



**CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION**

1108 O Street, 5th Floor

Sacramento, California 95814



**IMPORTANT INFORMATION ENCLOSED**

# Employee Packet

**QUALITY EDUCATION MEANS A QUALITY WORKPLACE**



**California State University**

# **Employees Union**





Dear CSUEU Represented Employee:

I am pleased to provide you with an employee packet that gives you valuable information about the California State University Employees Union (CSUEU). As a CSU employee, you enjoy a number of benefits won through our bargaining efforts over the last 25 years.

Please review all of the enclosures carefully. The Guide to Probation gives you important information on making it through your first year of employment with the CSU.

Membership in CSUEU is not automatic, and the difference between fair share fees and membership is minimal. I urge you to take this opportunity to fill out and mail the enclosed membership card. As a member, you can participate in chapter and statewide governance as well as vote on the contract between CSUEU and the CSU. Power in numbers makes all the difference when we are bargaining over the terms and conditions of your employment.

Get to know your local chapter officers and stewards, stay informed about your rights under the CSUEU - CSU Contract, and contact us when we can help.

In Solidarity,

Pat Gantt  
CSUEU President

Enclosures



## Comparison Chart

### Monthly Membership Dues vs Fair Share Fees\* as of April 2015

Gross Salary	Membership Dues	Non Member/Fee Payer	Monthly Difference	Annual Difference
\$1,500	\$15	\$14.97	<u>.03 Cents</u>	<u>\$0.36</u>
\$2,000	\$20	\$19.96	<u>.04 Cents</u>	<u>\$0.48</u>
\$2,500	\$25	\$24.95	<u>.05 Cents</u>	<u>\$0.60</u>
\$3,000	\$30	\$29.94	<u>.06 Cents</u>	<u>\$0.72</u>
\$3,500	\$35	\$34.93	<u>.07 Cents</u>	<u>\$0.84</u>
<b>\$3,800**</b>	<b>\$38.00</b>	<b>\$37.92</b>	<b><u>.08 Cents</u></b>	<b><u>\$0.96</u></b>
\$4,000	\$40	\$39.92	<u>.08 Cents</u>	<u>\$0.96</u>
\$4,500	\$45	\$44.91	<u>.09 Cents</u>	<u>\$1.08</u>
\$5,000	\$50	\$49.90	<u>.10 Cents</u>	<u>\$1.20</u>
\$5,500	\$55	\$54.89	<u>.11 Cents</u>	<u>\$1.32</u>
\$6,000	\$60	\$59.88	<u>.12 Cents</u>	<u>\$1.44</u>

\* Monthly membership dues are 1% of gross salary. Non-member fair share fees are 99.8% of that.

\*\* Average CSUEU monthly salary

**It doesn't cost to belong to CSUEU. It pays!**  
**Are you a member? Here's how you can check.**

Non-member pay stub:

DEDUCTIONS
FEDERAL TAX
STATE TAX
*RETIREMENT
SOC SEC
MEDICARE
*F PERSCHSE
VIS-BLUESHD
FLEX ADMIN
CSEACSUF

Union member pay stub:

DEDUCTIONS
FEDERAL TAX
STATE TAX
*RETIREMENT
SOC SEC
MEDICARE
*F PERSCHSE
VIS-BLUESHD
FLEX ADMIN
CSEACSUD

**For a few pennies more, you can enjoy all the benefits of CSUEU membership.**



# Does a Fair Share Fee Payer Really Receive the Same Benefits as a CSUEU Member?

*Below are just some of the exclusive benefits our members enjoy!*

Benefits	CSUEU Member	Fee Payer
Negotiated salary increase .....	★	★
Representation on contractual issues .....	★	★
Right to vote on negotiated salary and benefits .....	★	
Representation before State Personnel Board (disciplinary action) .....	★	
Ability to run for union local or state office .....	★	
Travel, vacation, movie and theme park discounts at Disneyland, Sea World, Universal Studios, San Diego Zoo, and many others .....	★	
Life insurance, short/long term disability, auto and homeowner insurance at reduced rates .....	★	
New and used car purchase at substantial discounts .....	★	
Discount buying program with more than 200 merchants..... <i>(Including tires, furniture, jewelry, vitamins, paint, electronics, appliances, etc.)</i>	★	
College scholarships/loans for dependents of members through CSEA Foundation .....	★	
\$1,000 to \$3,000 Death Benefit <i>(1<sup>st</sup> year \$1,000; 2<sup>nd</sup> year \$2,000; 3<sup>rd</sup> year \$3,000)</i> .....	★	

