



Employees Association
OFFICER REPORTS
FOR NOVEMBER/DECEMBER, 2010

PRESIDENT – GREG GIBSON

Shop Steward and Representative Training

Felix has conducted two training workshops to date with a third planned in January. We are currently mapping the organization, facility-by-facility and floor-by-floor. The goal is to give each volunteer Rep a report of the members in their respective areas of representation. Reps will then be able to call their members, introduce themselves, and begin directly communicating important union information. This will be especially useful as we enter into negotiations with management next year.

Bargaining Team

The EA Board is assembling the bargaining team for upcoming contract negotiations and is calling for volunteers. If you are interested in participating, please send the EA Board an email with an interest statement and a brief summary of your experience with any negotiation-related activities by December 31, 2010.

Employee Performance Logs

In 2009, former HR Unit Manager Alan Triplett and Legal Counsel Anthony Fulcher developed a management process for documenting employee performance. At the last MLT meeting, managers were reminded to use that tool to monitor and respond to employee performance. There is value in constructively documenting and addressing line employee performance in a fair manner. There is equal value in documenting manager performance in a fair manner. Therefore, I encourage you to review the process at the below link and suggest that you consider using this tool to monitor and document your manager's performance. Doing so can help your manager to improve his or her supervisory skills, and can aid in your defense should you be facing performance scrutiny or disciplinary actions by your manager.

http://www.scvwd.gov/Divisions/office_of_the_district_counsel/pdf/Employee_Performance_Logs.pdf

VP MANAGEMENT RELATIONS – TOM DRINKARD

Temporary Staffing Policy

Management attempted to release a new temporary staffing policy and work instruction intended to supersede the existing temporary worker policy specifically included in our MOU under Article XVIII. Contracting Out.

Our MOU specifies that "It is expressly understood that any District Policy and Procedure specifically referred to in this MOU will not be changed during the course of this MOU without the concurrence of the Union, unless such change is required by law."

This is an important contract defense issue and we presented a grievance on Monday, 9-27. Management issued their denial of our grievance on 10-19. The EA Assistant Chiefs Stewards Council, the EA Executive Board, and the AFSCME Local 101 all approved pursuing the case through arbitration. After we informed Management of our intent to proceed to arbitration, they agreed to meet to discuss a settlement. At the

settlement meeting, they agreed to the remedies of the grievance, including reverting to the original policy and involving the Union in future discussions regarding changes to the policy.

Water Plant Operator Series Classifications

Discussions with management are continuing on the Water Plant Operator (WPO) series classifications. WPO stakeholders have reviewed management's proposal and provided their input, which will be shared with management ahead of the next meeting.

Contracting out of locating services and print jobs

In response to questions from members, we have made inquiries with management into the possible contracting out of utility locating and print job services. These are both areas that have historically been handled in house. Management reported that the contracting out of print jobs has been minimal and is related to a broken paper cutter. A new paper cutter is in the bid process. Management is looking into locating options and will bring any new proposals forward for discussion with the Union.

Distribution System Operations Plan

The Union met last month with the CDPH regarding questions we had with the District's Draft Distribution System Operations Plan. I also met with management to discuss the stakeholder comments to the plan. Management is in the process of preparing responses to the stakeholder comments.

VP GRIEVANCE – INGRID BELLA

Grievances

We have been very busy this month representing several grievances and cases that may lead to more arbitration. See Tom's report on the Temporary Employment grievance that he has been moving forward. We held a Skelly Hearing and received management's decision. The Assistant Chief's steward's council recommends taking this case to arbitration. I will be requesting the Board's approval as well as the Local's approval to take this case forward. We have several discipline cases that we will probably be taking to Skelly Hearings and depending on management's response, may force us to take them to arbitration as well.

E-mail Usage

As I have mentioned in a previous officer's report, the EA Board wants to remind all members to be careful about your e-mail usage. Although management has assured us that they are not mining people's accounts, management will investigate reports through the EEO and/or Ethics hotline. You need to be aware of your surroundings and make sure that your incidental e-mail usage is not during company time or that you do not forward questionable e-mail content such as jokes, pictures, political, or racially related items. Our best recommendation is that you use your personal e-mails to send any non-work related e-mails during your own time and keep your work e-mails for work related topics only. It will be safer that way because it is hard to tell how management will judge the content of your e-mails.

