

November 2021 | Volume 1 | Issue 11

# **CSEA CERRITOS COLLEGE CHAPTER 161 CLIPBOARD**



**OUR MISSION:  
TO IMPROVE THE LIVES OF OUR MEMBERS,  
STUDENTS, AND COMMUNITY**

## Chapter 161 Members,

### **PHASE I - Mandatory Testing beginning November 1, 2021**

The approved Board and Administrative policies currently in effect will mandate weekly testing for those who have NOT uploaded proof of full vaccination into Optimum HQ starting November 1, 2021. During October, we had members that completed the grace period of the weekly testing process. Thank you for participating as some of you shared your feedback and with your feedback, we were able to address and find solutions to help our classified staff.

#### **What happens on/after November 1, 2021?**

- If an employee has uploaded proof of full vaccination into Optimum HQ, no further action is required.
- If an employee has NOT uploaded proof of full vaccination, the employee will need to get tested weekly then upload the negative test result into Optimum HQ. Employees will be required to test no earlier than 72-hours prior to the start of their workweek. If an employee fails to upload a negative covid test into Optimum HQ the employee will be placed on unpaid leave until the employee is in compliance. Employees will not be allowed to utilize sick/illness leave, personal necessity (PN), compensatory time (Comp Time), vacation, or other leaves during this period. Bear in mind that if an employee is placed on unpaid leave, the District can and may proceed with termination.

Both CSEA and the District want to ensure that none of our employees end up in a disciplinary or termination process. PLEASE adhere to the weekly negative testing mandate if you are NOT fully vaccinated.

The Student Health and Wellness Center offers Moderna vaccinations; call (562) 860-2451 Ext. 2321 (press option 3) to make an appointment to get vaccinated. You can also go to [myturn.ca.gov](https://myturn.ca.gov) to find a vaccination center near you and schedule your appointment.

### **PHASE II - Mandatory Vaccination beginning January 3, 2022**

At the October 6, 2021 Board of Trustees meeting, the board approved mandating vaccinations as a condition of employment beginning January 3, 2022. The board was presented with the following supporting documents:

- [BP 2905](#) (effective 01/03/2022)
- [AP 2905](#) (effective 01/03/2022)

An email went out campus-wide on October 20, 2021, with the exemption process and forms. We urge all employees to get their vaccinations by 12/20/21 as this will give you time to meet the 2-weeks post-vaccination time frame to be considered fully vaccinated. For employees seeking exemptions, we also urge you to begin this process asap. Exemption process and forms are available [online](#).

#### **What happens on/after January 3, 2022?**

- If an employee has NOT uploaded proof of full vaccination by this date or an exemption has not been granted by the District, employees will be placed on unpaid leave. Employees will not be allowed to utilize sick/illness leave, personal necessity (PN), compensatory time (Comp Time), vacation, or other leaves during this period.

Again, both CSEA and the District want to ensure that none of our employees end up in a disciplinary or termination process. PLEASE adhere to the timelines for meeting the full vaccination requirement or ensure you have completed and have an approved exemption on file. Allow yourself enough time to meet these deadlines. If you have any questions, please send them to [hradministration@cerritos.edu](mailto:hadministration@cerritos.edu).

#### **October Meeting Recap**

- The new and improved CSEA website is scheduled to go live January 2022. More information will be forthcoming from CSEA Headquarters.
- [Assembly Bill 438](#), which becomes effective on January 1, 2022, classified staff will now receive the same layoff rights as certificated and administrative school employees. For more information and resource documents, visit [www.CSEA.com/layoffs](https://www.CSEA.com/layoffs)

- Initial Proposal 2021-2024 Successor Negotiations proposal was approved and will go to the Board of Trustees for first viewing at the November meeting.
- Line item increase to Bereavement and Online Voting was approved.
- The first round of nominations for executive board officers occurred at the October chapter meeting.
  - President (Irlanda Lopez); 1st VP (Erik Duane); 2nd VP (Amna Jara); Secretary (Ramona Mellgoza); Corresponding Secretary (Kathy Hogue); Treasurer (Michele Kingston); CPRO (Isabel Aguilar)
  - At the November chapter meeting, the second and final round of nominations will occur. All members are encouraged to run for office. We are a member runned organization and function as a unit by those who volunteer their time to serve in these positions. Become an active voice and participant in your chapter. Be sure to read the [Constitution and Bylaws](#) for more information.