★ All these member-only benefits for only pennies more than you are already paying ★

## It Pays to Join!

**Enjoy the Benefits of CSUEU Membership**

**Thank You for Supporting. . .**



CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION  
STEP-BY-STEP PROBATION GUIDE

**The next couple  
of months  
could be the  
most important  
in your career:**

**See this Probation Guide to learn why...**



California State University Employees Union  
1108 O Street , 5th Floor, Sacramento, CA 95814  
916/319-4800 • 866/763-1452 (Toll-free)  
[www.csueu.org](http://www.csueu.org)

# CSUEU's Step-By-Step Probation Guide

You have been hired by the California State University. Now the CSU is putting you to one more test—whether you can actually do the work.

The probationary period is considered an extension of the hiring process. You must pass this test of performance to become a permanent CSU employee with security and the rights of permanent status.

Some new employees misunderstand the probation process. They take a wait-and-see attitude, instead of making a plan for passing probation from the very first day.

Do yourself a favor: Make good use of CSUEU's long experience in dealing with CSU employee concerns. The cautions and recommendations in this guide grow out of those experiences.

Review this *CSUEU Step-by-Step Probation Guide* and be sure to call on your CSUEU representative at the first hint of a problem. CSUEU contract sections are inserted parenthetically for reference.

The first step is to be sure you have an accurate, official job description which indicates exactly what your job duties are and the percentage of time spent on each one. This is the document that will be used to evaluate your performance. Obviously, you must know what these duties are if you are to carry them out satisfactorily.

If you did not receive a position description, take these steps at once:

1. Contact your supervisor and/or administrator to whom you are normally accountable.
2. Seek clarification of your duties and responsibilities. Such clarification shall be provided in writing. [Contract 17.8]
3. If a position description exists, the employee shall be provided with a copy. If one is to be altered, the employee shall be provided with this position description at least seven (7) days prior to its effective date. Position descriptions shall reflect the employee's assigned duties and responsibilities and shall be consistent with the classification standards. [Contract 17.9]
4. An employee may also request, in writing, a meeting with the appropriate administrator to discuss a position description, reassignment or work assignment. Such a meeting shall not be unreasonably denied. [Contract 17.10]

## Your Performance Evaluation

As a probationary employee, you shall be evaluated by the end of the third, sixth, and eleventh month of the probationary period [Contract 10.5]. Each evaluation will cover your job performance, your personal conduct, and your ability to handle responsibility – measured against the classification standards of the position in which you are working [Contract 10.2].

The evaluator may be the supervisor, lead person, or the appropriate administrator, but in every case must be someone who is familiar with your job duties [Contract 10.14]. You are to be given a draft evaluation for your review, input and discussion [Contract 10.8]. You will have five

work days to review the draft and provide input, if any, to your evaluator [Contract 10.9]. Your input in the five-day period will be considered by your evaluator in preparing the final performance evaluation, and prior to placing it in your official personnel file [Contract 10.10].

Upon request, you can meet with the evaluator [Contract 10.11], and if desired, you can meet within 14 work days with the appropriate administrator [Contract 10.12]. If you still disagree with your evaluation, you have the right to submit a rebuttal statement to be attached to your performance evaluation, and your evaluation will be reconsidered [Contract 10.13]

### For the record

My date of hire is: \_\_\_\_\_

My probationary period ends: \_\_\_\_\_

My supervisor is: \_\_\_\_\_

My bargaining unit is:

- Unit 2, Health Care Professional
- Unit 5, Grounds and Custodial
- Unit 7, Administrative Support
- Unit 9, Technical Professional

My CSUEU steward is: \_\_\_\_\_

My CSUEU Labor Relations Representative is: \_\_\_\_\_

### My Major Duties (Refer to this list frequently)

If you have a position description, use it as an everyday reference. However, if you have been unable to secure one within your first week on the job, record your major duties according to the instructions given to you by your supervisor or lead person.