Telecommute Policy

Greg Gibson and I have been meeting with management every two weeks to work on the telecommute policy revision. I reported previously, that we have decided to work with management to overhaul the policy to address all concerns instead of trying to come up with a settlement just for the 17 grievants. Management has agreed to provide an appeal option which is not part of the current process. The Engineer's Society has also joined us in this effort and has been providing input. We should have a draft of the policy for grievant to review and provide input in the next two weeks.

Classification Studies

“Section 2” Post-Baseline Studies are progressing. See Tom Drinkard’s report on the Water Treatment Plant Operators (Group 1) study. Although management wanted to delay beginning the study on group 2 until Group 1 was completed, they have agreed to begin the process with Group 2. The first two classification series (Environmental Planners and Biologists) will begin first. A survey was sent out to these two groups to gather baseline data and identify the issues with their classifications. Both groups have been working on proposals for improvements for some time. This study will be the place to bring these proposals forward and negotiate with management. Once these two groups are well underway, we will begin gathering information from the remaining classifications in group 2.

Local 101

Local 101 officer elections are coming up. At November’s meeting, nominations were taken for the four officer positions of President, Vice-President, Treasurer, and Secretary. We may have to run an election for the President office as the current incumbent, Carlos Ganao was nominated as well as City of San Jose’s Chapter President, Yolanda Cruz. Current incumbents for Vice President - John Carlson from VTA, Treasurer- Carol Garcia from City of San Jose, and Secretary - Me from SCVWD were nominated with no challengers. More information will be shared regarding the election soon. Delegates from SCVWD continue to be Tom Drinkard, Danny Karnes, and Penny Larussa. Council 57 delegates from SCVWD are Glenna Brambill, Yolanda Perez. If you would like to be a delegate for Local 101 or Council 57, please let me know. The commitment is to attend one meeting per month.

VP OUTREACH – DAVID MATTHEWS

Holiday Lunch

Our members enjoyed a successful holiday lunch at the December 1 Membership Meeting. In addition to good food, we had door prize drawings and said goodbye to several retiring members. I want to thank the committee for all their work: Danny Karnes, Jan Ortiz, Ramona Ramstead, Roberta Stewart, Jan Romanski and Dora Gil.

Representation Work

I continue to serve in the Assistant Chief Steward capacity. There has been an increase in demand for stewards this month so I have had to represent several cases and work with Ingrid and Greg on approaches to those cases.

VP BENEFITS – JAN ORTIZ

Benefits committee

Flexible spending account

- **Open Enrollment for Flexible Spending Account and Dependent Care:**
 - Open Enrollment for Flexible Spending Account and Dependent Care is currently open on PeopleSoft eBenefits. **The last day to enroll on line is December 17, 2010. REMINDER: Individuals currently participating in the plan must re-elect for calendar year 2011.** Prior to setting your contribution amount for both the Flexible Spending Account and Dependent Care, it is best to calculate to the best of your ability your expenditure amount since the program is a use it or lose it program. Any remaining dollars will be forfeited by the employee.
 - The limit for the flexible spending account for calendar year 2011 will remain at \$3000. The maximum for Dependent Care is unchanged at \$5000.00.

- A brown bag is scheduled for Thursday, December 9, 2010 in A143 to answer any questions you might have on two changes to the program due to Health Care Reform:
 - 1st change – Over the counter (OTC) medications will require a physician’s prescription for reimbursement
 - Unreimbursed medical expenses for your dependent children up to age 26 can be submitted for reimbursement in 2011.

Wellness program

The bargaining units have prepared a draft project plan for the Wellness Program which will be reviewed at the Benefits Committee meeting in December. The bargaining units are pushing to have this program to help reduce the continuous rising of medical premium costs.

