



## Code for Type of Activity

### Litigation

- 01 In Court
- 02 Before PERB
- 03 Before a Governing Board or Personnel Commission
- 04 Before an Arbitrator Pursuant to the Collective Bargaining Agreement
- 05 Before any other Administrative Hearing Officer(s)

### Legislation

- 06 Legislative Analysis
- 07 Lobbying

### Other

- 08 Political Action
- 09 Training/Education (Other than publications)
- 10 Publications/Public Relations
- 11 All Other Types of Activity

### INSTRUCTIONS

Code each activity by both TYPE and SUBJECT MATTER, e.g., 03-23. (Pick your code from both columns.) Include **all** work time (rounded to nearest ½ hour) related to each activity.

**Note:** The phrase “bargaining unit employees” refers to CSEA members and non-members but does not include retirees.

## Code for Subject Matter of Activity

- 20 General Subject Matter Meetings of Chapters, Regional Presidents, Board of Directors or Staff
- 21 Contract Proposals, Negotiation, Contract Ratification
- 22 Contract Disputes, Grievances (other than Discipline), Job Actions Concerning Wages, Hours, Working Conditions
- 23 Disciplinary Matters (other than Internal Union Discipline)
- 24 PERB Charges Against CSEA, Duty of Fair Representation Claims Against CSEA **Not** Concerning Agency Shop Issues
- 25 PERB Charges on Behalf of Bargaining Unit Employees
- 26 Education Code on Behalf of Bargaining Unit Employees
- 27 Health and Welfare Benefits for Bargaining Unit Employees
- 28 Retirement for Bargaining Unit Employees
- 29 Unemployment for Bargaining Unit Employees
- 30 Worker’s Compensation for Bargaining Unit Employees
- 31 Department of Motor Vehicles on Behalf of Unit Employees
- 32 Other Legislation Directly Affecting Bargaining Unit Employees
- 33 Categories 25 through 32 **Not** Directly Affecting Bargaining Unit Employees
- 34 Agency Shop/Service Fee Disputes: Enforcement of Service Fee Payments; Defending Against Objections by Bargaining Unit Employees
- 35 Organizing New Members Within Existing Units
- 36 Organizing New Members Into New Units
- 37 Defending Against Decertifications of Existing Units
- 38 *Amicus Curiae* Work Not Directly Affecting Unit Members
- 39 *Amicus Curiae* Directly Affecting Unit Members
- 40 Partisan Political Activity
- 41 Non-Partisan Political Activity
- 42 Member-Only Benefits
- 43 Annual Conference
- 44 Internal Union Matters (including corporate questions, personnel matters)
- 45 EEOC/DFEH Claims on Behalf of Bargaining Unit Members
- 46 EEOC/DFEH Claims Against CSEA
- 47 Local Chapter Activities/Social Activities Open to Non-Members
- 48 Administrative Tasks (including timekeeping and expense records)
- 50 Miscellaneous Matters **Not** Directly Affecting Bargaining Unit Employees