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# The Early Weeks of Probation

**F**irst impressions count. Set work standards for yourself based on your assigned duties and the expectations of your supervisor.

## Check this list frequently:

- 1. From time to time, I ask my supervisor how I am doing. I keep a written record of his/her comments for future reference.
- 2. I have requested an official position description. If one is not available, I will keep a record of duties I perform and the percentage of the day's time that I spend on each.
- 3. I ask my co-workers questions about the performance expected at my worksite and about standard training available.
- 4. I have found answers to these questions: Am I being trained the same as other employees? Do I have all the tools I need to be successful [such as reference books, cleaning supplies, equipment]? Is there a knowledgeable person available to me at all times to answer my questions?
- 5. I have acquired official information about sick leave policy and procedures; I have learned the procedure for calling in sick to the proper person at the proper time.
- 6. I keep personal phone calls to a minimum.
- 7. I am never tardy or AWOL.
- 8. I work every day to meet the unit's standards in quality and quantity.
- 9. I refer daily to the Qualifications Factors [see below] on which I will be evaluated during my probation.

**Y**our work performance will determine whether you obtain permanent employee status. Frequently review this list of the Qualification Factors on which you will be rated.

## Qualification Factors

**SKILL:** Expertness in doing specific tasks; accuracy, precision; completeness; neatness; quantity.

**KNOWLEDGE:** Extent of knowledge of methods, materials, tools, equipment, technical expressions and other fundamentals of the job.

**WORK HABITS:** Organization of work; care of equipment; punctuality and dependability; industry; good practice of vehicle and personal safety.

**RELATIONSHIPS WITH PEOPLE:** Ability to get along with others; effectiveness in dealing with the public, other employees, and students.

**LEARNING ABILITY:** Speed and thoroughness in learning procedures, laws, rules and other details; alertness; perseverance.

**ATTITUDE:** Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.



# First Evaluation on Probation (3 months)

This could be the most important evaluation you receive during your probationary period. By the time you receive your first probation report, the decision may have been made as to whether you are to be accepted or rejected during probation.

Date First Evaluation Received \_\_\_\_\_

- If I received any "improvement needed" or "below expectations" ratings, I have contacted my steward or CSUEU Labor Relations Representative for counsel, and discussed how to proceed.
- I have determined what training I need to improve my skills. I have requested such training in writing, and I have kept a copy of this request.
- I have written a complete, documented rebuttal to the evaluation to be used in discussing my review with my appropriate administrator. If my review is not adjusted accordingly, I will request that the rebuttal be attached to my evaluation in my official personnel file.

## First Evaluation Conference

Prepare for your first evaluation conference by reviewing these questions. You will want to ask these questions and record your answers if the evaluator raises areas of concern.

1. In which areas do I need improvement? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. How can I improve in these areas? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. By what specific date should I demonstrate that I have improved in these areas?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What additional training is available? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## What if I Disagree with My Evaluation?

After the first evaluation has been completed, if you disagree with any aspect of it, you have the right to request that your written rebuttal be attached to the official copy of your review. You should go over the rebuttal with the CSUEU Labor Relations Representative prior to submitting it. You should include a request for training where improvement is needed, and you should include a plan of action to ensure passing the next evaluation.

Do not refuse to sign your evaluation. Your signature only indicates that you have received it, not that you agree with it.

# Attendance Record

**A**buse of sick leave is a common reason for rejection on probation. Tardiness is a serious threat as well.

You can enhance your record for good work by always arriving on time and by making good use of your time on the job.

Give yourself more time than you think you will need to travel to work. If you are sick, be sure to follow the official procedure of contacting the appropriate person.

A probationary employee shall not take vacation until completion of one (1) month in work status, unless by mutual agreement. [Contract 14.8]

## Holidays

The CSU may observe holidays differently from campus to campus. Consult your human resources office to obtain the schedule.

## Sick Leave

An employee shall be responsible for reporting an absence to the appropriate administrator as soon as possible. As a good employee, you will want to fulfill your obligations if you are unable to work. The CSU recognizes that extenuating circumstances may prevent you from calling in before the start of your shift, but you should make every effort to call in as close to the start of your shift as possible. [Contract 15.5]

Be sure you are familiar with department and campus policies for reporting sick leave, and that you comply with them.