### **Employment Opportunities/Hiring Committees**

- There are job openings available on campus, so if you are interested in applying for these jobs, do so before the deadlines. Below are some current employment opportunities:
  - [Administrative Clerk II \(Technology\)](#)
  - [Administrative Clerk III Counseling/Transfer Center \(Categorically Funded\)](#)
  - [Job Placement Technician \(CalWORKs\) \(Categorically Funded\)](#)
  - [Program Assistant II \(Scholarship Relations Specialist\)](#)
  - [Program Facilitator \(LINC\) \(Categorically Funded\)](#)
  - [Sr. Application Analyst](#)

- With the posting of jobs, there will be opportunities for members to volunteer to serve on hiring committees. If you are interested in serving, be sure to complete the interest form by the deadline to be considered.

### **It's never too late to join CSEA!**

- Are you a classified employee and not part of CSEA? We urge you to join CSEA today! Visit [www.csea.com/join](http://www.csea.com/join) and complete the online application. It's fast and your membership helps preserve all the benefits we enjoy today.

### **Meeting Opportunity Winners**

Our October chapter meeting opportunity winners are Amber Dofner, Kathy Hogue and Irlanda Lopez. Congratulations!

**“The Labor Movement was the principal force that transformed misery and despair into hope and progress.” – Martin Luther King Jr.**

**In Solidarity,  
Executive Board**

#### **Upcoming Executive Board Meeting**

Wednesday, November 11, 2021

11:00 am via zoom

Meeting ID: 967 8248 8174

Passcode: 757542

#### **Upcoming Chapter Meeting**

Wednesday, November 17, 2021

12:00 pm via zoom

Meeting ID: 945 2013 9587

Passcode: 557026

**EXECUTIVE BOARD****President**

Irlanda Lopez  
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**1st Vice President**

Erik Duane  
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**2nd Vice President/Chief Job Steward**

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**Corresponding Secretary**

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**Treasurer**

Michele Kingston  
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**CPRO**

Isabel Aguilar  
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**Past President**

Kathy Hogue  
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**Negotiation Update**

Our 2021-24 Sunshine Proposal was introduced to the members on October 19th and ratified at our last chapter meeting on October 27th. Now it must go to two board meetings for board/public review before negotiations can officially start. We hope to begin contract negotiations in earnest after the December Board of trustees meeting and before our winter break starts. Thank you to everyone who participated in the survey.

We can always use more member participation on our negotiations committee. While all job classifications are allowed representative members for this committee, only a handful of job classifications have representation currently. I would urge you to consider joining us if you are from any of the following underrepresented job classifications: Accounting/Payroll, Cafeteria, Campus Police, EOPs/VEA, Facilities, Health Services, Instructional, Physical Education/Athletics, or Theatre when the next negotiations committee is formed.

**NEGOTIATING COMMITTEE**

(\* Team)

Duane, Erik\*  
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Chief Negotiator

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## October 2021 Employee of the Month!



Monica Chora, Certified Medical Assistant in Student Health Services.

Please view our previous employees of the month at this link:

[Outstanding Employees of the Month 2020-21](#)

Also, don't forget to nominate a fellow colleague, who you believe has positively contributed to Cerritos College. See the information and link below from the [Employee Development Committee](#).



