



March 22, 2019

CHAPTER MEETING |

AGENDA

- **Approval of agenda**
- **Thank you volunteers**
- **Welcome guests**
- **Treasurer's Report**
- **Organizing Report**
- **President's Report**
- **Know your rights—Alternative Work Schedules/Hours of Work**
- **Know Your Rights—Professional Development**

THANK YOU VOLUNTEERS

- **Jennifer Moran, President**
- **Isabel Bañuelos, Vice President and Chief Steward**
- **Jay Grosflam, Secretary**
- **John Ciulik, Organizing Chair**
- **Annabelle Siongco, Unit 7 Representative**
- **Sina Li-Hang**
- **Tyree Mikes**

THANK YOU VOLUNTEERS

- **Madeleine McJones**
- **Sivyu Chia**
- **Vina Thomas**
- **Cara Nissen**
- **Ardel Deltgen**
- **Kristina Newhouse**
- **Lynne Harris**
- **Nina Antoville**

WELCOME OUR GUEST

- **Joe Kahraman, Chapter 315 Labor Relations Representative**

TREASURER'S REPORT

- **Coming soon!**
- **Are any of you interested in being our Treasurer?**

ORGANIZING REPORT

- **Membership—75% for regular employees**
- **New Employee Orientation**
- **Sign-up for HQ emails and renew on [CSUEU.ORG](https://csueu.org)**
- **Join our Contract Action Team!**
- **Walking Tour April 16th & 17th**

PRESIDENT'S REPORT

- **Steward Training**

- Let me know if you're interested!
- Stewards can represent, organize, research, support events, etc.

- **Vacant E-Board Position**

- Treasurer

PRESIDENT'S REPORT

•AB 369—Steps Bill

- Would reinstate 5% annual salary step increases for CSU support staff with satisfactory performance**
- Co-sponsored by CSUEU, SEIU, and the Teamsters!!**
- Written by Assemblywoman Dr. Shirley Weber**
 - Please thank her!**
- Letter writing campaign**
 - Thank you to those who have submitted letters!**
- Political Action Committee (PAC)**

KNOW YOUR RIGHTS

•Article 18—Hours of Work

•Work Schedules—Non-exempt employees

- Minimum of 40 hours in 7 day period or 80 hours in 14 day period**
- Appropriate Administrator determines schedule**
- Management must provide 21 days notice for schedule change (can be waived by employee)**
- If you work a 5 day workweek, each workday normally 8 hours**
- Full-time workweek (1.0 timebase) is 40 hours**
- Overtime may be required, applies to hours worked over 40 hours**

KNOW YOUR RIGHTS

•Article 18—Hours of Work

•Work Schedules—Exempt employees

- Expected to accomplish work without regard to number of hours worked
- Not eligible for CTO/overtime
- Managers may authorize informal time off if excess hours worked
- No fixed minimum or maximum hours in workday or workweek
- Must claim time or be docked if absent full day, no partial days
- Eligible for alternate or compressed schedule

KNOW YOUR RIGHTS

•Article 18—Hours of Work

- Everyone—normal schedule is 5 day workweek, Monday to Friday**
- Compressed and alternate work schedules**
 - Employee may request alternate/compressed schedule**
 - If denied, employee may request written reason**
 - 4/10—10 hour shifts on 4 consecutive workdays**
 - 9/80—9 hour shifts on 4 consecutive days with additional 8 hour shift every other week at beginning or end of workweek**
 - 3/12—12 hour shifts on 3 consecutive days with additional 8 hour shift every other week at beginning or end of workweek**

KNOW YOUR RIGHTS

•Article 18—Hours of Work

- Appropriate Administrator may require compressed or alternate work schedule, details should be mutually agreed upon
 - If mutual agreement not possible, may be assigned if in position with posting that said alternate or compressed schedule possible or in reverse order of seniority****
- Shift change
 - If department has vacancy on shift, employee from same department and classification may request reassignment****

KNOW YOUR RIGHTS

•Article 18—Hours of Work

- Employee may request schedule change 21 days ahead of proposed effective date**
 - Appropriate Administrator or employee may request meeting to discuss requested change**
 - If conflict in work schedule change exists, seniority considered**
 - Appropriate Administrator must respond in writing, employee may request explanation**

KNOW YOUR RIGHTS

•Article 18—Hours of Work

- Meal periods required for employees who work 5 hours or more**
- Meal periods 30 to 60 minutes, scheduled by Appropriate Administrator, should be consistent**
- Meal periods not considered time worked if at least 30 minutes, employee completely relieved of their duty, employee free to leave their work station**
- If required to stay at workstation, meal period considered paid time worked; Appropriate Administrator may reduce schedule by length of meal period or grant overtime/comp time**

