

HELLO *friends!*

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



Jereme Brogan
he/him
District Police Officer



Caleigh Denney
she/her
Clerical Assistant,
Hanford

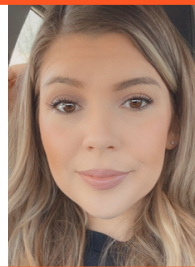


Brandon McDermott
he/him
Pool Maintenance
Technician

Josh Metry
he/him
Programmer
Analyst



Tricia Reggler
she/her
Account Clerk



WELCOME
to the Team

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**

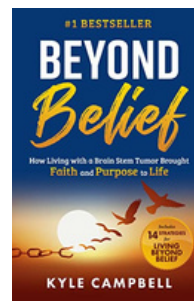
Or maybe you have a recent achievement or milestone you'd like to share with our community of classified employees? New babies, degree completions, engagements, marriages, professional awards and recognitions - we want to share in your joy. Let us know!

PROFESSIONAL TIP

Professional and personal development are critical to keeping our jobs interesting and our skills ever-improving. There is also no shortage of learning opportunities for us as staff. However, it is important to communicate with your supervisor as far in advance as possible when you wish to attend trainings or events to allow them the opportunity to prepare for adequate coverage for your office or department.

PERSONAL TIP

Be careful of how you talk to yourself. Often, we are our own biggest critics and negative self-talk can come easily to many of us. Managing the tone you take when conversing with yourself is critical to improving happiness. A good gauge for how to test your tone is to ask yourself if you would talk to your dearest friend that way, or if you would let anyone else do so. If not, it may be time to re-evaluate.



**SHARING
SOME JOY!**

Some of you may have seen AAC Support Services Coordinator and part-time faculty member Kyle Campbell around campus or in the Access and Ability Lab on the Visalia campus. What you may not know is that our colleague has authored and published a book! [Beyond Belief: How Living with a Brain Stem Tumor Brought Faith and Purpose to Life](#) is Kyle's personal story about "his journey of living with an inoperable brain stem tumor, having radiation, experiencing daily impairments, and the ups and downs he (and his family) have faced along the way." Pick up your copy on Amazon today and send Kyle a "congrats"!

NEW CSEA EMAIL CONTACTS!

After much consideration, your CSEA leadership team has chosen to take union business off of District email in the interest of protecting members' privacy and interests. Each member of the CSEA Executive Board now has a designated Gmail account to send and receive communications, and these accounts are specific to the role instead of the person so as to allow information to be more easily shared when a new member succeeds a current officer. Also, a generic chapter email address has been established for general questions or for if you are unsure who to discuss an issue with. Additionally, they are working to collect personal email addresses from members to use for distributing union information, organizing, and discussing critical chapter issues.

New emails:

csea408board@gmail.com

csea408president@gmail.com

csea408vp@gmail.com

csea408secretary@gmail.com

csea408treasurer@gmail.com

HOLIDAY BAKING BASH WAS A SUCCESS!

Thursday, December 8 was a great day to have a sweet tooth. Five of our COS colleagues fired up the ovens and showcased their baking skills and creativity. Meg Miller, Alternative Media and Technology Specialist in the AAC, prepared a beautiful vintage-inspired spread with orange zest cupcakes with cranberry buttercream frosting themed after A Christmas Story. Faculty member Stephanie Collier prepared five astounding entries, all themed after The Polar Express. Her creations included hot chocolate cupcakes, peanut butter balls, frosted Christmas tree cupcakes, rice-crispy treat presents wrapped in licorice, and gingerbread train ticket cookies. Erin Ferguson, Maintenance Manager, re-created the famous leg lamp from A Christmas Story with the shade made from angel-food cake and buttercream frosting. He was honored with the prizes for Most Creative and People's Choice. Christie Miller, Accounting Technician, made homemade salted caramel cheesecake bites with a gorgeous display themed around her favorite Christmas film, White Christmas. Her tasty treats won her Best Flavor and Best Presentation.

Many thanks to everyone that took the time to come out to try the contestants' entries and to vote. PACE looks forward to hopefully bringing this event back again next year with even more festive fun.