## Vacation

Generally, a request for scheduling vacation should be submitted in writing to the appropriate administrator at least thirty (30) days in advance. [Contract 14.9]

This is the official procedure\* for calling in sick at my worksite: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For your protection, record your attendance in the space below (for personal use):

### DAYS ABSENT:

Date \_\_\_\_\_ Reason \_\_\_\_\_

Person Notified \_\_\_\_\_ Date/time \_\_\_\_\_

Date \_\_\_\_\_ Reason \_\_\_\_\_

Person Notified \_\_\_\_\_ Date/time \_\_\_\_\_

Date \_\_\_\_\_ Reason \_\_\_\_\_

Person Notified \_\_\_\_\_ Date/time \_\_\_\_\_

Date \_\_\_\_\_ Reason \_\_\_\_\_

Person Notified \_\_\_\_\_ Date/time \_\_\_\_\_

Date \_\_\_\_\_ Reason \_\_\_\_\_

Person Notified \_\_\_\_\_ Date/time \_\_\_\_\_

### LATE FOR WORK:

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

Reason \_\_\_\_\_

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

Reason \_\_\_\_\_

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

Reason \_\_\_\_\_

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

Reason \_\_\_\_\_

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

Reason \_\_\_\_\_

\* **Exempt classifications:** For exempt classifications, there are no fixed, minimum or maximum hours in a workday or workweek [Contract 18.7]. Absences are reported for full days only, not partial days [Contract 18.8].

# Rejection on Probation

If you frequently review and act upon the information provided in this guide, you will greatly reduce your chances of rejection.

However, if you fail to measure up to required performance standards and you do not satisfactorily learn the job, you may be rejected on probation.

Once you have been rejected, you may return to your previous classification or skill level if you have already passed probation in another classification or skill level [Contract 9.21]. This is known as exercising "retreat rights" to your old classification. A steward or Labor Relations Representative can help explain this process. If you are a new CSU employee and you have not previously passed probation in another classification or skill level, you will be separated from CSU employment.

An employee employed more than six [6] months may utilize the complaint procedure beginning at Level II [Contract 8.13] to appeal the decision to reject during probation if any of the following are alleged:

- performance evaluation procedures required by the contract were not followed,
- discrimination; or
- the decision to reject was arbitrary and capricious [Contract 9.35].

If the complaint is not resolved at Level II, the complaint shall be moved to Level III for review at the Chancellor's Office [Contract 9.37]. If the complaint is not resolved at the Chancellor's Office, it may be appealed to mediation within ten (10) working days after the Level III response [Contract 9.39].

It should be noted that, unlike state civil service employees, the State Personnel Board has no jurisdiction over CSU employees rejected during probation.

## Remember To:

- ✓ Check your position description on a regular basis.
- ✓ Check out training opportunities.
- ✓ Check often with your supervisor on how you are doing.

*CSUEU works every day, throughout the state,  
for fair wages and benefits, employment rights  
and safe working conditions for  
California State University employees.*

*Although you are covered  
by a CSUEU-negotiated contract,  
your membership in CSUEU is not automatic.  
Join today!*

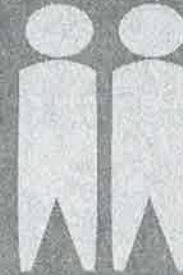
California State University Employees Union  
1108 O Street, 5th Floor, Sacramento, CA 95814  
916/319-4800 • 866/763-1452 (Toll-free)  
[www.csueu.org](http://www.csueu.org)





# How do I

# FIT



## into the CSU Employees Union?

### Bargaining Unit Employee

The California Public Employment Relations Board has divided employees into bargaining units. Staff can determine their bargaining unit by knowing their classification and examining the CSUEU/CSU contract, which lists all classifications in our five bargaining units. Salaries are also listed.

### Bargaining Unit Representatives

Each chapter member votes to elect a campus bargaining unit representative, or CBUR, for his or her unit. The CBUR coordinates representation, working with other job stewards, field staff, and other campuses.

CBURs complete steward training and related education concerning employee rights as well as bargaining unit-specific issues.

