

# Chapter 157



**HBUHSD**

**Chapter Chatter  
January 2010**

**Meet Jackie DeHay,  
Director of Classified HR,  
who will answer your questions.**

**California School Employees  
Association –CSEA Chapter 157  
Huntington Beach Union High School District**

**Notification of  
Chapter Meeting**

**Tuesday, February 1 , 2011**

5:00 p.m. – 6:15 p.m.

District Office

Huntington Room

Need a Shop Steward? [Stewardcsea157@gmail.com](mailto:Stewardcsea157@gmail.com) – KaeC Jimenez #50 x 4341  
If you get called into a meeting with your supervisor and you think it is a reprimand or write-up, you have the right to request a Union rep. KaeC will schedule one for you!

Please check our website for information on what is the difference between a Grievance, Complaint or Gripe.

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*Stay informed – Association Website*

**WWW.CSEA.COM**

Our Chapter Website:

<http://www.csea.com/content/chapter157/html/>

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### ***Staff Development Day – It is contractual!***

12.11.3 Unit members are entitled to one day (or pro rata) of release time to attend the districtwide staff development day organized under the auspices of Human Resources–Classified.

***Please take advantage of the training opportunities available to you!***

***See you at HBHS!***

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**Para-Educator’s Conference in Sacramento**

**April 7 – 9 – it will be worth the trip!**

<http://members.csea.com/memberHome/Events/ParaeducatorConference/tabid/1086/Default.aspx>

***Talk to your supervisor and principal about attending!!***

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Attending workshops, college or seminars on your own dime? Don't forget to apply for **professional growth points** BEFORE you are taking your final, or before the end of the training. The forms are available on line at [www.hbuhsd.org](http://www.hbuhsd.org) - HR Classified. Ten (10) points earn you \$ 750.00 once a year and they are cumulative!

Check your contract:

**12.11 Professional Growth**

All permanent classified employees who have been employed for a minimum of one continuous year qualify for participation in the Professional Growth Program. A copy of the Professional Growth Program is available in the Classified Personnel Office.

12.11.1 Eligible employees who have earned ten (10) approved growth points shall receive a growth award in the amount of \$750, payable in a lump sum. Professional growth payments may be received yearly. The maximum number of professional growth awards available to an employee is seven (7). A committee of two (2) members appointed by CSEA and the Director of Human Resources-Classified will review the guidelines for Professional Growth.

**Your 2011 Leadership Team**

Christiane Garisek (DO)	President
Carol Carser (VvHS)	Vice President
Ann Norvell (HBHS)	Treasurer
Elaine Ennis (DO)	Secretary
Deborah Stocks (MHS)	Site Rep Coordinator
Your name here!!!	Chapter Public Relations Officer
Chief Shop Steward (DO)	KaeC Jimenez



**Negotiations Team**

Greta Halverson-Reeves      Negotiations Chair  
Gus Hernandez (EHS), Ann Novell (HHS), Elaine Ennis (DO), Christiane Garisek (DO)

**February 1 - Agenda**

- Special Guest Q&A Jackie DeHay Dir. Of HR
- Approval of Minutes
- Treasurer’s Report
- Budget
- 1<sup>st</sup> Reading of Constitution
- Executive Board Actions
- Negotiations Update
- Nominations of Conference Delegates
- And more

**Leadership Team Activities:**

- Pre-Negotiations Meeting
- Attended Personnel Commission Meeting
- Met with Interim Superintendent Dr. Dishno
- Met with management
- Officer Installation
- Shop Steward Workshop
- Upcoming:
- Officer’s Skills Training
- Negotiations WS

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*Our progress as a nation can be no swifter than our progress in education. Our requirements for world leadership, our hopes for economic growth, and the demands of citizenship itself in an era such as this all require the maximum development of every young American's capacity. The human mind is our fundamental resource.*

*-John Fitzgerald Kennedy,  
February 20, 1961*

**PB – PN – What is the difference?**

PB-Personal Business absence requires your supervisor’s approval.

PN-Personal Necessity is for those unforeseen emergencies that you cannot predict.

Both of those absences count will be deducted from you sick-leave allowance.

The form you need to complete to get approval for any absences, including vacation, unpaid days off, etc. are available at the District website under Classified HR.

Remember to call in within the first hour of your shift and follow your site’s procedure when reporting your absence.

**This and That**

Comp-Time log – any comp-time earned before November 2010 and not used by now will need to be paid out in February. Please submit it with your time card.

Time Cards – if you are a Classified employee who is in STRS please write the following on the top of each of each of your blue time cards:

***“STRS – Certificated Pay Cycle”***

Preferably in RED before you submit it. This helps assure that your time card is processed for the end-of-the-month payday.

CPR/First Aid – If your job description says you have to have it – make sure you keep it valid

Typing Test – Accuracy is the key here. Take the test at the Adult-Ed School (OVHS). Most office jobs require one and you never know when a promotion opportunity comes up or you want to apply for a position that requires one.

MS Office Skills – it is essential that classified staff keep up with software programs and new technologies. This is no longer a specialized skill-set, it is the standard requirement for almost any position you will want to promote to.

***Education is the Key!***