



Classified School Employees Association Office-Technical Business Services

Chapter 788, Area K, Region 97

CSEA "INSIGHT"

June 28, 2011

PRESIDENTS MESSAGE

As much as possible, I have and will continue to advocate and bring the concerns of the OTBS unit directly to the District. Together, we must stand firm.

DON'T take on the work of an eliminated employee.

WORK to the rule!

TAKE your breaks and lunch.

Don't take work home.

If we continue to attempt to manage and minimize workload, the district never sees the impacts of layoffs. Have your supervisor prioritize your work. It is their responsibility.

You have Rights!

Remember, "united we bargain, divided we beg." (Author unknown)

Take Care and have a good summer.

Sincerely,

Sylvia Alvarez
President
CSEA

FURLOUGH FRIDAY AT THE FAIR

The San Diego County Fair would like to offer all School District employees two free admissions to the Fair on Fridays, June 10, 17, 24 and July 1. Just show your employee ID or paycheck stub at Will Call at the main Fair entrance and receive two free tickets. For more information on Fair activities on Fridays, go to www.sdfair.com

CalPERS RUN-OFF ELECTION

Don't wait to protect your retirement security!
CSEA First Vice President

Michael Bilbrey needs your vote to win a seat on the CalPERS Board of

Administration. It's never been more important to elect CalPERS Board members who will fight to protect defined-benefit pensions, preserve and improve CalPERS healthcare programs and increase CalPERS transparency. Michael Bilbrey is the only classified employee on the ballot and exactly who we need on the



“Lack of Work” and “Lack of Funds” are the two Reasons Classified Employees can be laid off.

We are experiencing devastating cuts throughout the district, especially in the OTBS unit. We have members that are being negatively impacted with the loss of benefits, reduction in work hours, loss of jobs and reassignments. Management will be looking to shift work duties as the workload increases. Less people and more work. There are restrictions in what the district can do in the transferring of duties. Be diligent in performing duties that are only in your job classification. Contact your representative and report any violations.

Respect yourselves enough to take your breaks, take your lunch, start work on time, end work on time and don't take work home. Volunteering your time for the same work you get paid for is a violation of the Fair Labor Standard Act. **WORK TO THE RULE.**

The Labor Relations Department sent out a Memorandum to All Site Administrators, Managers, and Classified OTBS Staff on January 27, 2011. The Subject: CLASSIFIED OTBS STAFF WORKLOAD

The Memorandum addressed the formula positions, reductions in force and the reassignments of classified support staff in the last five years. The Contract Administration Committee (CAC) and members of the CSEA OTBS unit came together and agreed that this would be a good time for principals and managers to assess and evaluate the workload of their classified support staff. Principals and managers are to communicate with their support staff their expectations, priorities, and give the support staff an opportunity to discuss, prioritize and share concerns about workload. The memo listed a number of topics for discussion. Some of the topics to discuss with staff were:

The training needs of staff new to school sites/departments and a plan to schedule Applications (DWA) website at www.sandi.net/dwa for a listing of available training schedules.

Expectations for employee performance should include the standards of quality and a reasonable timeline for work completion.

Classified contracts for Para educators, OSS and OTBS members specifically state that the “District agrees not to require members of one bargaining unit to perform the work of another bargaining unit except in emergencies.” Reductions in force or hours do not constitute an emergency. In addition “extra-help” Visiting Teachers are not to perform the duties of classified employees that have been laid off or have had their hours reduced.

2-1-1 Information & Referral Search

2-1-1 Provides free and confidential information and referral. Call 2-1-1 for help with food, housing, employment, health care, counseling and more. Learn about your local 2-1-1 by visiting www.211us.org.

CSEA “INSIGHT” CONTINUED

CalPERS Online



This Web site allows members to get information including their service credit years, their current mailing address on file and information about the health plans they've chosen. Members can also change their mailing address and obtain a retirement benefit estimate.

