



KNOW YOUR CONTRACT

March 2014

Classified staff, it's our pleasure to release our March issue of "Know Your Contract". In this issue we will continue to discuss our contract as well as information about our upcoming membership drive and our COPE drive. We hope to see you all stop by our booth on Classified Staff Day on March 17th for chance to win prizes and enter the raffles!

Article 18: Evaluations: Evaluations are performed to provide feedback and commentary on your job performance not as a disciplinary action.

18.3 Time frames for Evaluations Your evaluation should be done on a yearly basis on your "anniversary date of employment. The evaluation should contain information about your job performance only within the last 12 months. If you are a recent hire, keep in mind that "probationary employee should be evaluated two (2) times during the one (1) year probationary period."

18.3.2 & 18.3.2 Evaluation Conference Your supervisor should give you a 5 day notice that your evaluation conference is being scheduled. You have the right of representation if your overall job performance rating is less than satisfactory. More conferences may be scheduled if your rating falls under "Unsatisfactory" or "Needs Improvement" also keep in mind that both of these ratings must be accompanied by a Plan for Improvement.

18.4 & 18.4.2 Disputes Regarding Evaluations/Administrative Review You have the right to respond within 10 business days as well as request an administrative review (in writing) within 10 business days of receipt of your evaluation.

18.4.3 Exclusion from Grievance Procedure You cannot grieve the contents in the evaluation; however you can grieve the procedure. If you have any questions make sure you contact your union stewards!

Article 19: Grievances: Grievances are a formal written allegation pertaining to a violation of our collective bargaining agreement and your agreement outlines the formal process. You should know that there are several articles that are considered "not grievable" because they are governed by state law, federal law or the Educational Code. There are also two procedures for Grievances, an informal procedure as well as a formal procedure.

19.2.2 Formal Grievance Procedure Make sure that you re-read this section because during this negotiation period we were able to add two steps to this procedure, the last one being binding arbitration! Remember that you have a right to Union representation; contact us immediately if you feel your contract has been violated. Feel free to contact your Grievance Officers; Anel Gonzalez and Sheila Atkins or e-mail info@palomarcceaft.org

COPE: What is and why is it so important to Palomar Classified Staff?

You may have noticed that our E-Council and stewards have mobilized in our effort to have existing members join COPE. Besides chance to win an awesome raffle, what does joining COPE do for you? Please read below to find out more!

What does COPE stand for and why is CCE involved in politics? COPE is an acronym for the Committee on Political Education. It is our union's voluntary, non-partisan Political Action Committee used for political and legislative activities. You should know that our Union does not use our Union dues for political contributions or activities that is why COPE was established.

Public Employee collective bargaining rights, job security, working conditions, and benefits are decided by elected officials. To do an effective job in collective bargaining, the CCE/AFT Local 4522 must be involved in electing candidates to the Governing Board, city councils, county commissions, etc., who value, who believe in, and who will stand up for working family issues at the decision making table.

How is the Money Used? COPE money can be used for voter registration efforts, lobbying, and get-out-the-vote efforts as well as supporting local candidates who support classified employee issues.

Who Does CCE Support? CCE/AFT Local 4522 supports pro-CCE, pro-worker candidates in local elections (i.e. Governing Board races), and may choose to participate in other election campaigns that have a direct impact on our local. CCE/AFT Local 4522 is non-partisan and supports candidates who support our classified employee issues.

What is the COPE Pledge? To join COPE you can pledge any amount monthly, even \$1.

Membership Raffles: You could win \$100 or \$10 gift cards!

NEW MEMBERS: If you complete your membership application between February 15, 2014 and the classified staff day, you will be entered in to a new member's only raffle for \$100.

REFER NEW MEMBER(S): If you are already a member and refer a non-member, you will receive a \$10 gift card. Just make sure your name is on the referral line on the application.

JOIN COPE: If you join our COPE committee between now and the Classified staff Day, you will be entered in a new COPE Committee member raffle for \$100.

Upcoming Topic: Article 17 - Discipline

If there is a topic you want clarified or are interested in please let us know. Contact one of the union representatives. You can also e-mail: info@palomarceaft.org

In Unity,

Your Local 4522

Aaron Holmes, Chris Wick, Dan Dryden, Debbi Claypool, Tricia Frady, Sheila Atkins, Anel Gonzalez, Kelly Dryden, Robert Sedillo and Michelle Tucker