



# 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 Holiday Party

Newport Sailing Center  
1801 W. Coast Highway, Newport Beach  
December 20, 2014  
6:00 PM - 9:00 PM

### Coast Federation of Classified Employees Executive Council Meeting

District Office, Conference Room A  
January 9, 2015  
8:30 AM – 10:30 AM

### Coast Community College District Board of Trustees Meeting

District Office, Board Room  
1370 Adams Ave., Costa Mesa, CA  
January 14, 2015  
6:00 PM



"At critical times the authorities always  
claim they have no authority."

--Anonymous



## President's Message



Happy Holidays! Please join me in congratulating Trustee Lorraine Prinsky, who was voted in as President of the Coast Board of Trustees for 2015. President Prinsky succeeds Trustee Mary Hornbuckle as President of the Board.

CFCE members are currently participating on hiring committees for both the Chancellor and Vice Chancellor of Human Resources searches. CFCE representatives are committed to ensuring the final candidates respect the contributions of Coast's classified staff and understand the collective bargaining process.

As I reflect on this past year, I want to thank each of you who contributed to making CFCE stronger. Whether you spoke at a Board meeting, represented CFCE on a committee, attended a rally, shared information, or simply spoke with your co-workers about the union-thank you! Because you stood in solidarity with your colleagues, classified employees received a much-needed cost-of-living adjustment, reimbursement for furlough days, and we maintained a strong voice in the workplace, resolving a myriad of employee issues. As you contemplate your resolutions for 2015, I encourage you to consider taking on a larger role in CFCE. There are many great ways to get involved and make a difference.

Kick-off the winter break by joining CFCE for our annual Holiday Party on December 20 at the Newport Sailing Center from 6-9pm. Take in the Newport Beach Boat Parade while listening to holiday music, enjoying tacos, and socializing with family and friends. We are having a Toy Drive this year, so please bring an unwrapped toy to donate to a local children's charity. Immediate family are welcome to attend (*spouses/partners and children only please*). Please RSVP to Connie Najera at [cnajera@occ.cccd.edu](mailto:cnajera@occ.cccd.edu) by noon on December 19.

Wishing you and your family a safe and happy holiday season! ■

## Building Classified CommUNITY

CFCE members recently attended the annual California Federation of Teachers Council of Classified Employees Conference, Dec. 5-7 at the Irvine Marriott. The weekend included trainings and workshops on a variety of union issues, such as grievance handling, FMLA, workplace safety, internal organizing, political action, and more. Throughout this newsletter you'll find information from the conference that we have brought back to share with you.



Pictured (left to right): Richard Melim, Diana Ramon, Connie Najera, Wendy Sacket and Connie Marten.

**CFCE HOLIDAY PARTY**  
WHETHER YOU'VE BEEN  
**NAUGHTY**  
OR  
**NICE**  
**COME CELEBRATE!**  
**SATURDAY, DECEMBER 20, 6-9PM**  
**NEWPORT SAILING CENTER**  
1801 W. COAST HIGHWAY  
NEWPORT BEACH, CA  
RSVP TO [CNAJERA@OCC.CCCD.EDU](mailto:CNAJERA@OCC.CCCD.EDU)



## Ask Rosie

Have a question for Rosie?  
Email [anicholson@occ.cccd.edu](mailto:anicholson@occ.cccd.edu)

Dear Rosie,

I received an email from the District about taking online training classes through Keenan SafeColleges. Are these optional or mandatory?

Sincerely,  
*Confused Connie*

Dear Confused Connie,

There is one Keenan SafeColleges training that is currently mandatory for ALL classified employees, called Mandatory Reporting. This course provides staff with an overview of law regarding mandatory reporting of child abuse. It is required for all employees, not just those who work directly with children. There may be trainings down the road that will be required, but at this time Mandatory Reporting is the only course you must complete by January 12, 2015.

Sincerely,  
*Rosie*

Dear Rosie,

I have used all my sick and vacation time and I just found out my mom has to have surgery and needs someone to take care of her. My manager has already told me I have been absent too much from taking care of my sick child. Is there anything I can do?

Sincerely,  
*Worried Wanda*

Dear Worried Wanda,

You are entitled to use your sick leave and vacation time, and should not be made to feel bad for doing so by your manager. You may be eligible for additional leave through the Family and Medical Leave Act (FMLA), which provides employees time to care for family under specified conditions. If you meet the criteria, this may be a way for you to care for your mother after her surgery. Check out the [FMLA Employee Guide](#). You should be discussing this leave with your manager and then follow up with personnel services. See [Article 17.11](#) of your contract for more information.

