



JOB STEWARD REPORT

As classified professionals, you have rights established through law 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 at ext. 4413 or send e-mail to chiefsteward@csea262.org.

February 2010

As the exclusive representative of classified employees, CSEA is your advocate in employer-employee relations. CSEA strives to educate its members about issues so these issues do not become problems.

The following information is intended to help you become aware of campus issues that affect classified employees and educate you about your rights and what you can do if you find yourself in a similar situation.

JOB DUTIES

Asked to do work not in Job Description

In three separate cases, classified employees reported they have been doing work outside the scope of their job descriptions. Two classified employees have been doing supervisory work, and another classified employee has been doing work outside of the employee's classification.

What Should You Do?

Never refuse to do any work you are directed to do by a supervisor. Refusal could be interpreted as insubordination, which could lead to discipline, including termination. Instead, contact the Chief Job Steward, any Job Steward, or the Chapter President or any member of the Chapter Executive Board and explain the situation. As a classified employee, you cannot "supervise" any employee, and that includes "hourly" or student workers. Supervising is a management responsibility. You should not hire, terminate, discipline, or even schedule the work hours of other employees. You should never argue with your supervisor, though. Do the work, but call your union representative as soon as possible and let us address the issue with the District. Regarding working outside your classification, your supervisor can ask you to do work outside your classification; however, there are guidelines and restrictions for doing that. For example, you can only work outside your classification for no more than five days within a fifteen day period; if you work outside your classification, you are entitled to extra compensation (typically a five percent salary increase) during the period when you are doing that work. Again, do not ever refuse to do work, even if you know it will violate your rights. Call your union representative as soon as possible and let us handle the issue.

WORKING CONDITIONS

Anyone who has been paying even the slightest bit of attention lately knows that tension is high everywhere on campus, which by itself can create difficult working conditions. This is why it's no surprise that "working conditions" wins this month's "Issue of the Month" award for being the most common type of job steward issue.

Disrespectful Attitudes

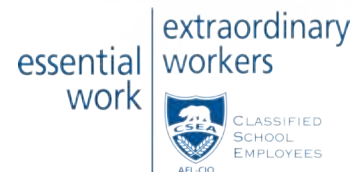
We broke even in this category with two separate incidents, one involving the actions of a classified employee and another a supervisor. In the first incident, a classified employee was concerned that the supervisor was treating the employee in a disrespectful manner. What had been a good working relationship suddenly became one in which the supervisor would be dismissive of the employee's suggestions and work or would openly ignore the employee altogether. Because this is a personality issue and not a concrete contract or code violation, these kinds of issues are sometimes difficult to mediate. In this case, however, the employee chose to meet with the supervisor to discuss the employee's concerns. As a result, relations have improved.

What Should You Do?

This employee chose to speak directly to the supervisor about the concerns, and the simple act of communication has improved the situation. Sometime, open and honest communication is an effective means to solve situations. When open communication is not possible, however, and this occurs often, contact your union representative as soon as possible before the relationship becomes less amicable or even antagonistic. Let your union representative meet with you and your supervisor as a mediator to find a solution.

Disrespect (continued)

In the other incident, a supervisor wanted to meet with the classified employee to discuss the employee's "attitude." The supervisor was concerned that the employee's "negative" attitude was having a negative affect on other employees. The supervisor discussed a specific incident with the employee. The employee explained that the incident occurred because the employee was upset about another employee (a faculty member in this case) making inaccurate or incorrect statements about programs or services the department offered to students. The employee was also upset at the supervisor for giving work this employee has been doing for many years to non-classified employees. After the discussion, the classified employee agreed with the supervisor that the employee should have addressed the issue differently and agreed to go directly to the employee with concerns. The issue of transferring work the employee was doing to non-classified employees is also a concern, and discussion with the supervisor revealed that some changes in District policy required some changes in the way the department has to do business (which is becoming a too-often used excuse for violating classified rights). However, changes in District operations is not justification for changing an employee's duties and responsibilities. The supervisor agreed to reevaluate this and return work to the classified employee. We will continue to monitor this situation to ensure the rights of the classified employee are secure.



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

KNOW YOUR RIGHTS

Classified employees often find themselves frustrated by issues or situations because they are not sure what their rights are. This article will present a topic about common issues. If anything in this article sounds familiar, you should contact the Chief Job Steward at chiefsteward@csea262.org as soon as possible.

Are you a member? What are you missing?

Many classified employees believe they are Chapter members because of the CSEA dues deduction on the paystub. However, the CSEA dues are actually the “fair share” dues that go to the State Association, but those dues do not provide you all the benefits and protections of being a chapter member. If you are Chapter member, you will also see a \$1 deduction, which is the Chapter membership dues. Those dues go directly to our Chapter, and that provides you with the many benefits CSEA provides. More importantly, being a member allows you to participate in Chapter business, vote on contract issue, and run for Chapter office and vote for Chapter officers. As a “fair share” fee payer, you are only represented on contract issues (*not* disciplinary issues). If you are not sure whether you are a Chapter member, call one of the Chapter representatives and find out!

What Should You Do?

While it is easily understandable why an employee might become upset about situations or even at people, there is no excuse for disrespectful or unprofessional behavior, especially when doing so has a negative affect on other employees. We all need to learn to deal with stress and stressful situations, but that is not to say we should not have these feelings at all. Obviously, that is impossible. However, rather than displaying anger or frustration in public, employees should walk away or take themselves out of the stressful situation, respectfully excuse themselves from a room or meeting to “cool off” in private. You should always try to calmly discuss your concerns with your supervisor; however, if you have to vent, call your union representative and do your venting with us. We are here to help, even if just to listen to you and give you the opportunity to express yourself openly and honestly. Our responsibility as your union job stewards is to hear all of your concerns, even if just to provide you with an outlet to vent. In this case, one of the reasons the classified employee was upset is because work this employee had been doing for many, many years was suddenly taken away and given to someone else, in this case a non-classified employee. Transference of classified work out of the bargaining unit is an unfair practice, and CSEA needs to be made aware of this when it happens. If your work or even if you see the work of another classified employee is being given to other employees not in the same classification, contact your union representative right away. These are issues that your union should address, and a job steward who will get to the bottom of the situation and determine whether a discussion with the supervisor about that issue is necessary. This approach also provides you with a degree of separation, which may protect you from possible disciplinary action for disrespectful or unprofessional conduct. Always remember that your union is your best resource not only for protecting your rights, but also for providing you with the opportunity to express your concerns in a safe environment.

***DO YOU WANT TO HELP YOUR CLASSIFIED COLLEAGUES?
DO YOU WANT TO HELP MAKE A DIFFERENCE?***

Then your Chapter 262 needs you!

Your CSEA Chapter 262 needs members like you who are interested in becoming a job steward or a site representative. Job stewards assist classified employees with contract issues, working conditions, discipline, and other employee-employer relations. Site representatives keep classified employees informed and answer questions about important Chapter activities, attend Chapter meetings, and distribute information to members about important Chapter business and activities. If you are interested in becoming either a Job Steward or a Site Representative, contact CSEA Chapter 262 at ext. 4413 or send an e-mail message to the Chief Job Steward at chiefsteward@csea262.org the Site Rep Coordinator at siterep@csea262.org.

CHAPTER JOB STEWARDS

If you need assistance, have a question, or believe your or someone else’s rights have been violated, contact the Chief Job Steward or any of the Job Stewards immediately. The following is a list of our Chapter Job Stewards.

Chief Job Steward

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