialist,
Ed Support Svs



Lucas Khal
he/him
Work Study Specialist,
Financial Aid

Familiar face, new position!

CROSS-TRAINING VS. WORKING OUT OF CLASS

At various points in each of our careers, we may be presented with opportunities to learn or be trained on the tasks and processes that our coworkers perform on a regular basis. This process is known as cross-training and it is incredibly beneficial for the success of our teams and the college as a whole. Learning how others in our department do their jobs helps us to understand the greater picture, appreciate our individual contribution to the end result, and can ensure that institutional knowledge is not lost when coworkers retire or move on to work elsewhere.

As defined by our contract, you are considered to be working outside the duties of your classification (out of class) when, as a part of your assigned duties, you are required to perform tasks that are specified in the job descriptions of a higher classification for five or more days out of fifteen working days (at least a third of your days in a three-week period). This happens frequently as staff help to cover for coworkers on vacation, medical leave, or when a vacated position is waiting to be filled. When this happens, however, the staff member is entitled to the higher-level of pay for the duration and percentage of time spent doing those higher-classified duties. This happens regularly at COS and is considered standard procedure.

If you are ever asked to “cover” for a coworker while they are out, be sure to be clear about what your supervisor’s expectation is for what specific duties will need to be done and how much time you are expected to spend on those tasks. As always, any questions can be directed to your union representatives.

USING NEOED TO YOUR ADVANTAGE

As of this Fall, COS Human Resources is using the NeoEd interface to track evaluations. NeoEd has a “journal entry” function that classified staff should be aware of. This gives you a place to track professional notes such as projects completed, awards or commendations given, and various other career accomplishments throughout the year. Why is that helpful? Storing those data points allows you to refer back to them when completing your response to your performance evaluation. Rather than trying to rack your brain for what you’ve done, you can have those important points saved and ready to use.

PROFESSIONAL TIP

Are you looking to improve your employer's trust? Here are a few tips that can help get you there: Always have a high level of ethics in your work. Stay within the accepted moral code and follow the code of conduct for your organization. Never perform any questionable acts within the business. Be the kind of person people can trust to do the right thing, no questions asked.

PERSONAL TIP

Living with anxiety can be very difficult. Here are a few steps you can take that might help.

- Talk to someone you trust
- Try to manage your worries
- Look after your physical health
- Try breathing exercises
- Keep a diary
- Try peer support

Please consult a doctor if your anxiety causes significant impairment to your everyday life.

SPREAD THE LOVE & SHARE THE JOY



Daniel Rivas graduated from Central State University in Ohio with a Bachelors in Business Administration and Management. Congratulations, Daniel, on this awesome achievement!

Miss **Morgan Kagy** is now Mrs. Morgan Rivers! Congratulations and so many well-wishes to the newlyweds!



Have a coworker (or maybe a group of workers) that you would love to recognize? Do they go above and beyond for students? Are they an uplifting motivator to their peers? Know someone who is working hard to make improvements for our District? Let us give them a shout out and recognize that!

Email: katiec@cos.edu or luzd@cos.edu

HOLIDAYS R US!

PACE members rallied together and brought yet another wonderful event to the Visalia campus to rev up for the 2023 holiday season. Various craft and goods vendors had their wares out for COS employees and students to peruse and purchase to their hearts content. There was a celebrity sighting: The Grinch himself and Miss Cindy Lou Who made an appearance and took pictures with shoppers! Thank you so much to everyone who came out to shop and share a baked goodie and a hot beverage with us. See you all next year!



ANONYMOUS TIP LINK IS LIVE!

Have you ever felt like you should say something about a scenario but you didn't follow through because you were concerned about backlash? You're not alone and several members have voiced this concern.

As a result, there is now an "Anonymous Tip" link on the CSEA webpage. The link does not track your email or any other identifying information, but will allow you to give any information you feel is pertinent. Any tips received via this link will be fully investigated to the extent allowable by our contract. Any tips for issues outside of the purview of CSEA will be forwarded to Human Resources for investigation.

COMPUTER SKILLS SERIES

In response to interest from classified staff, PACE has brought a Computer Skills Series to COS for the 2023-2024 year. In September, # people attended a Canva course that covered the basics of how to create a document and use Canva's functions. There were several attendees that requested a more intermediate-level training in the future. In October, several people also attended a 2-day Excel training and gave similar feedback. PACE has heard these requests and we are taking them very seriously!

There are a few classes still left for you to take advantage of with PACE! On December 13, there will be an Outlook training. On April 3, there will be an Adobe training, and a Teams training on April 17. Sign up at COStrainingcenter.com

GIANT STAFF MEMBER OF THE MONTH: *Hailey Guinn*



Classification: Administrative Technician

Office/Department: Police Academy and Training Program

Main Campus: Hanford

How long have you been at COS? It will be four years in January.

