



# KNOW YOUR CONTRACT

April 2014

Classified staff, it was wonderful to see so many of you at our Union table on the Classified Staff Day event. Our members had a great time spinning the wheel and winning prizes! It is a very exciting time for our Union, we have 19 new members, which brings our membership to over 70%! Congratulations once more to our \$100.00 gift card raffle winners: Kathy Davis won the [COPE drive](#) raffle; Tyrone Davis won the New Member raffle, and Angelina Arzate won the member only raffle!

**Article 17: Discipline:** The District and Union negotiators agreed upon the concept of Progressive Discipline.

17.2 Steps in pre-disciplinary corrective measure: These are steps taken before discipline affects your personnel file. The first step is an informal conference, where a supervisor informally goes over the performance standards and expectations and provides feedback on problems employee is having meeting those expectations. If employee does not improve, the Second step is a formal verbal warning. If the problem continues, the third step is a written warning. The last step in this pre-disciplinary process is the written reprimand. This reprimand comes after steps 1 -3 have been ineffective in resolving a problem. This reprimand is placed in the employee's permanent personnel file. Please note that the employee has 10 business days to respond to the written reprimand.

17.3 Types of Disciplinary Actions: An employee may be disciplined for "cause". Types of discipline include; suspension without pay, demotion or dismissal.

17.4 Written Notice of Proposed Disciplinary Action: In this section, time frames and contents of the written notice are clearly outlined. Please note that an employee has the right to request a pre-disciplinary meeting within 5 days of notice of disciplinary action to discuss and present evidence why intended action should not proceed.

17.5 Review of Governing Board The Governing Board reviews all disciplinary action.

17.6 Causes for Disciplinary Action There are 19 "causes" outlined for disciplinary action. Please remember to read your contract thoroughly! All of the causes outlined in these sections are areas which a supervisor can use progressive discipline to serve the needs of the department and Palomar College.

17.7 Exclusion of Probationary and non-Permanent employees these employees are not covered by this article.

## **Your Safety on Campus**

What do you do if you get hurt on the job?

- ✓ Contact your supervisor.
- ✓ Your supervisor must complete an Incident/Release Assessment Form
- ✓ Go to Health Services
- ✓ You may be instructed to go see a Concentra physician
- ✓ Go see your Doctor

What do you if you witness a Student getting hurt on campus?

- ✓ Alert your supervisor
- ✓ Your supervisor must complete and Incident/Release form within 30 days
- ✓ Advise student to go see Health Services
- ✓ Advise campus police of incident in case emergency personnel must be dispatched.

What do you do if there is a disruptive or abusive student?

- ✓ Alert your supervisor
- ✓ Complete student incident report through the Office of Student Affairs

## **Upcoming Union Events:**

**ELECTIONS & General Meeting in May:** *Nominations Member Meeting will be on April 15<sup>th</sup>, 12:30 -1:30 in the Governing Board Room.* To be able to vote you must be a member in good standing for at least 1 month prior to the election. If you haven't completed your [membership application](#) yet contact one of your friendly union stewards: Kelly Dryden, Michelle Tucker or Robert Sedillo.

**UNION Ice Cream Social this Spring:** Enjoy ice cream, kettle corn and more goodies! There will be chances to win prizes and a new raffle drawing for new members! Who's in???

**Upcoming Topic: Article 12 - Compensation & Expectations of the Governor's Revised budget changes this May**

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](mailto: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