GIANT STAFF MEMBER OF THE MONTH:

Shelli Giles



- **Classification:** Administrative Assistant
- **Office/Department:** Jesse Wilcoxson, Dean of Business/CFS/Social Science
- **Main Campus:** Visalia
- **How long have you been at COS?** 25 years
- **Have you held any other classifications at COS?** Division Secretary for Ag/I&T, Division Secretary for the Child Development Center, Administrative Assistant for Nursing/Allied Health, Administrative Assistant for Cindy DeLain, Dean of Business/CFS/Nursing (and PE before Business).
- **Are you involved with any committees or clubs on campus?** Currently, the only committee I am on is the PACE Committee. Over the years I have served on the Ag Alumni Committee, the FEC Committee, the Foundation Committee, the Student Equity Committee and the District Governance Senate.
- **Are you also a faculty member? What do you teach and for how long?** Yes. I am an adjunct instructor and have been teaching HDEV 221 for 14 years. Getting to teach and work with the students is very rewarding.
- **Would you describe yourself as an introvert or an extrovert?** I gravitate toward introvert, but there are times when you might think I was more extroverted.
- **What's the best way to spend a free weekend?** Any weekend I can spend with my kids and grandkids is the best!
- **What is your favorite holiday and why?** Without a doubt...Christmas! It is a magical time of year and I love everything about it! I love the decorations, lights, music, baking Christmas cookies and candy, the wonder of it all in the eyes of the young and I even love being out shopping in the crazy crowds! And sharing all this with family and friends is the best!
- **Who was your childhood celebrity crush?** Elvis Presley...I guess that really dates me!
- **You have to sing karaoke. What's your song of choice?** First of all, I can't sing so there is no way I would be singing karaoke! Secondly, I love music and have so many favorites I'm not sure how I would choose!
- **What is your favorite hot beverage?** I am a coffee addict!
- **What is the best sandwich?** It's a tie between a Reuben and a French Dip!
- **What would the title of your autobiography be?** I have absolutely no idea!
- **What is your favorite thing about working at COS?** Just about everything! But I have to say the people who work and teach here are amazing. And being able to interact with students and having even a small part in their success is very rewarding!
- **If you had a magic wand, what would you improve for classified staff at COS?** To have more flexibility and time to attend workshops and trainings. I believe staff Development is very important for staff, not only to increase skills but for personal growth as well.

MEET YOUR NEW CSEA 408 EXECUTIVE BOARD

President

Katie Cain

Admin. Assistant, Acad Svcs/RPIE
csea408president@gmail.com

Vice President

Carolyn Franco

Student Services Specialist, EOPS
csea408vp@gmail.com

Secretary

Osiris Deleon

Counseling Technician
csea408secretary@gmail.com

Treasurer

Chris Brisson

Clerical Assistant, Financial Aid
csea408treasurer@gmail.com

MASTER AGREEMENT FEATURE

Article: 7.5 Rest Periods

- **7.5.1** All bargaining unit members shall be granted rest period which, insofar as practicable, shall be in the middle of each work period except as provided for in Section 7.5.2, as the rate of fifteen (15) minutes per four (4) hours worked or major fraction thereof.
- **7.5.2** Specified periods may be designated only when the operations of the District require someone to be present at the bargaining unit member's work site at all times. Such times shall be mutually agreed upon between bargaining unit members and their Supervisors.
- **7.5.3** Rest periods are a part of the regular work day and shall be compensated at the regular rate of pay for the bargaining unit member.

So what does that mean?

In a standard 8-hour day, you are allowed a 15-minute break in the first half of your day and in the second half of your day, with the two halves divided by your lunch. The breaks should occur at or near the middle of those work periods. These 15-minute breaks are considered your personal time during which you are not required to carry out work duties.

A break cannot be forcibly taken away by your supervisor. You must explicitly agree to it. Additionally, your breaks are paid time as part of your regular work day.

KNOW YOUR RIGHTS!

Classified employees' earned wages are their property.

Source: California Education Code 88165, 88166, 88168 (Community College Districts)

- Classified employees' earned wages are their property. Once you have earned your wages, you are entitled to receive them in full. You must be compensated for all hours that you work. This includes all time that you are on duty, whether or not you are performing the specific functions of your job.
- Classified employees must receive their pay at least once during each calendar month. Such pay must be made on the last working day of the month in which the employer is open for business. The employer is not precluded from making payment of earned wages prior to the last working day of the month.
- Errors in the calculation, reporting or payment of a classified employee's salary must be corrected and a supplemental payment shall be made from any available funds, within five work days following the determination of the error.
- Classified employees must receive upon initial employment, or change in classification, a copy the following information: job description, salary data, assignment or work location, work hours and work week. The salary data must include the annual, monthly or pay period, daily hourly, overtime and differential rates of compensation, what ever is applicable.

BENEFITS FEATURE

Did you know that your dependents and/or your spouse can apply for up to \$1000 towards their higher education costs through CSEA? The \$160,000 in Dependent Scholarships is awarded annually to relatives of active CSEA members. This application cycle will close on Wednesday, February 1, 2023.

If you or a loved one are interested, you can find more information on CSEA.com, or you can direct them to csea.com/scholarshipapp.