

PACE

Professional Association
of Classified Employees

Monthly Newsletter
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Issue 17: December 2023

Professional Development



**Sub-Committee of
CSEA Chapter 408**

Monthly Newsletter

2024 TCOE SUPPORT STAFF CONFERENCE

The Tulare County Office of Education hosts an annual conference for classified staff in our county. The 2024 Support Staff Conference will be held on April 24 at the Visalia Convention Center, breakfast and lunch provided. If you are interested in attending, please save the date and begin coordinating with your supervisor for coverage. This year's even promises to be as enriching and festive as years past. Registration has not yet opened, but we will advise when it does. As a reminder, PACE can help reimburse your cost of attendance!



TSUPCOMINGEVENTS

December

- 6 - DIY Series: Winter Wreaths
- 11-15 Finals Week
- 13 - CSEA Meeting - Potluck
- 13 - Computer Skills Series: Outlook
- 20 - Last Wednesday Lunch
- 25-29 Winter Break



January

- 10 - CSEA Meeting
- 12 - Convocation
- 31 - CSEA Meeting
- 31 - Last Wednesday Lunch

VENTS

IMPORTANT DATES

- **December 4** Extraordinary Work Team Recognition
- **December 5** National AFL-CIO Day
- **December 6** DIY Series: Winter Wreaths
- **December 8** National Blue Collar Day
- **December 11-15** Finals Week
- **December 13** Computer Skills Series: Outlook
- **December 13** CSEA Meeting
- **December 20** Last Wednesday Lunch
- **December 22** Pay Day
- **December 25-29** Winter Break

WHEN TO USE SICK LEAVE VERSUS PNL

As classified staff, our contract allows for us to utilize some of the leave allotted for sick time in cases of "personal necessity". Sick time can traditionally be used for missing work for any reason related to yourself or anyone in your family being sick or seeking medical attention, like a doctor or dental appointment. Personal necessity items are any family or home event that requires your attention and time away from work, but doesn't involve you or a family member being ill. For instance, taking a pet to the vet, staying home to wait for a maintenance technician, or general family emergencies all qualify for Personal Necessity Leave.

Because you are not the one sick, it can sometimes be confusing about whether to use sick time or personal leave when assisting a loved one. However, anything involving illness or medical treatment should be designated as sick leave, not personal necessity leave.

HELLO *friends!*

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



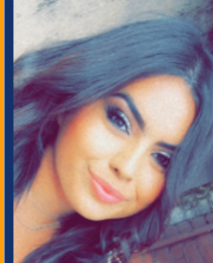
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Jeremy Lee Petty

He/him
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Jennifer Rodriguez

She/her
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PROFESSIONAL TIP

Emotional Intelligence (EI) plays a vital role in workplace success. So much so that every point increase in EI accounts for a yearly salary increase of \$1,300.

The five components of EI are:

- Self Awareness
- Self-Management
- Motivation
- Social Awareness
- Social Skills

A good way to increase our EI at our workplace is by studying our own emotions and developing the skills to harness them positively. "Raising the EI of a workplace requires a leader with extensive knowledge of the subject and experience applying it in real-life situations."

PERSONAL TIP

Positive affirmations can help overcome negative thoughts making us doubt ourselves. Positive affirmations can with:

- Reduced negative thoughts
- Increased happiness
- Keeping the small things in perspective
- Better cardiovascular health

Here are some positive affirmation to keep in mind:

- I believe in, trust, and have confidence in myself
- I learn from my mistakes
- I know I can accomplish anything I set my mind to

SPREAD THE LOVE & SHARE THE JOY

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

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? Or perhaps you have thoughts on how a situation should be handled or could have been better handled and you'd like to give feedback to your chapter leadership without harming your personal or working relationships. 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.



MEET YOUR CSEA 408 EXECUTIVE BOARD

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MASTER AGREEMENT FEATURE

Article XXXI: Duration

31.1 Term of Agreement: This Agreement shall be effective July 1, 2021 through June 30, 2024.

31.2 Re-opener Provisions: With the exception of Reclassifications (Article XIX), neither party shall have the option to open up any other articles during the term of this agreement.

31.3 Continuation of Agreement: If the district and CSEA have not executed a successor to this Agreement by its expiration on June 30, 2024 this Agreement shall remain in full force and effect until a successor Agreement is negotiated.

So what does that mean?

Our current contract is a three-year locked contract, meaning that CSEA and the District cannot negotiate anything other than Reclassifications until the current contract expires on June 30, 2024. Negotiations will resume in February of 2024, but if an agreement is not reached before June 30, the current contract will stay in effect until a new agreement is reached.

KNOW YOUR RIGHTS!

Classified Employees have rights to notice of layoff, and displacement and reemployment based on seniority.

Source: Cal. Labor Code Sections 88001(g), 88014, 88015, 88017, 88117, 88127 (Community College Districts)

- Classified employees who are subject to layoff have a right to receive notice of the layoff after January 1, 2022 by March 15th of each year, unless their program is specially-funded and has lost funding, and then notice must be provided not less than 60 days in advance of the layoff. The notice must also include their “bumping” rights, if any, and their reemployment rights.
- Classified employees are subject to layoff based upon their seniority in classification (length of service). The classified employee who has been employed the shortest time in the classification shall be laid off first.
- Classified employees who are subject to layoff may have what are commonly referred to as “bumping rights”. These rights allow a more senior employee to displace or “bump” employees with less seniority in the same classification.
- If an employee has reason to believe they are being laid off in violation of their seniority rights or due to bad faith conduct on the District’s part (i.e, they are being targeted due to protected activity or for disciplinary reasons), they are entitled to a hearing before a state Administrative Law Judge (ALJ) at no expense to them.
- Classified employees who are laid off must also be reemployed in preference to new outside applicants in any classification in which they meet the qualifications, even where the classified employee has not previously held the classification.
- Classified employees who take a voluntary demotion or voluntary reduction in assigned time in lieu of layoff receive an additional 24 months of reemployment eligibility for a total of 63 months.
- Classified employees who are subject to being, or were in fact, laid off for lack of work or lack of funds may elect a service retirement from the Public Employees’ Retirement System and be placed on a reemployment list. They thereby retain their reemployment rights.

BENEFITS FEATURE

CSEA takes care of its members on the job, but it also lends a helping hand in times of crisis. The Dorothy Bjork Assistance Fund provides emergency and humanitarian assistance to members when they need it most. member who are facing a natural disaster or personal tragedy can apply for financial assistance. This fund helps members going through some of the toughest times of their lives and is entirely sourced from member donations. If you find yourself in need of help due to either a financial hardship beyond your control or a disaster with your home, please reach out to your chapter leaders or CSEA.com.

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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Katie Cain



Heather Z.



Janet L.



Jeremy M.



Regina T.



Katie C.

NEGOTIATIONS AND GRIEVANCES

Recently, your Chapter Leadership worked on your behalf to:

- Clarify duties and work areas to be covered by custodians. We are still working with Management to reach agreeable assignments.
- Move a member from an office where their skills were being underutilized to an office where support is greatly needed.
- Support a member through an unsatisfactory evaluation, submitting an appeal, and meeting with the secondary supervisor to appeal the evaluation.
- Establish the first chapter budget proposal in recorded chapter history.
- Begin identifying and ranking those issues most important to members in preparation for the 2024 negotiations cycle.

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

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