

# P.A.C.E.

## PROFESSIONAL ASSOCIATION OF CLASSIFIED EMPLOYEES

Issue 3: October 2022



Monthly Newsletter  
Monthly Newsletter  
Monthly Newsletter  
Monthly Newsletter  
Monthly Newsletter  
Monthly Newsletter  
Monthly Newsletter  
Monthly Newsletter  
Monthly Newsletter  
Monthly Newsletter



## CSEA MEMBER CAREER GRANTS

If you are a CSEA member currently enrolled in school part- or full-time, you can receive \$1000 in grant money towards your tuition. CSEA is accepting applications through October 31, 2022 for these funds. According to the CSEA website, "Applications are evaluated by the CSEA State Scholarship Committee based on a combination of criteria that includes: financial need, career goals and objectives, leadership, character, and community service, and participation in CSEA activities." If you are an active CSEA member taking courses or planning to take classes, you definitely should not miss the chance for cash towards those expenses. Applications can be found on the CSEA webpage (the link to the webpage is below).

## COMINGEVENTS UPCOMINGEVENTS UPCOMINGEVENTS

### October

- October 13: Safety Series – Situational Awareness
- October 31: Halloween Costume Contest



### November

- November 3: Holidays R Us Market
- November 15: De-Stress Session – Grounding & Meditation

## COMINGEVENTS UPCOMINGEVENTS UPCOMINGEVENTS

## IMPORTANT DATES

- **October 2** National Custodian Day
- **October 10** Indigenous Peoples Day
- **October 11** National Coming Out Day
- **October 12** CSEA Meeting
- **October 16** National Boss' Day
- **October 27** Cranky Coworkers Day
- **October 31** Halloween

## WHY JOIN CSEA? BY KYLE CAMPBELL

It's a great decision to join CSEA, representing the classified employees here at COS. There are many benefits of belonging to the group, like discounts on movie tickets, assistance with legal matters, and scholarships/assistance for college (among other benefits). However, beyond just the benefits and services offered, as part of CSEA we have the opportunity to be part of a group that listens to its members and gives us a voice and a chance to give our input regarding various decisions being made. As an individual in an organization as big as COS, my voice might not be heard. But, as part of a union that represents so many people at COS, it gives us a chance to...

- Offer input and vote on employment matters, like new positions and priority to serve on hiring committees for new employees,
- Have someone to help advocate alongside us for anything employment-related, and
- Be part of something bigger than ourselves – we are not just another employee in a sea of employees, we are members of a group on a shared mission for equity and success for all.

In case you're unfamiliar, below is a link to the CSEA Classified Employee Handbook/Master Agreement. It'll answer a lot of questions you might have about our contract with COS, employment issues like vacation/sick leave, and other items worth your attention. You can sign up for CSEA in-person (with Kyle Campbell on the Visalia campus, Sophie Walker on the Hanford campus, or Livier Henry on the Tulare campus), or you can sign up online at <https://csea.com/join-csea>.

We have monthly meetings held via Zoom; our CSEA President, Nick Terry, sends out an email with the meeting link. We'll see you there!

# HELLO *friends!*

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



**Valerie Jasso**

*she/her*  
Senior Instructional Assistant,  
Writing Center



**Vanessa Pacheco**

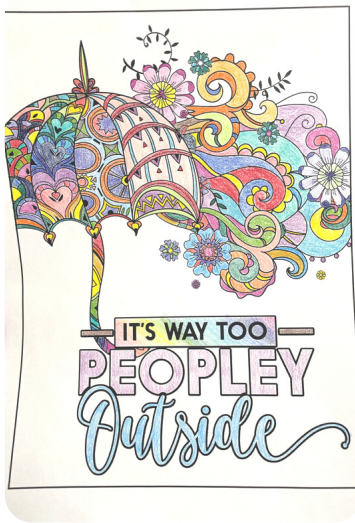
*she/her*  
Senior Secretary,  
EOPS



**Sophie Walker**

*she/her*  
Center Student Services Specialist,  
Hanford A&R

Familiar face, new position!



## THANKS FOR THE DE-STRESS SESSION!

The coloring de-stress session in September was a huge success! Thank you so much to the approximately 25 people that came to color, snack, and chat with us during their lunch break. We look forward to seeing you all at our Grounding & Meditation Session in November. More info coming soon!



## PROFESSIONAL TIP

Updating your resume? Remove passive language such as "responsible for" or "duties included" and instead use stronger action verbs like "directed", "managed", and "spearheaded". Instead of "duties included writing", say "authored" or "documented". If you started a new process or technology interface, say you "launched", "pioneered", or "implemented". Elevate the language used to give yourself credit.

## PERSONAL TIP

Take time to create a vision board for your current goals. Big or small, simple or elaborate, this visual aid can help keep you focused on your finish line in the distance. An added benefit is that the actual creative process of making a vision board is, in itself, a de-stressor and meditative practice. Take the opportunity to envision life after the goals are accomplished. Don't be afraid to set large goals for yourself.

## SPREAD THE LOVE



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? 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](mailto:katiec@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

*Article 13.7 - Personal Necessity Leave:*

*Bargaining unit members shall be eligible to use up to seven (7) days of sick leave benefits in cases of personal necessity as defined by this Section.*

- *13.7.1 The death of a member of the bargaining unit member's immediate family when additional leave is required beyond Bereavement Leave.*
- *13.7.2 As a result of an accident or illness involving a bargaining unit member's person or property or the person or property of his/her immediate family.*
- *13.7.3 An appearance in any court or before any administrative tribunal as a litigant, party or witness.*

**So what does that mean?** If you have a family emergency or have to go to court as a witness, you can use up to seven days of your sick pay balance to cover that absence instead of using up your vacation time. This allowance for Personal Necessity Leave helps keep the unexpected from ruining future plans.

# KNOW YOUR RIGHTS!

If a supervisor calls you into a meeting, you may have reason to have your union representative present. These are your rights:

- You have the right to know the purpose or subject of a meeting.
- If you think the meeting might lead to discipline, reprimand, or dismissal, you have the right to union representation.
- Immediately notify your job steward or other union representative of your meeting with management.
- If the purpose of the meeting is investigatory and could lead to discipline and you have requested union representation, the employer must stop the meeting or reschedule it until a representative is present.
- You must ask for union representation. The employer does not have to advise you of your rights.
- If you request union representation and it is denied, you have the right to refuse to answer any questions that could be used against you. However, do NOT refuse to attend the meeting. Contact your representative immediately.

# BOARD ELECTIONS

Three of the five District Trustee positions are up for election this November. Nunes (Ward 2) and Lehn (Ward 5) are running unopposed, but incumbent Greg Sherman (Ward 1) is running against retired letter carrier Niessen E. Foster. Ward 1 includes the majority of Visalia and Goshen.

# BENEFITS FEATURE

Planning a Halloween theme-park visit? CSEA has discounted tickets to parks all over California available for purchase at CSEA.com!