

What is the Classified Union at Merced College?

- The Classified Professionals can join the Classified School Employee Association (CSEA); Merced College; Chapter 274; Area E; Region 65

CSEA Membership Advantages:

- Right to full participation in chapter activities, right to vote, hold elected / appointed offices, benefits including discounts and scholarships, training opportunities, education opportunities, and more

What are the union dues?

- **Association Dues**
  - Support the main CSEA Organization
  - 1.5% of the first \$3,150 of pay with a maximum yearly amount of \$472.50
  - \$47.25 per month (max) for 10 months
- **Chapter Dues**
  - Support our local Chapter with events and assistance
  - \$20 per year (\$2 per month for 10 months)

How are union dues paid?

- Dues are deducted directly from your paycheck, August – May (no dues are deducted in June and July).

How do I know if I am a member of CSEA?

- Check your earnings statements in the MCCD Portal. Are “CSEA chapter dues” being deducted from your pay (monthly August - May)? If yes, then you are a member. If no, then you are not currently a member.

How do I join CSEA?

- Join here: <https://www.csea.com/join>.
- You will need the last four digits of your social security number, and our chapter name is “Merced College”.

What is the CSEA member ID# and how do I get one?

- CSEA will assign you this number when your membership is processed.
- CSEA will mail you a membership card with your member ID# (it takes about 2 weeks).
- To replace a card, contact (866) ITS-CSEA (487-2732).
- You will need your member ID# to access CSEA member discounts.

Where can I get information about the MCCD Chapter and CSEA?

- MCCD Chapter website: <http://www.mccd.edu/about/organizations/csea/index.html>
- Main CSEA website: <http://www.csea.com>

How do I know what rights I have as a Classified Employee?

- It is your responsibility to know your rights and to speak up when necessary. Your rights as a Classified Employee can be found in a few locations:
  - [Our chapter Collective Bargaining Agreement \(Contract\)](#)
  - [Our chapter Constitution \(Bylaws\)](#)
  - [CSEA Pub 311](#) – *Know Your Rights*
  - [Ed Code](#)
  - [Title V](#)

Where can I get a copy of current Contract?

- The current Contract is available on our MCCD Chapter website:  
<https://www.mccd.edu/about/organizations/csea/documents.html>
- You can also find a copy of our current chapter Constitution (Bylaws) on our MCCD chapter website.
- Read them, know them!

What is the difference between our Contract and Constitution?

- The Contract, also known as our Collective Bargaining Agreement (CBA), is our binding agreement between the District and CSEA. It defines out our rights, safety protocols, pay and allowances, benefits, and other working conditions that protect us. When these rights are violated, we have legal grounds to fight for a resolution, called a grievance.
- Our Constitution, more commonly called our Bylaws, are the rules in how we govern our chapter.

How do I know what my duties will be?

- Keep a copy of the posted job spec (description) under which you were hired. Job descriptions are available on the [District website](#).
- Notify CSEA quickly 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 Agreement*).
- Do not 'volunteer' your time, or work overtime without proper compensation.

Do I have rights while on probation?

- Yes, in part. Your probation period is 6 months. During this time you are covered by our Contract, and if there are violations to this Contract you are covered.
- However, the District has the right to dismiss new employees for almost any reason during their probation period.
- You may use earned sick leave hours. Sick leave hours are accrued as a lump sum pro-rated as of your hire date, and awarded annually in July of each year. If dismissed from employment, total leave hours will be calculated based on dismissal date (monthly accrual rate), and any overage used will be owed to the District.
- Though they are accrued, you may not use earned vacation leave hours during your probationary period. "Earned vacation shall not become a vested right until completion of the initial six months of employment", i.e., can't use vacation time until end of probation period (*Ed Code 88197*).

How do I contact the union, especially if I need help or representation?

- [Chapter Officers](#)
- Our CSEA Labor Relations Representative is:  
Skyler Porras  
California School Employees Association | River Delta Field Office | 5375 West Lane, Stockton, 95210  
Direct (209) 472-2170 ext.6132 or (800) 757-4229 ext.6132 | [sporras@csea.com](mailto:sporras@csea.com) | [www.csea.com](http://www.csea.com)

Who do I contact in case of an emergency or incident on campus?

- Merced Campus Police: (209) 386-6600
  - Located in Public Safety Center Building 4, Tri-College Center near G Street
- Los Banos Campus Police: (209) 381-6425
- Report all safety issues, emergencies, crimes, vandalism, threats, etc. to campus police
- Business Hours 7:00 am to 11:00 pm
  - After 11:00pm: all Merced calls will be forwarded to Merced City Police Dispatch

- You can also download the Campus Shield app as another way to contact Campus Police in the event of an emergency



- Or you can call 911 for emergencies

Where can I find information about my District benefits?

- An overview of our benefits can be found here: <https://www.mccd.edu/offices/hr/benefits/index.html>
- Contact the District [Benefits Technician](#) in Human Resources for any questions regarding your District life insurance, dental, vision and health benefits.
- For CalPERS retirement: <https://www.calpers.ca.gov/>.