



B.U.M. BULLETIN

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

CALENDAR

Coast Federation of Classified Employees Executive Council Meeting

Orange Coast College, Admin 108
June 13, 2014
8:30 AM – 10:30 AM

Coast Community College District Board of Trustees Meeting

District Office, Board Room
1370 Adams Ave., Costa Mesa, CA
June 18, 2014
6:00 PM

Attend and wear red!

Orange County Labor Federation Delegates Meeting

IBEW Local 441
309 N. Rampart St., Ste. M, Orange, CA
June 26, 2014
5:30 PM – 8:30 PM



"If we don't fight hard enough for the things we stand for, at some point we have to recognize that we don't really stand for them.

*--Paul Wellstone
Former United States Senator*



June 6, 2014 (Vol. 7, No. 6)

Message from the President



Welcome to summer! While some classified staff are enjoying well-deserved time off with family and friends, at CFCE we are gearing up for a busy and eventful summer! In the coming months we'll be continuing contract negotiations, going to mediation through PERB over the IT reorganization, attending Union Summer School at Cal Poly Pomona, hosting Brown Bag Lunch seminars, fighting for COLA, and much more!

In this edition of the B.U.M. Bulletin we're introducing a new regular feature called "Ask Rosie," where we'll answer common employee questions. In this edition you'll also find information on AFT scholarships, absence reporting requirements, and vacation carryover. ■

Timecard Reminder



Employees who submit timecards are asked to complete and submit them by the end of the business day on the 9th of each month. Submitting timecards by this date gives HR the time they need to process the timecards and helps to prevent a delay in payment. ■

Congratulations Pipeline Graduates!

Congratulations to all the graduates of the GWC Pipeline Leadership Academy, who were recognized at a ceremony on Friday, May 16 at Coastline's Newport Center.

Classified staff, faculty and managers from around the district participated in the first ever leadership development program, including CFCE E-Council members Connie Marten, GWC, and Sheryl Area, OCC (pictured below). ■



Join CFCE for a Brown Bag Lunch!

Topic: Know Your Rights

Bring your bag lunch and join the CFCE for a discussion about your rights as a classified employee in the CCCD.



Coastline - College Center
4th Floor Conference Room
Friday, June 20, 2014
Noon - 1pm

Light refreshments provided.

CFCE.ORG

NEW FEATURE! Ask Rosie

Each month CFCE will reach into our "mail bag" and select employee questions to answer in a new newsletter feature we're calling, "Ask Rosie."

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

Dear Rosie,
I submitted a vacation request to my manager five weeks ago, but I haven't received a response. I sent a follow-up email asking if my request was approved, but I haven't heard back. My vacation is supposed to start tomorrow. What should I do?

Sincerely,
Nervous Nelly

Dear Nervous Nelly,
As a classified employee you have vacation rights that are covered by Article 15 of your contract. Management is required to respond to all vacation requests in writing within 5 days of the request. To not do so is a contract violation. If your manager does not deny the request within the 5 day time frame, they are implicitly approving the vacation time. We recommend checking in one final time with your supervisor if you still haven't heard, but then go ahead and take that vacation!

Sincerely,
Rosie

Dear Rosie,
I thought that my unused vacation time carried over to the next year, but my manager is telling me that I have to use it or lose it by June 30. What's the right answer?

Sincerely,
Never Takes Time Off

Dear Never Takes Time Off,
Your manager's confusion may stem from the fact that managers and classified employees do not have the same rights when it comes to excess vacation time. For classified employees, vacation time is a proprietary right; you carry over your unused vacation hours to the next year (up to 1.5 times your yearly allotment). If you have excess vacation time because you were not permitted to use it, you may request a lump sum payment for the excess accumulated vacation. Article 15.2 - 15.5 of your contract explains this in further detail.

Sincerely,
Rosie

Absence Reporting

CFCE brought to HR's attention a trend of late absence reporting that has emerged across the District. Reports that are received one, two, or more months after

absences occur can result in overpayment or misapplication of employee benefits.

Your contract states that you must submit sick leave absence reports as soon as possible and vacation absence reports within 3 days following your return. Following this procedure will be helpful to managers who have been asked by District HR to submit to Payroll all absence reports no later than one week (7 days) from the last date of absence.

Additionally, when an employee is out on leave beyond one week, an absence report must be filed weekly by the immediate supervisor during the period of absence. For additional information see Article 17 of your contract. ■

AFT Scholarships Available

The AFT Latino Caucus is now accepting applications for The Maria Portalatin National Freedom Scholarship. Lifetime activist Maria Portalatin helped create the Labor Council for Latin American Advancement and was a member of the United Federation of Teachers, the New York State United Teachers and the American Federation of Teachers. This annual prize is named the "Freedom Scholarship" because through education, minority students are free to pursue better ways of life.

To apply, students must:

- Be a high school senior in a public school
- Be of Hispanic/Latino heritage
- Have a parent or guardian who is a member of a union

Three students will be selected to receive a \$1000 book stipend and laptop computer! Find more information and the scholarship application at www.aft.org. All submissions must be postmarked by June 13, 2014. ■

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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*.