## Townhall MOU- Increase Retirement Contribution

Monday, November 1, 2021  
Day (noon) Zoom Town Hall Meeting

Zoom Meeting ID: 925 7662 0651  
Passcode: 758993

and


Monday, November 1, 2021  
Evening (5pm) Zoom Town Hall Meeting

Zoom Meeting ID: 936 6072 7457  
Passcode: 916279

Per the Constitution and Bylaws, Article XIII, a ratification vote will follow after the Town Hall Meeting.

The elections committee will send appropriate announcements for the ratification vote.

**DO YOU KNOW  
AN EMPLOYEE  
THAT GOES ABOVE  
AND BEYOND?**




**CERRITOS  
COLLEGE**

Outstanding Employee of the Month is an award presented to a classified or confidential employee who goes above and beyond their daily job duties. The purpose of the award is to recognize outstanding employees and to motivate all staff to do their very best.

If you know of a Classified/Confidential Employee that has made an outstanding contribution to the college, the community, students or to another staff member, have them recognized by the District!

Get the form [here](#).



# ★ KNOW ★ — YOUR — RIGHTS

- If a supervisor calls you into a meeting, you may have reason to have your union representative present. These are your rights:
- If you think the meeting might lead to discipline, reprimand or dismissal, you have the right to union representation.
- Immediately notify your job steward or other union representative of your meeting with management.
- If the purpose of the meeting is investigatory and could lead to discipline and you have requested union representation, the employer must stop the meeting or re-schedule it until a representative is pre-sent.
- You must ask for union representation. The employer does not have to advise you of your rights.
- If you request union representation and it is denied, you have the right to refuse to answer any questions that could be used against you. However, do NOT refuse to attend the meeting. CONTACT your representative. immediately.

**Remember, you must demand your right to union representation.**

This is your right under the 1975 U.S. Supreme Court Weingarten Decision.

## Don't forget to register for Falcon Day

View the Falcon Day [website](#) to view the agenda and workshops.

Include your Furry Co-Workers at the kudoboard at this link:

<https://www.kudoboard.com/boards/vT91ZHse>



*Eden Ellis*

## **UNION STEWARDS**

Amna Jara  
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Michele Kingston  
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Alva Acosta  
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Kathy Hogue  
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“Taking vacation can reduce stress, help prevent burnout and promote work-life balance by allowing for more time to be spent with family, significant others and close friends.”

[Corporate Wellness Magazine](#)

**Vacation Buy Back Program - Irrevocable Election Form**

Cerritos College offers eligible employees that accrue vacation hours the ability to sell back up to a specified amount on an annual (July 1 – June 30) basis. Since our buyback program is not subject to substantial limitations or restrictions, this creates a constructive receipt issue under IRS regulation Sec. 1.451-2(a). Because this practice has been determined to violate federal laws, employees must irrevocably elect, by December 31, to participate in the buyback program for the subsequent year. Employees must complete the Irrevocable Election Form found on the [Payroll](#) website.

**Vacation Buy Back Program**

Those employees electing to participate in the vacation buyback program will have the ability to select one of two options.

- Option 1 – employees electing to sell back vacation hours will complete the Request Payment from Vacation Leave Form (found on the [payroll](#) website) return it to the Payroll Manager and payroll will process cash disbursement, or
- Option 2 – elect to have the cash value of the cash disbursement deposited into a 403(b) or 457 account. Those wishing to deposit into a 403(b) or 457 account must first establish Changes to the Vacation Buy Back Program an account. A listing of eligible 403(b) and 457 accounts can be found on the payroll website.

**Hours Earned Per Month**

Do you know how many hours of vacation you earn per month? Section 7.16 of the CSEA Collective Bargaining Agreement states:

Current Year of Service	10, 11, and 12-Month Employee
1st	8
2nd	8
3rd	8
4th	8.8
5th	9.6
6th	10.4
7th	11.2
8th	12
9th	12.8
10th	13.6
11th	14.4
12th	15.2

Earned vacation leave shall not accumulate beyond twice the annual vacation. Track your vacation accruals and plan time off so you can bring down your vacation under the maximum allotment before June 30, 2022.