Overage dependents

- All user email was sent on October 19 stating the information about being able to re-enroll or keep your dependent child on the District’s medical plans until their 26th birthday. As this email stated, there will be a special enrollment during the month of March 2011. To be eligible for this coverage, your child does not need to be financially dependent on you for support, claimed as a dependent on your tax return, a resident of your household, enrolled as a student or unmarried to be eligible. A child includes natural children, legally adopted children, stepchildren and children who are dependent on you during the waiting period before adoption.
- There will be no pre-existing conditions effective 4/1/2011 for children. The elimination of pre-existing conditions for adults goes into effect 2014.

Deferred compensation committee

- Links for the fund performance disclosure statement of our deferred compensation providers is now available on the Deferred Comp web page.
- Deferred Compensation committee will be doing an RFP (request for proposal) to ensure we are receiving the best for our employees and their investments.

Sunshine committee

- 6 retirees
- 2 sympathy
- 2 get well card

Miscellaneous

- If you have any questions about your benefits, view the Benefits Handbook located on the Benefits Administration webpage; contact the Benefits Team at x3030 or you can always contact me at x2385 or send me an email.

VP MEMBERSHIP – CATHY PARAMO

The Membership Report for the period ending November 30 is *Attachment 1*.

SECRETARY/TREASURER – LIZ BETTENCOURT

The final Treasurer’s Report for the period ending October 31, 2010 and the preliminary Treasurer’s Report for the period ending November 30, 2010 are *Attachments 2 and 3*.

**NEW MEMBERSHIP
November 2010**

Last Name	First Name	Unit	Packet Mailed	Joined	Date	MOU distributed	**Current Agency Fee Mbr
SPACHER	Jacob	565	11/30/2010	Pending	11/29/2010	Employee Orientation	N

** N = New Employee
 ** M = New Member
 ** A = Agency Fee Payer

Number Breakdown	
Full Time Members	434
Part-time Members	3
New Member	1
TOTAL MEMBERS	438
Agency Dues FT	68
Agency Dues PT	3
TOTAL AGENCY	71
Total BU:	509
% Membership:	86%

11/30/2010

Treasurer's Report for Period Ending October 31, 2010

Final

Balance Forward - Period Ending September 30, 2010

Savings

Savings Account	\$505.85
1 Year CD	\$18,712.34
	<u>\$19,218.19</u>

Checking

\$2,958.47

Total Checking and Savings

\$22,176.66

OCTOBER ACTIVITY

Income/Deposits

Balance

Savings

Savings Account	*	\$0.13	\$505.98
1 Year CD	*	\$7.94	\$18,720.28
			<u>\$19,226.26</u>

Checking

*

\$2,958.47

Expenses/Debits

Bank charges	*	\$10.00
Disbursements		\$0.00
		<u>\$10.00</u>

Checking Account Balance:

\$2,948.47

Total Checking and Savings

\$22,174.73

Disbursement Detail

1	Harkins retirement	\$100.00	o/s Sept
2			
3			

100.00

Treasurer's Report for Period Ending November 30, 2010

Prelim - pending receipt of November bank statement

Balance Forward - Period Ending October 31, 2010

Savings

Savings Account	\$505.98
1 Year CD	\$18,720.28
	\$19,226.26

Checking

\$2,948.47

Total Checking and Savings

\$22,174.73

NOVEMBER ACTIVITY

Income/Deposits

Balance

Savings

Savings Account	*	\$0.00	\$505.98
1 Year CD	*	\$0.00	\$18,720.28
			\$19,226.26

Checking

*

\$2,948.47

Expenses/Debits

Bank charges	*	\$10.00
Disbursements		\$500.00
(excluding o/s checks)		\$510.00

Checking Account Balance:

\$2,438.47

Total Checking and Savings

\$21,664.73

Disbursement Detail

1	Harkins retirement	\$100.00	o/s Sept
2	Linguist retirement	\$100.00	
3	Danforth retirement	\$100.00	
4	Pedrazzi retirement	\$100.00	
5	Townsend retirement	\$100.00	
6	Manes retirement	\$100.00	
		600.00	