



B.U.M. BULLETIN

A publication for all bargaining unit members of the Coast Federation of Classified Employees, AFT Local 4794

CALENDAR

Coast Community College District Board of Trustees Meeting
 District Office, Board Room
 1370 Adams Ave., Costa Mesa
 Wednesday, November 18, 2015
 6:00 PM

Coast Federation of Classified Employees Executive Council Meeting
 Golden West College
 Humanities 107
 Friday, November 20, 2015
 8:30 AM – 11:00 AM

Orange County Labor Federation Monthly Delegates Meeting
 UFCW 324
 8530 Stanton Ave., Buena Park
 Thursday, December 3, 2015
 5:30 PM - 7:00 PM

President's Message



It's been a busy fall for classified employees. Thank you to all the employees who attended CFCE's Fall Membership Meeting. In the spirit of Thanksgiving, the meeting's theme was *What We're Thankful For*. I'm personally thankful for the opportunity to have a voice in my workplace and to represent each of you. The more than 700 classified employees in this District contribute to college life in immeasurable ways, though our contributions often go unrecognized. We are the first ones to arrive in the morning and the last ones to leave at night. We serve students at front desks, in libraries, bookstores, kitchens, warehouses, classrooms, and beyond, day and night. I'm thankful to work alongside so many caring, talented, dedicated people.

I encourage you to consider how you might take a more active role in the life of the District or your college. When classified employees are informed about what's going on, we are better able to make positive changes to our work environment or conditions. Consider

attending a Board of Trustees meeting to stay abreast of the important decisions being made, volunteer to serve on a committee, or just read through this newsletter and share it with your co-workers. Find a way that you can take a more active role in your workplace. When we come together around issues that matter to all of us, we can achieve great things.

Classified Employees Are Thankful For...

- "I'm thankful for the job I have and for working in the Enrollment Services Office at OCC and to be a member of the union."
- "Freedom, health, family, plants and animals."
- "Winter Break!"
- "Health benefits."
- "I am grateful for working at Golden West College and having a great job."
- "I am grateful for having a job that I love to do."
- "Great co-workers and incredible family at home."
- "Health and having a job for 27 years at OCC"
- "My son and my cat." ■

Nearly \$2 Million Spent on Management Raises and New Management Positions



You may not have noticed, but since the start of 2014, the District has spent \$1.6 - \$1.9 million in management salary increases, handed out through range changes, reorganizations, reclassifications and the creation of new management positions. While not all the newly created management positions have been filled, many have or are in the hiring process. It sure is a good time to be a manager! Meanwhile, classified employees haven't had a raise in 9 years, and had to fight tooth and nail just to keep COLA and Growth. And now, the District is telling faculty and classified employees that they will need to make cuts to their benefits plan going forward.

But fear not, according to Chancellor Farrell at a recent IT meeting, these management raises raised the ceiling, which will apparently increase the classified's chances of getting an increase during the classification study. This is great news, considering we are entering negotiations in 2016! Below are some of the bigger changes that have occurred lately. ■

Position	Position Increase	Total for all Positions
28 Deans	\$7,690 - \$9,981	\$239,189 - \$268,972
8 Vice Presidents	\$17,142 - \$20,958	\$142,538 - \$169,250
2 District Directors, HR	\$18,868 - \$24,848	\$37,736 - \$49,696
3 Directors, Academic and User Support	\$17,606 - \$23,172	\$52,818 - \$69,516
Chief of Police	\$24,850	\$24,850
Director, DSPS	\$19,839 - \$26,072	\$19,839 - \$26,072

FLOATING HOLIDAY: As of July 1st, your Floating Holiday is again available. This holiday must be used by June 30, 2016.

GIVEAWAY!

Read through the B.U.M. Bulletin to find out how you could win a **\$10 Starbucks gift card!**

Congratulations to last month's winner, Shanon Gonzalez, Coastline



Ask Rosie

Have a question for Rosie?
Email anicholson@occ.cccd.edu

Dear Rosie,
I was sick during the month of October with stomach problems and spent a lot of time at home and visiting the doctor. I used sick leave to cover my absence from work. I'm still recuperating, so for the last two weeks have been working about half time while I recover and see the doctor, again supplementing my time with sick leave. Last Friday, my manager called me into his office and gave me a verbal warning for using too much sick time. He said the next time I use "too much," he will write me up. Help! I have plenty in the bank and I'm legitimately sick--so what's the problem?

