



## CSEA Frequently Asked Questions (FAQs)

1. CSEA Membership:
  - Right to full participation in chapter activities, right to vote, hold elected or appointed offices, membership benefits (*Constitution: Article 2: Section 1: Page 3*)
  - Membership Advantages (*flyer*)
  
2. Non-members or “Fair Share Service Fee Payers”:
  - Are covered by contract; but **no** right of voice, vote, or other participation in CSEA affairs
  - Still pay Association Dues for contract rights (*Constitution: Article 2: Section 4: Pages 5-6*)
  - Religious objectors may choose to pay Association Dues to: M.C. Foundation, American Cancer Society, Heart Association or United Way (*Contract: Article 11: Page 6*)
  
3. CSEA dues:
  - Association Dues: 1.5% of first \$2,450 monthly gross salary/max \$367.50 for year  
Max would be \$36.75 a month over 10 months (August-May)
  - Chapter Dues: \$20 a year over 10 months = \$2.00 a month (August-May)  
(*Constitution: Article 3: Sections 1 & 2: Pages 6-7*)
  - Dues Provide (*flyer*)
  - **Dues are tax-deductible**
  
4. Application for Membership/Payroll Deduction:
  - If you haven’t already filled out an application in HR, you can do so at any time
  
5. CSEA member ID # explained:
  - CSEA will mail new members a membership card with their member # (takes about 2 weeks)
  - To replace a card, contact the River Delta Field Office at 1-800-757-4229
  - Need member # to access CSEA website and to receive member discounts
  
6. MCCD Chapter and CSEA websites:
  - MCCD Chapter website: <http://www.mccd.edu/about/organizations/csea/index.html>
  - Main CSEA website: [www.csea.com](http://www.csea.com)
  
7. CSEA Victory Club Option (*flyer and application*)
  - Victory Club funds help to:
    - Fully fund education and insure that the promise of full funding for our schools is kept
    - Protect and preserve our pensions. We need to stop legislation and initiatives to take away guaranteed pensions and force employees into risky 401k style plans
    - Provide access to affordable health care. We need to campaign for legislation and ballot measures to insure every classified employee has quality, affordable health care

- Elect a Governor, legislators and school board members who support public education, classified employees and organized labor
- Pass school bonds, so we can build, update and renovate our school facilities
- Stop privatization and outsourcing of classified jobs to the private sector

8. Copy of current Contract Agreement

- Should have received from Human Resources—also available on HR website and on MCCC CSEA website
- Read it, know it!
- **Know Your Rights** (*card, flyer*)
- Copy of current Constitution (By-Laws) is available on MCCC CSEA website

9. Rights while on probation (6 months) explained

- Have rights as listed in contract, but probation period is time for the district to ensure an employee will be a good fit at Merced College
- District has the right to dismiss new employees for almost any reason during their probation
- May use credited sick time
- Can't use vacation time until end of probation period (*Contract: Article 27: Page 23*)

10. Duties and Schedules

- Keep a copy of the posted job description for which you were hired
  - HR has general job descriptions on file, not necessarily the same job description as the one used when you were hired
- Notify CSEA if you are asked to perform tasks not listed in your job description or that fall outside of your range and classification
- If you are assigned duties that are above your classification, get the assignment in writing (*Contract: Article 35: Page 36*)
- Do not 'volunteer' your time or work overtime without compensation

11. Overtime

- Over 8 hours a day or 40 hours a week (except summer 4/10's option)
- Must be approved in advance by supervisor
- Supervisor must fill out and sign "Request for Overtime" form
- Employee must also fill out "Classified Employee Overtime Record" green form **to receive pay** for overtime
- Forms can be found on the portal
- May be offered comp time in lieu of overtime pay
- Comp time = 1 ½ hours for every hour of overtime worked
- Review your contract (*Contract: Article 28: Page 28*)

12. Various Leaves

- Vacation

- Full year credited on July 1
- Vacation time increases after 5 years of service
- Review your contract (*Contract: Article 27: Pages 23-25*)
- Paid Sick Leave
  - Full year credited on July 1
  - Review your contract (*Contract: Article 12: Pages 7-8*)
- Extended Sick Leave
  - 100 days of extended sick leave; includes paid sick leave
  - Once paid sick leave is exhausted, the balance of the extended sick leave is paid at 50%
  - Example: 12 month employee gets 12 days of paid sick time  
100-12=88 days of extended sick time available and paid at 50%
  - Review your contract (*Contract: Article 12: Page 8*)
- Catastrophic Leave
  - Eligible employees can donate earned sick leave to the benefit of a classified District employee suffering from a catastrophic illness or non-work-related injury
  - Donors must donate leave in 8-hour increments and must maintain a balance of no less than 200 earned hours of sick leave at the time of contribution
  - Review your contract (*Contract: Article 12A: Pages 8-11*)
- Industrial Accident and Illness Leave
  - If you are injured on the job, notify HR and your supervisor immediately, contact a CSEA Union Steward or Officer as soon as possible
  - Review your contract (*Contract: Article 13: Pages 11-12*)
- Disability
  - Contact HR to file for disability, also contact a Union Steward or Officer as soon as possible
- Personal Necessity Leave
  - Maximum of 7 days (taken out of paid sick leave)
  - Prior approval required unless for an emergency
  - Review your contract (*Contract: Article 14: Page 12*)
- Bereavement Leave
  - 3 paid days if in state
  - 5 paid days if out of state or more than 200 miles (one way) of travel is required
  - Review your contract (*Contract: Article 15: Page 13*)
- Jury Duty
  - Leave with pay given for serving jury duty
  - Review your contract (*Contract: Article 16: Page 13*)
- General Leave
  - Once vacation time is exhausted, may take up to one week of personal leave without pay
  - Review your contract (*Contract: Article 18: Pages 13-14*)
- Child-Rearing Leave
  - Up to 3 months without pay to raise a natural or adopted child
  - Must give district 4 weeks' notice
  - Review your contract (*Contract: Article 19: Page 14*)

