

Classified School Employee Week

By Sandra Bollier

Why do we celebrate it? Since 1986, California has taken the third week in May to honor the invaluable contributions of classified school employees. CSEW began as a resolution at CSEA’s Annual Conference in 1984. Two years later, it was adopted as California Senate Bill 1552 and decreed to be an official recognition of classified school employees. Today, members celebrate with barbecues and other social events.

Why is it important for me? CSEW is important for you because it is a celebration of all the amazing work you do at Mt. SAC to help our students, staff, faculty, administrators and the community to have a premier educational institution. So enjoy the week that was established in congress to Celebrate YOU, the amazing classified professional! PLEASE JOIN US, we look forward to seeing you there!

2014 CSEW Theme - **Classified School Employees: Inspiring Generations**



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Living Our Mission

Leadership Message by Bill Rawlings - Chapter 262 President

“Our mission: to improve the lives of our members, students, and community” is more than a simple statement of purpose. It is the inspiration and driving force behind what we do every day. You might not realize it, but you are part of that mission too!

It is through the hard work of our Union Stewards, Negotiators, Executive Board, and dozens of other volunteers that CSEA helps make improvements – whether noticed or not – in your lives each day. From ensuring a decent salary to resolving issues in the workplace, we are proud of the differences we make.

We are also proud of the work we do every day. We improve the lives of our students by connecting them with resources, ideas, tools, facilities, people, and advice in each of our daily activities. We touch the lives of students with every action we take during our day.

It doesn’t stop there, however. Through our role in college governance, we improve students’ lives by making the college a more effective place in which our students learn and grow. Whether it is accreditation, budget, strategic planning, safety, or a wide variety of other issues, our chapter has a voice in setting college policy and direction for our students today and those in the future.

Finally, we help improve lives in our communities by the countless acts of kindness classified employees do every day: like helping our neighbors, encouraging children to succeed, and being active in organizations that represent our values. This, however, is an area where I know we can do better.

Our chapter will soon form a “Community Service Committee” to organize events where we, as engaged members of society, can help make a difference for people in need. We will be connecting with a variety of service organizations, such as food banks, shelters for people with various needs, Habitat for Humanity, and many more.

If you are interested in volunteering, please contact your Site Representative or any Executive Board member. Together we can do more. Together we continue to improve the lives of our members, students, and community.

A New Chapter

By Hawk Yao &

Katherine MacDonald

It is with a bittersweet heart that we bring you our article about a very special person this month. You may be asking why we would be writing this in such a frame of mind when it comes to one of our members, but the answer in itself is slightly complex.

The reason we say this, dear readers, is because our fellow CSEA Chapter 262 member, Laura Martinez, has recently been hired as the new Executive Assistant of the Vice President of Instruction. Prior to this position, she was the Secretary of Professional and Organizational Development where she has kept it afloat through some tough budget cuts and tumultuous times. While we are absolutely ecstatic that Laura has been hired to this position, we are also sad to recognize that she will no longer be able to continue being a part of this amazing organization that she has devoted so much energy and love towards. So in light of this, we wanted to write an article detailing, to the best extent that we can, the amazing contributions that Laura has brought to our Chapter.



CSEA 262 Delegates march for union rights in Las Vegas, NV at 2013 Annual Conference.

In 2006, Laura became our Chapter Secretary and also worked as a Job Steward. The latter of which she remained up until she was hired for her new position. Through the years Laura has also held the position of 1st Vice President and Chapter President, in addition to friend, mentor and sometimes unofficial psychologist/therapist. She has served on a wide range of active committees during her time as a fellow 262 member. Committees like the Constitution Committee, Negotiations Committee, President's Advisory Council and a slew of others. She was awarded her Job Steward jacket in 2008. During the same year, she helped start the Membership Unity Program (MUP) "Educate Me! Empower Me!" alongside other members to help educate people of their rights and responsibilities as Classified Professionals. In 2009, Laura received the Unsung Hero Award and she would go on to receive the college champion award "Torch Bearer" in 2012, both of which represent so little compared to the amount of work and dedication that she has applied on behalf of our Chapter.

While Laura can no longer be an active member within CSEA, she will always be an honorary member in our hearts and minds. We would like to wish her the very best in her new position as a new chapter begins in her life and sincerely thank her for all the amazing contributions that she has made to our Chapter and to the individuals that she has touched through her service of bettering our family.

Classification & Compensation Study Update

By Katherine MacDonald

When is this process going to be finished? That is what we hear on a weekly basis. This has been a very long process. First, we had to fill out the PDQ, next several employees were interviewed, then Koff & Associates took the job descriptions and left to work on them. Well the end is near, do not despair. As you know, the District gave the job descriptions to CSEA last year.

