



### **Executive Board Members**

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Site Rep  
Coordinator  
Sherry Chester  
Pre-Retirement  
Coordinator  
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## **Office and Technical Business Services O.T.B.S**

# **Are You Being Paid for the Job You're Doing?**

With so many layoffs and so few of us left to do the work, some of your job duties may have changed. Many of us have been given additional duties. This is occurring throughout the district. There is a district policy for reclassification. October 30th is the deadline for submitting for a Position Classification Review according to district policy

### **Classification Review:**

A classification review is conducted when a new position is established or when re-organization, new processes, new programs, or gradual changes have affected the duties and responsibilities of an existing position. The new duties must be of a higher level job classification.

Your supervisor does not need to approve your application. It is up to HR to determine what

level of work you are doing. If you submit your paperwork by the deadline, your supervisor is required to turn it in to Human Resources. You should request a signed copy from your supervisor. You will then be notified by Human Resources. You will find the application at the sandi.net web site. Click on the Staff tab and click on HR forms. Be as thorough as possible while completing the form. If it is determined that you in fact have been doing work outside of your job class you will be reclassified to a new title, or the work must be taken from you. You would be paid retroactively for the difference in pay for the time you are doing the work. Keep in mind that Position Classification Review process is a non-negotiable procedure. It is District Policy. There is an

appeal process and there are still labor laws to adhere to. I encourage you all to take a good look at your job descriptions and honestly determine if you are doing higher level duties. You deserve to be paid for it if you are. Stand up for yourself! Work to the rule.



## **President's Message**

To begin, I want to tell you how proud I am of all of you and our chapter. It has not been easy. It has been extremely difficult. Yet, with fewer hours, less staff, increased workload and other obstacles; students are enrolled, in classes and learning! Without the hard work and dedication of classified staff, it could not and would not happen! There have been many reports of volunteers and other "helpers" doing our work. That is wrong and a contract violation. It is also wrong to transfer bargaining unit work. These issues are being addressed at the highest levels. I appreciate everyone who has contacted me or Gatman to notify us about violations or problems. We must work together.

These are hard times but we have suffered enough! Together we can and must work together for what is fair and just. I urge you again to attend the school board meetings. They need to see and hear from you.

Take your breaks, take your lunch and take care of yourselves.

Sincerely and in solidarity,  
Sylvia Alvarez  
President  
chapter 788

# Straight From Chapter 788

## Resources

PacifiCare Behavioral Health plan offers a broad range of services including but not limited to:

- Work Issues
- Emotional Well-Being
- Parenting and Child Care
- Substance Abuse
- Money Management

PacifiCare Behavioral Health (888) 625-4809

[www.pbhi.com](http://www.pbhi.com)

Keep in mind, if you are: Unemployed OR working less than full-time, AND You are able, available, and actively seeking work: You may be eligible to receive unemployment insurance benefits. The California [Employment Development Department \(EDD\)](#) determines an individual's eligibility for benefits. To apply for Unemployment Insurance Benefits, please call the EDD at 1-800-300-5616, or apply on-line

**Don't forget: Need any Union help? email**

[gatman2004@hotmail.com](mailto:gatman2004@hotmail.com)

[www.csea.com](http://www.csea.com)

## Apply for a CSEA Scholarship

Since the early 1960's, CSEA's Scholarship Program has awarded more than a million dollars to union members and their dependents who want to begin or continue their secondary education. \$1,000 scholarships are awarded to recipients based on academic achievement, character, leadership and extracurricular activities within the community. Financial need may also be taken into consideration on some. There are graduating high school senior, community college and college/vocational school scholarships.

CSEA Scholarship Applications are accepted Jan 1—March 31. Applications available January 2, 2012 visit [csea.com](http://csea.com) for more information. "A human being is not attaining his full heights until he is educated". -Horace Mann

## Important Pre-Retirement Notice!

Saturday October 22ndt Cajon Valley School District Office , Board Room  
750 East Main Street, El Cajon  
Registration begins at 8:30am Seminar will end at 1:00pm. Information provided by CalPERS, Social Security and the CSEA Retiree Unit. For more info contact Pam Kritzeck at 760-518-0513.

## Welcome Back Site Rep Dinner Report by Sherry Chester

On Wednesday, October 5, even the rain didn't stop us. We had over 75 guests and attendees at our Site Rep Appreciation & Welcome Back Meeting at the Ballard Center in Old Town. Twenty one OTBS members were present to learn about what it is to be a Site Rep and the many benefits members can take advantage of. The guests from the CSEA San Jose Headquarters made knowledgeable presentations. Our own Chapter Coordinators and staff made the training part of the meeting. We all enjoyed a Pollo Loco dinner, lots of prizes and raffles. It was fun and informative.

If your site does not have an OTBS Site Rep and you wish to volunteer, e- mail me, Sherry Chester at [schester@sandi.net](mailto:schester@sandi.net) I am the OTBS Site Rep Coordinator. Let me get you on the list for e mails and notices. I look forward to hearing from you.

## October is National Book Month

October is National Book Month. Visit your community library, shop your local independent bookstore, or peruse your ever-growing collection. Take some time this month to indulge your pleasure of reading, and commit to making books a part of your life every month of the year.

Have you looked into the advantages of electronic books that you can download to your iPad or Kindle? To be able to click on a word to look up its definition is a boon to many of us too lazy to get out the dictionary. "The things I want to know are in books; my best friend is the man who'll get me a book I ain't read."  
- Abraham Lincoln.

**In the 1940's this poem appeared in the February 1942 issue of the "Employee" (Now Focus magazine) by Mrs. Fannie Krone of Southwest Chapter 23.**

***Are you an active member, the kind that would be missed?  
Or are you just contented that your name is on the list?  
Do you attend the meetings and mingle with the flock,  
or do you stay at home and criticize, and knock?  
Do you take an active part to help the work along,  
or are you satisfied to be the kind that "just belongs"?  
Do you ever go to visit a member that is sick,  
or leave the work to just a few and talk about the "clique"?  
come to the meetings often and help with hand and heart,  
don't be just a member, but take an active part.  
Think this over, member, you know right from wrong.  
Are you an active member, or do you "Just Belong"?***

Please email me at [katherynw71@gmail.com](mailto:katherynw71@gmail.com) for ideas, feedback or any special interest story you would like to include in the newsletter. A Big Thanks to all of you who have already emailed me. It is valued!

**Do you want to get the Newsletter via email? Email**

*classifiedotbs@lists.sandi.net and put subscribe in the subject. You may also put unsubscribe in the subject if you do not want to receive the newsletter.*

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