KNOW YOUR RIGHTS

•Article 18—Hours of Work

- Required rest periods of 15 minutes for every 4 hours worked**
 - Appropriate Administrator determines schedule**
 - Counts toward hours worked**
 - Interrupted rest periods must be rescheduled in full**
- Clean-up time of 10 minutes for employees who come into frequent contact with dirt, waste, biowaste, or toxic chemicals**
- Telecommuting—campus does not currently have policy**

KNOW YOUR RIGHTS

• **Article 22—Professional Development**

- Employee may submit request for training and development to the Appropriate Administrator
- May include, but is not limited to, release time with pay, flexible working hours, tuition, and travel
- Denial must be in writing
- Employee must be provided necessary training appropriate to any newly assigned job duties or equipment

KNOW YOUR RIGHTS

• **Article 22—Professional Development**

- If Appropriate Administrator recommends training and the training occurs during employee's work hours, the employee may be granted release time, if operational needs permit
- Permanent employee may request or be offered the opportunity for a temporary assignment in a higher level position on a training basis
- Shall be compensated at higher level
- May request letter of verification of such service for personnel file
- At the end of the temporary assignment, employee returns to permanent assignment

KNOW YOUR RIGHTS

•Article 22—Professional Development

- If work is being changed due to technological changes, may be provided with reasonable release time to participate in retraining opportunities
- Employees or the Union may submit training proposals for bargaining unit employees
- Appropriate Administrator must consider any training proposal
Union may require Appropriate Administrator to meet with the Union and a reasonable number of affected employees to discuss the training proposal
- Appropriate Administrator must respond in writing

KNOW YOUR RIGHTS

• **Article 22—Professional Development**

- Professional development opportunities include, but are not limited to:

- The fee waiver program
- Training directly of benefit to the campus
- Continuing education

- When professional development classes are suggested, but not required, if training occurs during the employee's work hours, the employee may be granted release time

KNOW YOUR RIGHTS

• **Article 22—Professional Development**

- An employee may apply for an unpaid Leave of Absence for up to one (1) year for professional development
- Employee may pursue educational goals may with support of immediate non-bargaining unit supervisor
- Shall include attainment of a certificate, an associate degree, an undergraduate degree, a graduate degree or other achievement appropriate for the employee's professional growth

KNOW YOUR RIGHTS

• **Article 22—Professional Development**

- Training assignment can be requested after completing training plan
- Notice of such successful completion of Career Development Plan shall be placed in the employee's personnel file
- Reimbursement for expenses incurred as a result of training if such training is required by CSU.

KNOW YOUR RIGHTS

•Article 22—Professional Development

Employees shall be reimbursed for the following expenses incurred as a result of this required training:

- a. Tuition and/or registration fees;
- b. Cost of course-required books and materials;
- c. Transportation or mileage expenses;
- d. Toll and parking fees;
- e. Lodging and subsistence expenses.

KNOW YOUR RIGHTS

- **Article 22—Professional Development**
- Employee shall be granted release time for the purpose of taking examinations to maintain a specialized license required by the CSU, except for a DMV Class C operator license
- Non-exempt employees who attend training and education courses required by the CSU shall be granted reasonable time off without loss of compensation for courses that occur during the employee's normal working hours

KNOW YOUR RIGHTS

- **Article 22—Professional Development**
- When necessary for exempt employees to work extended hours to attend training and/or education courses required by the CSU, managers may authorize informal adjustments in their normal work hours.

KNOW YOUR RIGHTS

- **Article 22—Professional Development**
- **Fee Waiver**
 - Must approve fee waiver
 - 2 courses or 6 units (whichever is greater)
 - Must be taken for credit
 - Management not required to approve classes during regular work day
 - Only applies to stateside classes
 - Doctoral program—equivalent to grad school tuition

KNOW YOUR RIGHTS

•Article 22—Professional Development

•Fee Waiver

- Job related or part of Career Development plan
- Admissions requirements met or waiver for Career Development Plan
- Admissions requirements not applicable for job related classes
- May be given release time to attend one class per semester if part of approved plan and operational needs met
- If on Leave of Absence, may request to take more than two classes

KNOW YOUR RIGHTS

- **Article 22—Professional Development**

- **Fee Waiver**

- Covers Application Fee, Health Services Fee, Identification Card Fee (if mandatory), Instructionally Related Activity Fee, Professional Program Fee (Graduate Professional Business Fee), The following fees shall be reduced to one dollar (\$1): Associated Student Body Fee, University Union Fee/Student Body Center Fee, Health Facilities Fee
- Does not entitle you to Student Services