### Bargaining Unit Councils

With the exception of Bargaining Unit 13, the bargaining units that CSUEU represents are governed by an eight-person bargaining unit council that is elected by CBURs from each chapter. Each of these councils are comprised of a chair, a vice chair, and six members-at-large.

### Five Bargaining Units

Members of CSUEU belong to one of five bargaining units:

- 2 - Healthcare support
- 5 - Operations support
- 7 - Clerical/admin. Support
- 9 - Technical support
- 13 - English Language Program instructors at Cal State L.A.

### Campus Chapter

Campus employees from above units who become members belong to the campus chapter.

Elected officers, all of whom are volunteers, run the chapter, usually a president, vice president, and secretary-treasurer.

### CSUEU Board of Directors

The CSUEU Board of Directors is comprised of:

- Four statewide officers:
  - President
  - Vice President for Organizing
  - Vice President for Finance
  - VP for Representation
- Chair and Vice Chair of Bargaining Units 2,5,7 and 9
- All Chapter Presidents

The board works with CSUEU staff on budget, union policy, and programs.



CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION



1108 O Street, 5th Floor  
Sacramento, CA 95814  
(916) 319-4800  
[www.csueu.org](http://www.csueu.org)



# WHY JOIN CSUEEU?

**How about an AMAZING return on your investment?!**

That's right! For less than \$1 a month more than you're paying as a fair-share fee payer, you can save hundreds and even thousands of dollars each year on a wide range of valuable member-only benefits.

**By joining CSUEEU, you can save on:**

- **Insurance:** A wide range of products from respected insurance carriers. Includes life, health, auto, homeowners, accidental death, disability, cancer protection and even pet care insurance.
- **Financial and Legal Services:** Mortgage and real estate programs for purchasing and refinancing; discount legal services and legal referral; automobile purchases.
- **Discount Ticket Programs:** Theme parks, movie theaters, water parks throughout California.
- **Travel Services:** Emergency Travel Assistance Plan; hotel and motel discounts; car rentals; emergency road services.

**DO THE MATH!**

**Join CSUEEU Today!**

*For more information:*

**California State University Employees Union**

1108 O Street, 5th Floor

Sacramento, CA 95814

Phone: 916.319.4800 • Fax: 916.319.4808 • Toll Free: 866.763.1452

or log onto: [www.csueu.org](http://www.csueu.org)

or contact your campus CSUEEU chapter.



# Only 13¢ more a month! on average\*

Your're already paying Union fees, but full membership in the Union - including access to our many benefits- doesn't take effect until you submit this application to join.

Complete this application today and send it in - your membership is effective upon receipt.

**MEMBERSHIP APPLICATION** • California State University Employees Union/CSEA



PLEASE TYPE OR PRINT

CHAPTER/CAMPUS \_\_\_\_\_

Social Security No.	Last Name	First Name	Initial
Number and Street		City	Zip Code
Employed by		Department or Campus - work location	Room No.
Classification	E-mail	Business Phone	Home Phone
Recruiter Name (optional)			

I hereby apply for membership in the California State University Employees Union (SEIU 2579 - CSEA), an affiliate of CSEA, and hereby agree to abide by the CSUEU Bylaws and Policies, including those of the CSEA Policy File. In becoming a member, I authorize CSUEU to establish with the appropriate agency the withholding from my pay or retirement allowance of dues and any benefit deductions. I understand that my membership rights are set forth in the Policy files of CSUEU and CSEA, which are subject to amendment, and are affected by applicable labor contract(s) ("A Memorandum of Understanding" or "MOU") between CSUEU and the California State University, and a copy of the Policy Files and applicable MOU are always available to me by contacting CSUEU Headquarters, 1108 O Street, Suite 500, Sacramento, California 95814. Should an applicable MOU provide for the maintenance of membership, I understand that I must remain a member for the duration of the MOU, except that I may terminate membership during the last thirty (30) days of such MOU. Unless instructed to the contrary below, CSUEU is hereby authorized to withhold from my pay an additional \$2.00 per month for CSUEU's non-partisan political activity.

CSUEU-001 HC  
(Rev. 5/13)

By writing my initials in this box I instruct CSUEU NOT to withhold an additional \$2.00 per month for political activity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Power in Numbers

Adding your name to our membership gives CSUEU added strength at the negotiating table. Join the union that for 70 years has fought for fair wages, better benefits, employment rights and safe working conditions for California State University employees.



