

SITE REPRESENTATIVES NEEDED!

In the last year, PACE membership has drastically increased, which has allowed the committee to expand the workshop and teambuilding offerings for the 2022-23 year. Part of this expansion comes with the desire to ensure that workshop offerings are also extended to the Tulare and Hanford campuses to allow those site employees to partake at their own centers.

Unfortunately, it has been very difficult to find Hanford and Tulare employees who would be willing to help facilitate activities at those campuses. PACE is actively looking for one or two classified employees who would be willing to work with PACE to make sure all COS employees can have the same professional and personal development opportunities. If you are interested in volunteering, please reach out to Leticia Siegel or Shelli Giles via email.



NEW SAFETY SERIES: SITUATIONAL AWARENESS

On October 13, PACE sponsored a workshop as part of their Safety Series on Situational Awareness. Sergeant Shane Hettick of COS District Police provided a breakdown of concerns specific to our campus environments and ways to stay alert, identify potential threats to safety, and what actions to take, if any. Sergeant Hettick also advised that COS will be seeing more self-defense and active shooter trainings in the future to help prevent future tragedies.

Additionally, The Tulare County District Attorney's Office provided a presentation on general safety and awareness while at home or out in public. Common tactics used by criminals to select where, how, and when to commit crimes, as well as ways to combat them and protect yourself, were covered.

PROFESSIONAL TIP

Tools are implements used to perform a function. In the workplace, we have a wide variety of tools at our disposal. Like any other skilled worker, though, it is essential to be sure we are up to date on how to utilize the tools in our kit fully. Frequently refreshing our training on the newest features of tools like Word, Excel, and Outlook helps to ensure our performance stays at the level it should.

PERSONAL TIP

Protect your mental health and sense of work-life balance by removing your work email from your phone. If you need to be able to periodically check emails, turn off notifications to decrease the likelihood of opening the app. As an hourly, classified employee, you are not required to check or respond to work emails while off the clock. Respect your time and space by creating work-life balance.



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!

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!

Email: katiec@cos.edu

HELLO *friends!*

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



Noemi Bishop

she/her
Accounting
Technician,
Purchasing &
Business Support

Familiar
face, new
position!



Cassandra Garcia

she/her
Support Services
Clerk, Copy & Mail

Familiar
face, new
position!



Morgan Kagy

she/her
Lab Technician,
Agriculture



THANKS FOR SHOPPING WITH US!

The Holidays R Us marketplace was a success yet again! The 16 vendors served hundreds of customers throughout the day, selling great holiday gifts, personal care items, home decor, and yummy treats. PACE also distributed over 600 snacks to our shoppers. Thanks to everyone who took the time to come shop with us this year.

PHOTOS: VANESSA LAMB, COS PR



CALPERS POA: NECESSARY?

Who will handle your retirement affairs if you can't? Would your family know what CalPERS benefit decisions to make if you became incapacitated? Would you prefer that your family receive a monthly lifetime payment, or a one-time lump sum of your retirement benefits? A CalPERS Special Power of Attorney form allows you to designate a representative to conduct your retirement business if you're unable to do so. Remember, not all power of attorney forms are the same—the CalPERS Special Power of Attorney form is specifically designed for CalPERS retirement issues. Learn more and download the form at the link below. It's easy and convenient to designate your CalPERS Special Power of Attorney.

For detailed information on completing the form, refer to the CalPERS Special Power of Attorney publication on our website. For assistance, call toll free at 888 CalPERS (or 888-225-7377) or visit www.calpers.ca.gov.

CSEA ELECTIONS

As announced at the October Chapter Meeting, nominations for Executive Board Officers are open through the end of November. The positions of President, Vice President, Treasurer, and Secretary will all be voted for by the chapter in December. If you would like to nominate yourself or another individual for a leadership role in CSEA, please contact current Chapter President Nick Terry at nickt@cos.edu.

MEET YOUR CSEA 408 EXECUTIVE BOARD

President

Nick Terry
Lead Theater Technician

Vice President

Katie Cain
Administrative Assistant

Secretary

Osiris Deleon
Counseling Technician

Treasurer

Treasa Bonner
Piano Accompanist

MASTER AGREEMENT FEATURE

8.8 Working Out-Of-Class:

Bargaining unit members required to perform duties of a higher classification for a CSEA Master Agreement July 1, 2021 to June 30, 2024 Page 16 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?

While the occasional odd job that falls outside of your specified job description is reasonable, continued out-of-class work may be an indicator that your position should be reclassified, additional staffing is necessary in your department, or management may not be appropriately distributing assignments. It also means you may be owed additional pay. If you are ever asked to do something out of your job description, it is important to keep a log of the work completed with the date and start/end times. This data makes it much easier to evaluate the scope of the additional duties or workload and strengthens requests for reclassifications or additional staffing.

KNOW YOUR RIGHTS!

California Education Code 87031 gives classified employees the right to review their personnel files and enter responses to negative documents into their file.

The District maintains employee personnel records, and these records are the only documents allowed to be used in any decisions affecting your employment. Private files kept by supervisors do not count as personnel files. You have the right to see your personnel file when you are not required to be on the job and you may examine anything except records obtained from before you were employed by the District or examination scores and records. Any derogatory information cannot be placed in your file until after you have been given ample notice and opportunity to review the information.

You also have the right to write a rebuttal to be included with any derogatory information placed in the file. This can be done during normal working hours with required release time from your supervisor. Additionally, derogatory documents in your file cannot be used in any evaluations after two years from their posted date, and you can ask that any items older than two years be placed in a sealed envelope in your file.

BENEFITS FEATURE

Did you know that CSEA membership qualifies you for access to credit unions, credit cards, debt counseling, budget counseling, cash back on real estate purchases, and additional financial services?

CSEA has partnerships with several financial institutions and used the power of our state-wide membership to negotiate special rates and deals that are not available to the general public. Login to your CSEA account to view the details on how you can save money with CSEA.