Sincerely,  
*Rosie*

## Labor Leader Spotlight: Mary Harris Jones



Once labeled "the most dangerous woman in America," Mary Harris "Mother" Jones went from an Irish-American schoolteacher to become one of the most iconic figures in labor.

At just barely at 5-feet tall, Mary Harris Jones successfully stood up for thousands of mine workers and child laborers in Pennsylvania mines and silk mills.

In 1903, upset about the lax enforcement of the child labor laws in the Pennsylvania mines and silk mills, she organized a Children's March from Philadelphia to the home of then president Theodore Roosevelt in New York.

Mother Jones magazine, established in 1970, is named for her. ■

## 7 Golden Rules for Internet Usage at Work



The following are seven golden rules for navigating the ins and outs of using the internet at work, as presented by attorney Hope Singer at the recent California Federation of Teachers Council of Classified Employees Conference:

1. Do not expect emails on the employer's equipment or servers to be private.
2. Expect emails and texts to last forever.
3. Expect posts on social media like Facebook to last forever.
4. Expect posts and photos on social media to "drift" to non-confidential settings.
5. Do not post publicly on social media about work unless it's part of your job, and get a public account for these posts.
6. Monitor your privacy settings on social media.
7. Look at your employer's technology and social media policies. ■

## Get Inspired!



**ACT: DAYBREAKER**  
[dybrkr.com](http://dybrkr.com)

DAYBREAKER is a morning movement that will start your day off unlike anything else. Events organized in major cities around the globe, including LA, invite participants to a pre-dawn dance party filled with music, dancing and good vibes. ■



**VOLUNTEER: OneOC**  
[oneoc.org](http://oneoc.org)

OneOC's 2014 Holiday Directory is a free, comprehensive, easy-to-use resource of volunteering and giving opportunities all throughout Orange County for this upcoming holiday season. ■



**HEALTH: CRON-O-Meter**  
[cronometer.com](http://cronometer.com)

CRON-O-Meter is a free web application that allows you to track your nutrition, diet, exercise, biometrics, and notes. ■



**CREATE: Paint Nite**  
[paintnite.com](http://paintnite.com)

Two hour painting parties (with cocktails!) are held daily. Participants follow the step-by-step instructions of a master local artist from blank canvas to masterpiece. Paint Nite fosters a fun, low stress, non-judgmental environment that inspires everyone to enjoy the process of creating something from nothing. ■

## Happy Retirement Linda!



Congratulations and best wishes to Linda Barker on her retirement from Coast! Linda worked as a Admissions & Records Technician at Golden West College.

## Legislative Update



**Birth Leave** - AB 1606 now allows community college employees to use up to 30 days of earned paid leave time per school year for the birth of their child. These 30 days must be taken during the first year after the child's birth or adoption.

**Bullying** - In an effort to reduce the amount of bullying and abusive conduct occurring in the workplace, AB 2053 now requires that public agencies and large businesses provide training to their supervisors. This training must be at least two hours every two years, and must focus on how to prevent abusive conduct--such as verbal abuse, derogatory remarks, insults, epithets, humiliation, and intimidation.

**Uniforms** - In *County of Sacramento*, PERB held that even uniformed firefighters have the right to wear union insignia while at work, including buttons, stickers, shirts and many other symbols. PERB also made it clear that this right can only be infringed upon when there are special circumstances justifying the exception.

**Negotiations** - In 2013, in *City of San Jose*, PERB stated that an employer's refusal to discuss a mandatory subject of bargaining until agreement was reached on other subjects constituted an unfair labor practice. In 2014 administrative law judges reaffirmed this rule and even held that piecemeal bargaining can constitute a violation. ■

## Create a Safer Workplace



No matter where you work, a safer workplace for you means a safer environment for the people you serve. Reporting injuries and illnesses in the workplace can help to restore the promise of safe and welcoming schools.

Public employees continue to have higher rates of work-related injuries and illnesses than workers in the private sector. Workers are often reluctant to report work-related injuries or illnesses, and often blame themselves for their circumstances. So how can you help?

**Identify It!** Help your employer identify potentially dangerous conditions in the workplace.

**Report It!** Employers must have a way for employees to report work-related injuries and illnesses. Employers must also post an annual summary of injuries and illnesses (called OSHA 300A summaries) from Feb. 1 through April 30 of each year.

**Fix It!** You have the right to review copies of the current log of work-related injuries and illnesses, as well as logs from the past five years, which can help to track incidents and identify hazards that need to be addressed.

For more information, contact [healthandsafety@aft.org](mailto:healthandsafety@aft.org). ■

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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*.