Sincerely,
Recovering Rita

Dear Recovering Rita,
That's not right! If you are sick, you are entitled to use your accrued sick time. It sounds like you're using it for its intended purpose and not abusing it. If you had been using sick leave when you weren't really sick, or showing patterns like always calling out sick on Fridays, there could be reason for discipline. However, based on your circumstances, your manager cannot discipline you for using this time. See articles [17.2](#) and [17.15](#) for more information about sick leave and your rights, and contact your union rep for further assistance.

Sincerely,
Rosie

Dear Rosie,
I've placed my name on the transfer list. Does it stay active forever?

Sincerely,
Looking Lucy

Dear Looking Lucy,
No, you must add your name to the Transfer List every year on July 1. It will not automatically renew. And remember, if you are sent an email to consider a transfer and you don't respond, and then the process for hire begins, they cannot go back and consider you for the transfer. You have lost your chance at that position through the transfer process and will need to apply for the position along with all of the other candidates.

Sincerely,
Rosie

What We're Thankful For

Thanks to the dozens of classified employees who attended CFCE's Fall Membership Meeting! We hope you found the meeting to be informative, inspiring and fun. With the Thanksgiving holiday approaching, we took time to appreciate many of the things we are thankful for, including our benefits, collective bargaining rights, our coworkers and our families. Union members heard from speakers on a variety of topics: the latest union business, a negotiations update, tips for requesting professional development, campus safety efforts, how to join the COPE Committee, benefits available through SchoolsFirst Federal Credit Union, and more. Employees got to know one another better through an icebreaker called Solidarity BINGO, led by Treasurer Michael Carrizo. ■



View more pictures from the meeting at [CFCE's facebook page](#).

The Loss of a Friend

It is with great sadness that we inform you of the passing of classified employee Patrick Milligan. Patrick passed away at home of unknown causes on October 29, 2015. Patrick joined the Coast District in 1996, working as an hourly at Golden West College. After two years he was hired on full-time as an Information Systems Technician, a position he held until he became an IT Services Specialist. Patrick attended Edison High School and Golden West College. He was a valued member of the District IT team and will be greatly missed. ■



The GWC Employee of the Month Committee surprises October's Employee of the Month, Nikki Phan, Secretary Senior for the International Student Program. ■

Get Inspired!



READ: [Inspiring Books](#)
10 inspiring books to read during the holidays. ■



HELP: [Feeding America](#)
Give back this holiday season by volunteering with Feeding America. ■



MENTOR: [Become a Big Brother](#)
Change a child's life by becoming a Big Brother or Big Sister. ■



REGISTER: [To Vote!](#)
Make your voice heard! Some big elections are just a few months away! ■

Labor Leader Spotlight: Thomas Reilly Donahue



Tom Donahue, secretary-treasurer of the national AFL-CIO from 1979 to 1995 and president in 1995, was a persuasive champion of the need for labor renewal in the face of a changing economic and political environment. Many of the programs he initiated continue to inspire and inform today's innovations in organizing and workplace representation.

In 1973, Donahue became executive assistant to AFL-CIO President George Meany and, after Meany's retirement in 1979, was elected secretary-treasurer of the AFL-CIO, a position he held for 16 years.

As secretary-treasurer, Donahue led the labor movement's efforts to develop institutional responses that would ensure its continued strength in its changing economic and political circumstances. In 1982, the AFL-CIO Executive Council formed the Committee on the Evolution of Work with Donahue as its chair. Over the next dozen years, the committee brought together labor's top leaders and advisers to think strategically about labor's future.

Under Donahue's leadership, the AFL-CIO launched a number of initiatives, including the recruitment of "associate members," new financial services for union members and new resources and administrative structures for organizing. ■

Professional Experts Abound



In the past five years the District has hired 498 Professional Experts to handle an array of responsibilities. But what

exactly is a Professional Expert, and how are they different from a classified employee? According to the Education Code, Professional Experts are employed on a temporary basis for a specific project. They may not be hired to do work that belongs in the classified unit.

Examples of some of the projects Professional Experts have been hired for include:

- coordinate Career Education and Community Education specialized projects;
- provide sailing program support, instructor support and assist with sailing courses and marine projects;
- provide Environmental Health & Safety Program Assessment, compliance automation;
- provide certified healthcare enrollment training in support of Covered California;
- provide event management duties in the Kinesiology and Athletics Division and with the Women's Basketball Team. ■

Legal Corner

Military Rep PERB Charge: CFCE participated in an all-day mediation on Oct. 5 with PERB in an attempt to reach agreement on whether or not Military Site Representatives are classified positions that should be in the bargaining unit. Unfortunately, no resolution was reached. The District maintains that Military Site Representatives are professional experts, not classified employees, in spite of the overwhelming evidence to the contrary. The next step in ensuring these employees begin receiving the compensation, benefits, protections and representation they are entitled to, will be a formal hearing with PERB.

