

We're Looking for Selfless, Caring, and Kind People Wanting to Learn

Your fellow coworkers need you to help us achieve better hours, wages, and working conditions



Why Should I Consider Giving My Time to My Union?

Envision our schools as places where every classified professional comes to work feeling safe and fulfilled to do their best for each other, our students, and our OVSD community. The only way that vision will come to life is through **your** involvement with our Chapter.

How Can I Help?

Come with an open mind. Our Chapter has numerous roles you can fill. Whether you bring skills you already have, or you're looking to learn something brand new, *we will provide you the training, tools, teamwork, and confidence to succeed.*

You can give as little as a few hours a month or as many as ten. The more willing members we have to help, the less you have to do! Many meetings will be held on Zoom depending on your committee's preferences.

What about our member dues?

Your member dues give us the resources to run our Chapter. **We still have to run it ourselves.** Your President and Executive Board (e-board) are all volunteers. We have 1 union staff Labor Relations Representative (LRR) paid full-time from our member dues, but they assist other Chapters as well.

The most successful unions don't pay others to do all the work - their members believe in the mission and work of the union. You can inspire your coworkers to support better hours, wages, and working conditions through your time and effort in our Chapter.

What Can I Do?

Whether you're wanting to work with other members, have something to do at home, or looking for a rewarding challenge, we have something for you to learn:

- help your coworkers find basic union or contract information
- help recruit new members into the union by having one-on-one conversations
- help with our social media and newsletter!
- assist the President on Chapter committees
- help negotiate our hours, wages, and working conditions (our contract) alongside a team of classified professionals like you
- defend the rights of your coworkers when they are in trouble on the job
- help keep our Chapter relevant to the OVSD Board of Trustees and Personnel Commission
- ...what ideas do you have?

APPLY NOW
or flip this over!

csea375.org/volunteer →



CSEA Chapter 375 Volunteer Form



Join our team of kind, compassionate, and empathetic volunteers who love to learn and help others!

If you are interested in serving as a volunteer for our Chapter, please fill out this entire form. The Chapter President uses this form as a basis for appointments. You can also fill this form out at www.csea375.org/volunteer

Name _____ Today's Date _____

School Site/Department _____ Job Title/Classification _____

District Phone Extension x _____ Personal Cell Phone # () _____

Personal/Home E-mail Address (please print clearly!) _____

AREA(S) OF INTEREST. You can either mark the area(s) in which you're interested with an "X", or you can rank the top three (3) areas by numbering them. Some training and onboarding will be required.

____ **SITE REPRESENTATIVE.** *This is NOT for representing coworkers / discipline cases!* Serves as the link between the Executive Board and our members. Assists coworkers with finding union info and looking up the contract/OVSD merit rules. Works with the Communications Officer to keep members informed. Attends site rep meetings. May be asked to help recruit new members at their site.

____ **PARAEDUCATOR COMMITTEE** (ALL INSTRUCTIONAL ASSISTANTS, PRESCHOOL, KIDS CLUB, AND ALC ATTENDANTS). Discusses, analyzes, and makes recommendations regarding the hours, wages, and working conditions of all OVSD paraeducators, including class specifications (job descriptions). May attend the annual CSEA Paraeducator Conference each Spring.

____ **CONTRACTING OUT COMMITTEE.** Be the eyes and ears for any "contracting out" of classified work. Meet with the District 3 times per year (*release time is granted*) in accordance with our contract to review any contracting out of District services / classified work. Also ensures District volunteers are not taking away from classified work.

____ **MEMBERSHIP COMMITTEE.** Develops and implements plans and activities to keep our membership engaged. Strives for 100% Chapter membership. Coordinates and conducts new member orientation for new hires, including monthly Blitz Days. *Release time is granted when recruiting new members.*

____ **CUSTODIAL COMMITTEE.** Discusses, analyzes, and makes recommendations regarding the hours, wages, and working conditions of all OVSD head and night custodians, including class specifications (job descriptions). May attend the annual CSEA Maintenance & Operations Academy each Fall.

____ **AUDITING COMMITTEE (FINANCIAL).** *Some accounting skills / experience is preferred but not required. Training will be provided.* Audit the Chapter's financial statements and operation in accordance with Association Policy and Chapter Constitution at least annually.

____ **HEALTH, SAFETY & INSURANCE / BENEFITS COMMITTEE.** **No HR / healthcare / risk management experience required!** Discusses, analyzes, and makes recommendations regarding the safety and risk management of all classified professionals. Researches and make recommendations regarding health benefits for all part-time and full-time members to the Chapter Negotiations Committee.

____ **MERIT SYSTEM COMMITTEE.** Learn about, discuss, make recommendations for, and promote the merit system in the Ocean View School District so that the most qualified classified professionals are hired, promoted, and retained. Review and propose changes to OVSD Merit Rules. Work with the Personnel Commission (PC) and oversee the activities of the Chapter-appointed commissioner. Attend PC meetings regularly. Recruit personnel commissioner every three years.

____ **POLITICAL ACTION COMMITTEE (PAC).** Organizes members when there is a union action required (Board/PC meetings, wearing pins or T-shirts, etc.). Ensures classified professionals are connected to Board members and issues are properly advocated. Recommends and makes plans for Board of Trustees elections, including recruiting and endorsing Board candidates.

____ **NEGOTIATIONS COMMITTEE.** Negotiates all hours, wages, and working conditions on behalf of all classified professionals through our contract, with the support of our CSEA Labor Relations Representative (LRR). Researches contracts and budgets of other Chapters/Districts and the Governor. *Release time is granted for all negotiations meetings with the District.*

____ **STEWARD.** *Completion of the Union Steward Training (UST) including Level 3 is required before full appointment.* Ensure rights of all classified professionals are protected. Represent classified staff in discipline cases. May write and file grievances with support from Chief Union Steward or CSEA Labor Relations Representative (LRR). *Release time is granted when meeting with management.*

____ **OTHER** (may be something not listed here or can be a creative idea – but you have to commit!):

Why do you want to volunteer for CSEA?

NOTE: While we cannot guarantee selection or appointment to a specific committee, we appreciate your interest in volunteering and will do our best to honor your preferences if selected.

PLEASE READ AND SIGN: I understand that I am expressing interest for a volunteer position with the Chapter and that union work is generally outside of my work hours (the Chapter President or District may grant release time from your classified job if required). By signing this form, I acknowledge that the Chapter President makes all appointments and is subject to the approval of the Executive Board. If appointed, I promise to abide by the constitutions, policies, and rules at all levels of CSEA including Association (state) and Chapter, and I will commit to completing any training and onboarding required for my position.

Signature _____

Return to: Phi Tran (Chapter President), IT or send via home e-mail to president@csea375.org