A group of five members were each given a set of job descriptions to review and contact employees for their feedback. That took several months. Now Bill Rawlings and Katherine MacDonald are doing the final review and negotiating with the District to ensure the job descriptions are up to date and correct. This process is coming along slowly but surely.

The classification portion of the study is scheduled to be completed by the end of June. There are approximately 150 job descriptions that had to be reviewed within a little over five months. Once this piece is completed, the compensation study will begin.

Spring Clean Your Home & Your Health

By Arnita Champion-Carter on behalf of CSEA 262 Wellness Champions

Spring cleaning should not only be a time when you clean and declutter your *home*. It could also be a time when you clean and declutter your *health*.

The same feeling you get once your house is clean and free of debris is the same euphoric feeling you can experience when spring cleaning your health. Here are tips for spring cleaning your health:

- 1) Declutter and delete your mind of negative thoughts, opinions and habits you have held on to.
- 2) Replace old *cant's* with new *cans*! Your thoughts become your actions and your actions become your habits.
- 3) Commit to eating colorful spring foods like red strawberries, yellow butter squash, green zucchini, and orange baby sweet peppers. Create a rainbow on your plate!

Just remember - You don't have to run a marathon or eliminate all of your favorite foods. It's the small things that make a big difference in your health!



CSEA 262 celebrates its 50th Anniversary February 19, 2014.

Know Your Rights

By Katherine MacDonald

As classified professionals, you have rights established through law and/or collective bargaining. Knowing those rights can help you protect yourself or others before trouble starts. If you believe your rights have been violated or have questions, please contact the Chief Job Steward immediately. The task of a job steward is to protect your rights and represent you if your rights are infringed. Chief Job Steward Katherine MacDonald can be reached at ext. 4460 or by e-mail at chiefsteward@csea262.org.

Working Out of Class

What should you do? If you believe you are working beyond the scope of your job classification or have been doing the work of another employee (including a manager), document the work you are doing that is not part of your job description and contact any job steward or the Chief Job Steward immediately.

Employee Evaluation Preview

What should you do? If your supervisor does not provide you with a preview copy of your evaluation, remind your supervisor of this requirement and ask to reschedule your evaluation meeting. Contact any job steward or the Chief Job Steward immediately.

Negotiating Directly with CSEA Members

What should you do? If you or another classified employee is ever approached by District management (of any level) to discuss any matter under scope of representation, request your CSEA representative be present at the meeting and then contact any job steward or the Chief Job Steward immediately.

Performance Evaluations – Hearsay and Personal Observation

What should you do? Including comments from co-workers or other managers in your performance evaluation is prohibited under the contract. Only your supervisor's personal observations can be used to evaluate your performance. Contact any job steward or the Chief Job Steward if you believe your evaluation unfairly includes comments from co-workers or performance your supervisor did not directly observe.



CSEA Chapter 262

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"To improve the lives of our members, students, and community."

www.csea262.org

Member Benefits Highlights

What does your CSEA membership get you?

Financial Services

From CSEA Membership Website - www.members.csea.com

From union-friendly credit cards to minimal-and no-fee banking and credit counseling your CSEA membership can help you get your finances under control by saving you money. The following companies work with CSEA to offer you the best deals possible.

Credit Counseling

1-877-833-1745

www.unionplus.org/creditcounseling

Managing your money doesn't have to be a risky business. It's often difficult to choose among the messages bombarding consumers from fraudulent debt management companies and their misleading offers. To help union members take a positive first step, CSEA is offering the Union Plus Credit Counseling program in conjunction with Money Management International (MMI). Certified consumer credit counseling advisors can work together with CSEA members to create a successful program to help you eliminate your debt. You can get a FREE credit counseling session, budget analysis and advice to get back on the road to financial recovery. Complete the credit counseling request form online or call—available 24/7.

Union Plus Mortgage from Wells Fargo

1-800-848-6466

www.unionplus.org/mortgage

CSEA Members, their children and their parents can qualify for a Union Plus Mortgage from Wells Fargo. With a Union Plus Mortgage, you can access exclusive benefits including a \$500 gift card on closing costs and mortgage assistance in the event of unemployment, disability, union-approved strike, or lockout. First-time homebuyers can also benefit. FHA and VA loans with low down payments are available.

Contacting CSEA in a Jam

Need to get ahold of your union in an emergency outside of normal business hours? Please email the Executive Board Member you need to contact at their CSEA email (listed left).

Calendar of Events

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| May 19 - 23 | Classified School Employee Week Events |
| May 26 | Memorial Day Holiday • Campus Closed |
| June 13 | Mt. SAC Commencement |
| June 23 | Summer Intersession Begins |

Spring & Summer 2014 Chapter Meeting Dates:

May 21	Bldg. 6-160
June 18	9C Stage
July 16	Bldg. 6-160
August 20	Bldg. 6-160

Chapter meetings are held 12:05-12:50pm