Student Life PERB Charge: CFCE filed an Unfair Labor Practice charge against the District for attempting to remove the classified position at GWC, changing the Director of Student Life from a classified position to a management position at Orange Coast College, and hiring a new position at Coastline that included classified duties. This action removes classified duties from the bargaining unit. The District indicated that they made the change in order to avoid paying overtime to classified employees for doing that bargaining unit work. ■

Reasonable Accommodations



The Americans with Disabilities Act requires an employer to provide reasonable accommodation to qualified applicants and employees with disabilities, unless to do so would cause undue hardship to the employer. An accommodation is any change in the work environment or in the way things are customarily done, to accommodate an employee's medical condition or disability.

Reasonable accommodations must be provided to qualified employees who present medical support for the need, regardless of whether they are part-time, full-time, or probationary. Modifications can include:

- making existing facilities accessible;
- job restructuring;
- part-time or modified work schedules;
- acquiring or modifying equipment;
- providing qualified readers or interpreters;
- reassignment to a vacant position.

If your doctor says that you need a work modification due to a medical condition, let your manager know that you would like to begin the conversation. A request for reasonable accommodation is the first step in an informal, interactive process between the employee and employer. Then, contact your union rep so they can participate in the discussion.

Remember, making the request doesn't mean the District will provide it. If the District is unable to accommodate you, and you cannot continue working without an accommodation, your employment may be in jeopardy.

Below are some examples of what is and what is not an accommodation request.

Ex. 1: An employee tells her supervisor, "I'm having trouble getting to work at my scheduled starting time because of medical treatments I'm undergoing." This is a request for a reasonable accommodation.

Ex. 2: An employee tells his supervisor, "I need six weeks off to get treatment for a back problem." This is a request for a reasonable accommodation.

Ex. 3: An employee tells his supervisor that he would like a new chair because his present one is uncomfortable. This statement is insufficient to put the employer on notice that he is requesting reasonable accommodation because he does not link his need for the new chair with a medical condition.

For more information, contact Cindy Barron, Human Resource Compliance and Equity Specialist, at cbarron7@mail.cccd.edu or (714) 438-4709. ■

Weingarten Rights

When to bring a union rep:

You have the right to have a union representative at any meeting or investigatory interview with a supervisor or administrator that you reasonably believe might lead to discipline. These are called your Weingarten Rights, named after a 1975 U.S. Supreme Court Decision. Your supervisor does not have to notify you of your right to union representation--you must assert your Weingarten Rights. This applies to everyone who works in a unionized child care center, school, college or university, whether public or private.

What is discipline?

Discipline might include an informal conference, written reprimand, written or verbal warning, demotion, unpaid suspension from work, or termination.

Attending meetings

If you are told to attend a meeting with your supervisor, ask what the topic will be. If it sounds to you as if the meeting might lead to discipline, contact your campus/site rep and ask for them to accompany you. Or, if you are in a meeting with your supervisor and the direction turns toward reprimand, say that you would like to reschedule the meeting to allow you to have a union rep present. If the supervisor refuses, explain that you prefer not to answer questions, but that you will if directly ordered to do so.

To assert Weingarten Rights, say:

"If this discussion could in any way lead to my being disciplined, terminated, or could affect my personal working conditions, I respectfully request that my union representative be present." ■



November Giveaway!



Answer this question...

How much money has the District spent on management raises and new positions since 2014?

CLICK HERE to answer and be entered into a drawing for a \$10 Starbucks gift card! The deadline to enter is November 30, 2015.

If You're Not at the Table...



Join CFCE's **Committee on Political Action (COPE)** and make your voice heard on local political matters.

The committee makes important decisions during election season, including endorsing candidates, making contributions to supported candidates, and taking action to support pro-labor, pro-education candidates. We need your voice and your participation!

Click here to learn more!

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Since every classified employee is a *bargaining unit member* of CFCE, as defined by PERB Determination #LA-R-797A, this publication is referred to as the B.U.M. Bulletin, where B.U.M. is an acronym for *bargaining unit member*.

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