- FMLA (Family Medical Leave Act) (*Full-time employees only*)
  - Government plan, employers must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:
    - ❖ the birth and care of the newborn child of the employee
    - ❖ placement with the employee of a son or daughter for adoption or foster care
    - ❖ to care for an immediate family member (spouse, child, or parent) with a serious health condition
    - ❖ to take medical leave when the employee is unable to work because of a serious health condition
  - Must have worked 1250 hours to be eligible
  - Must notify supervisor if applying for FMLA and contact a CSEA Officer or Union Steward
  - Applications and information at: <http://www.dol.gov/esa/whd/fmla/>
- Retraining and Study Leave (*Full-time employees only*)
  - Study leave eligibility: must have 7 consecutive years of full-time paid service
  - Retraining leave eligibility: must have 3 consecutive years of full-time paid service
  - Must submit a total study or retraining plan
  - Review your contract (*Contract: Article 20: Pages 14-15*)

### 13. Professional Development

- Applications can be obtained from the HR office and must be submitted at least 30 days prior to the proposed activity
- Review your contract (*Contract: Article 21: Page 15*)

### 14. Enrollment in College Courses

- May utilize work hour reduction (Article 28), alternative work schedule (Article 28), or vacation (Article 27) to take a college course during your scheduled work day
- Limited to one course per term
- Possible tuition reimbursement if course is related to job duties and departmental needs; however, courses requested to meet minimum job qualifications for the employee's current job description will not be approved
- Review your contract (*Contract: Article 21B: Page 16*)
  - Staff Development Program (*Full-time employees only*)
    - Growth awards (stipends) offered for completing 12 credit hours of coursework
    - Contact HR for more info

### 15. Medical Benefits (**Only FT Employees are eligible**; *Contract: Article 30: Pages 30-33*)

- Start date of coverage depends on when you were hired – ask HR
- Medical – Blue Cross Anthem/SISC III: [www.anthem.com/ca/sisc](http://www.anthem.com/ca/sisc)
  - Card will come in the mail
  - \$12 a month for 10 months (August-May)
  - Covers all family members

- \$100 individual deductible/\$300 family deductible, 100% coverage after deductible is paid (except ER visits which cost \$100 unless the person is admitted to the hospital)
- Ask Doctor or Hospital if they accept Anthem Blue Cross SISC
- MDLIVE: <https://welcome.mdlive.com/>
  - ✓ 24/7/365 on-demand online access to a national network of board-certified doctors and pediatricians that can diagnose, recommend treatment, and prescribe medication—anytime, anywhere
  - ✓ \$5 per consultation
- Employee Assistance Program
 

Anthem’s Employee Assistance Program (EAP) is a confidential information, support, and referral service offering tools and resources designed to help maximize productivity and meet the challenges of modern life. As an employer-sponsored program, EAP services are available to employees and their household members at no additional cost to them. Areas frequently addressed by the EAP include:

  - ✓ Child care and parenting
  - ✓ Helping aging parents
  - ✓ Financial issues
  - ✓ Legal concerns
  - ✓ Work and career
  - ✓ Emotional well-being
  - ✓ Addiction and recovery
  - ✓ Wellness and prevention
  - ✓ Concierge and convenience services
  - ✓ Life events
- Vision – VSP Plan C: [www.vsp.com](http://www.vsp.com)
  - No card
  - \$5 deductible, plan pays up to \$130 for frames (coverage paid by member)
  - Ask Doctor if they accept VSP; the doctor will inform you of your coverage
- Dental – Delta Dental: [www.deltadentalins.com](http://www.deltadentalins.com)
  - No card
  - 70/80/90/100%: coverage increases each year as long as yearly cleaning and exams are performed (unlimited coverage)
  - 60% coverage for dentures, bridges and implants (\$2000 max)
  - 50% coverage for orthodontics (\$1500 max)
  - Ask Dentist if they accept Delta Dental

16. Campus Police are here to help

- (209) 384-6054 or (209) 769-4281: Located on University Ave. across from Library
- Report all emergencies, crimes, vandalism, etc. to campus police
- Campus police provide the employee parking permits and keys

17. Questions?