Have you held any other classifications at COS? No, this is my first position with COS

Are you involved with any committees or clubs on campus? I actively participate in the Police Academy Advisory Board

Would describe yourself as an introvert or an extrovert? I would describe myself as a bit of both. I love meeting up with friends to hang out but I also really enjoy my quiet and event-free weekends at home.

What's the best way to spend a free weekend? Hanging out in my backyard with a new book, a good cup of coffee, and making something yummy for dinner is my ideal weekend.

What is your favorite holiday and why? I love everything about Christmas! I love the quality time spent with family, giving gifts, putting up my Christmas tree (November 1st can't come soon enough), and all of the other fun festivities.

Who was your childhood celebrity crush? I loved Miles Austin while he played for the Dallas Cowboys. I wore his jersey every game day.

You have to sing karaoke. What's your song of choice? Dirt Road Anthem by Jason Aldean or Tragos Amargos by Ramon Ayala, always.

What is your favorite hot beverage? Honey Citrus Mint Tea from Starbucks or coffee with a splash of French Vanilla creamer.

What is the best sandwich? A Dutch Punch with the works from High Street Deli in San Luis Obispo is a must when I visit.

What would the title of your autobiography be? If I Could Just Do It This Way... An Autobiography

What is your favorite thing about working at COS? I truly love our students and seeing them succeed. There is something so special about seeing cadets start our program as "babies" and then running into them a year or two later as officers on patrol. It's the best feeling!

If you had a magic wand, what would you improve for classified staff at COS? I love convocation and spending the morning with coworkers from other campuses but I would love to see more of those team building events at our Hanford campus to strengthen those bonds.



MEET YOUR CSEA 408 EXECUTIVE BOARD

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MASTER AGREEMENT FEATURE

Article 29.1: Management Rights

23.1 It is understood and agreed that the district has all the customary and usual rights, powers, functions, and authority to discharge its obligations. Any of the rights, powers, or authority which the District had prior to the execution of this Agreement are retained except as those rights, powers, and functions or authority which are specifically abridged or modified by this agreement or by any supplement to this Agreement arrived at through the process of collective bargaining.

So what does that mean?

If a topic is not explicitly addressed in the master agreement, the District has the right to handle those topics as they deem necessary, within the confines of the law. Any practice established by past precedent is within the right of the District to continue unless specifically negotiated into the contract.

KNOW YOUR RIGHTS!

Public employees must be provided with safety devices.

Source: Cal. Labor Code Sections 6400, 6401, 6403

Source: Title 8. Cal. Code of Regulations Sections 3380 – 3390

- In general, the district must provide school employees with a safe and healthful environment. The district must provide employees with safety devices and safeguards that are reasonably adequate to make their jobs safe and healthful.
- Employees must be provided with eye protection whenever there is a risk of receiving eye injuries as a result of contact with flying particles or hazardous substances or projections, or as a result of injurious light rays.
- Employees must be provided with appropriate foot protection if there is significant potential exposure to foot injuries (e.g., falling objects; hot, corrosive, or poisonous substances; crushing or penetrating machinery; or abnormally wet worksites). Hand protection is required for public employees whose work involves unusual or excessive exposure to cuts, burns, or harmful physical, chemical, or radioactive agents.
- Public employees must be provided with head protection such as helmets or hard hats if they are exposed to flying or falling objects.

BENEFITS FEATURE

Farm Fresh to You offers members 15% off delivery subscription of groceries delivered right to your door. Save time going to the grocery store or remembering to pick up your produce at a specific time and location. Delivery to your door is included! Choose from organic fruits, vegetables, dairy, meats and more. Each delivery comes with the option to view and make changes to the items in your delivery. Also use your Never Send List to omit items you don't want. Visit CSEA.com for your discount code today!

Farm Fresh To You



EDITOR INFORMATION

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

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Heather Z.



Janet L.



Jeremy M.



Regina T.



Katie C.

NEGOTIATIONS AND GRIEVANCES

Recently, your Chapter Leadership worked on your behalf to:

- Prevented unpaid out of class work from being imposed on a member, despite threats and intimidation.
- Receive specialized training on negotiations and best practices in bargaining.
- Survey membership for those changes they would like to see in the 2024 contract revisions.
- Protect a classified employee from student retaliation.

As a reminder, the Master Agreement is closed to open negotiations until Summer 2024. Suggestions for updates to the agreement should be directed to your Negotiations Team representative or the Team Chair.

MEET YOUR STEWARDS

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

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Osiris Deleon

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