



# KNOW YOUR CONTRACT

February 2014

It's February, the month of love, friendship and unity! Thank you for your positive feedback, enjoy this installment of "Know Your Contract". Together in unity, we stand stronger than ever.

## **Article 11 – Hours and Overtime**

*This article addresses workdays, weeks & alternative schedules provided by your contract, Ed Code, and State Law. It also provides you time-off for voting in any local, state or federal election without loss of pay. Remember - Your compensation is affected by your working hours & overtime.*

### **11.4 Adjustment of Assignment (PART TIME unit members)**

*Did you know that as a less than 100% - full-time employee, if you are working over your assigned time for a set period of days that the District will increase your assignment time?*

### **11.6 Rest Periods**

*These are important breaks for your health & safety. Work with your supervisors to ensure department/district needs are met – but be sure to take these 15 minute rest periods.*

### **11.8 Overtime & 11.9 Compensatory Time-off**

*Every classified employee must have prior written approval prior to working overtime. Overtime is compensated as time and one-half (1.5 times) whether is paid out in your paycheck or taken as compensatory time off. There is a maximum accrual and the comp time should be taken the same year accrued. If you work an alternate workweek schedule be sure to read through 11.8.2 – 11.8.5.*

## **Article 14: Leave (last part)**

### **14.2.9 Jury Duty**

*Yes, you can participate in your civil duty without concern for pay or loss of assignment.*

### **14.2.10 Education Leave**

*In support of higher education, and in accordance to Ed code, your contract provides a leave for study or retraining. This leave is only available to employees that have worked for the District for 5 consecutive years as well as they must meet other conditions.*

### **14.2.13 Quarantine**

*Did you know that if your place of residence is quarantined by County Health Officers and you would be entitled to full salary and if you weren't ill it would not impact your sick leave?*

### **14.2.15 Catastrophic Leave**

*As permitted in Ed Code, we have a Catastrophic Leave Bank (CLB) and process in place for both full and part time classified employees. Check out the requirements to donate to the CLB, the withdrawal guidelines, the withdrawal procedures, your privacy and other rights. It is one way to support each other and is so easy.*

### **When to bring a union representative**

It is important that you not only understand your contract, but also that you KNOW YOUR RIGHTS. You can request and have the right to a union representation in meetings, investigations, etc., that can potentially have an impact on our personal working conditions or negatively impact your work.

If you are not notified of this right by your supervisor/administrator, you and only you have the power to invoke your right provided to you by the U.S. Supreme Court known as **WEINGARTEN RIGHTS**;

*If you are told to attend a meeting with your supervisor and/or administrator, you can ask what the topic will be. If it sounds to you as if it might lead to discipline, contact your union representative. If you are in a meeting with your supervisor and/or administrator, and the direction turns toward reprimand, you can say that you would like to reschedule the meeting to allow you to have an UNION REPRESENTATIVE present; If your supervisor and/or administrator were to refuse, assert your Weingarten Rights:*

***“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”.***

*If the supervisor and/or administrator still will not reschedule or delay for the Union rep to be called: Professionally explain that you prefer not to answer questions, but that you will if directly ordered to do so then Contact your Union Rep as soon as possible.*

### **Upcoming Topics:**

- ▶ **Article 18, Evaluations**
- ▶ **Article 19, Grievances**

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@palomarcceaft.org](mailto:info@palomarcceaft.org)

*In Unity,*

*Your Local 4522*

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