With myCalPERS, active and retired CalPERS members can instantly and independently get the information they need and conduct CalPERS transactions online. MyCalPERS allows members to track the status of their CalPERS transactions such as service credit purchases and disability retirement applications, along with accessing the most current information in their account.

The site also provides news updates, CalPERS member home loan rates and the asset value of the CalPERS pension fund.

PACIFICARE HAS CHANGED ITS NAME

At the end of this month, the PacifiCare's name will change. A postcard will be sent to all PacifiCare HMO members' homes.

Starting July 1, www.pacificare.com will change to www.myuhcwest.com.

Employees should use the new UHC ID card in place of their current PacifiCare ID card.

The PacifiCare to United Healthcare name change does NOT impact your benefits or doctor. If you have any questions, please call UHC Customer service at 800-624-8822 (the same number you call for PacifiCare).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is available to all current employees and their family members (who have medical insurance through VEBA with the PacifiCare or Kaiser). EAP specialists are licensed, trained therapists who offer counseling services for those dealing with a variety of problems (depression due to layoff, personal issues, family and marital problems, job-related stress, emotional issues, substance abuse problems, financial challenges, etc.). The service is completely free of charge and is totally confidential. For assistance contact 1-888-625-4809 or www.liveandworkwell.com (access code) scsveba.

6 FREE visits to a counselor or therapist for each issue,

FREE childcare referrals to providers, camps and more

FREE elder care referrals to providers, adult day care,

FREE relocation and adoption information,

FREE professional counseling on basic financial planning and money management concepts, ranging from debt management to budgeting and 401(k) contributions.

Treasurer's Report

Gustav Swanson presents a detailed report each month at the Chapter Meeting.

Please attend the chapter meetings.

SITE REPRESENTATIVES NEEDED

A Site Representative is...

The UNION at the work site.

The first UNION contact for new employees.

The primary UNION contact for unit employees at the work site.

The UNION role model.

The conduit and filter of workplace actions and information.

The face, eyes, and ears of the UNION at your work site.

We are looking for energetic, dependable, creative, and flexible individuals. A chapter member can be a Site Rep wherever they work. The duties include: Welcome new employees to your site and let them know you are the union representative, sign up new members if they have not joined Post and distribute CSEA information as needed

Attend Chapter meetings (flyers are sent via e mail) and keep your site informed about what is happening in your chapter; invite other's to attend meetings.

Be aware of employees' rights and the contract -- **know who to refer employees to: job steward, chapter president, labor relations representative, etc.**

Trainings are available for Site Reps, employee rights, job steward, chapter offices, etc. The time commitment is no more than 4 hours per month.

If you are interested in becoming a site-rep contact Site Rep Coordinator Sherry Chester (619) 725-5664 or email schester@sandi.net or Deborah Beaver (dbeaver@sandi.net) for more information.

The first meeting will be held late September so contact your coordinator soon.

BECOME A SITE REPRESENTATIVE TODAY!

2011–2012 TRAINING DATES

Know Your Rights—September 24th
(9 am–12 noon) and

Site Rep Training Day (1:00pm–4:00pm)

**Location to be determined



CSEA HEADQUARTERS

Based in San Jose, California, CSEA’s Headquarters houses several different departments, as well as the association president’s office, the CSEA Store and the Member Benefits ticket office.

2045 Lundy Avenue
San Jose, CA 95131
(408) 473-1000 (800) 632-2128
FAX: (408) 954-0948 or (408) 432-6249

San Diego Field Office
6341 Nancy Ridge Drive
San Diego, CA 92121
(858) 458-0300 (800) 673-9939
FAX: (858) 677-8992

2011 CHAPTER MEETING SCHEDULE

Meetings are normally held the fourth Thursday of each month @ 5:30 pm unless otherwise noted, excluding July and August. The schedule is subject to change due to room reservations/ cancellations. We will do our best to keep you informed of meeting changes. Mark your calendar.

September 22nd
October 20th
November 17th
December 15th
January 26th
February 23rd
March 22nd
April 19th
May 24th
June 14th
July (no meeting)
August (no meeting)

We will continue to send out meeting notices.