California State University Employees Union/CSEA

[www.csueu.org](http://www.csueu.org)

Your SSN and your privacy

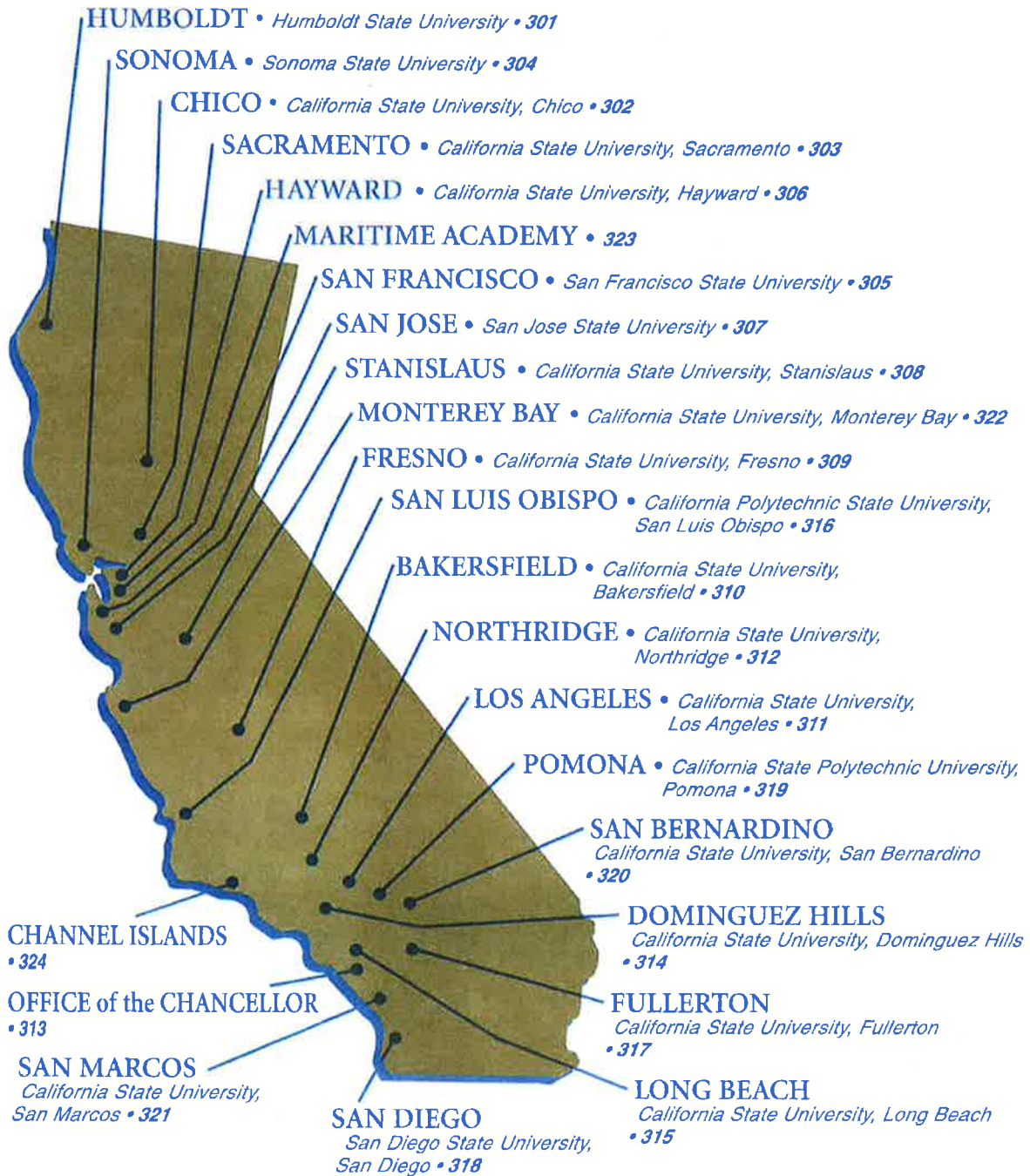
Under California law, CSUEU is required by the California State Controller's Office to collect your Social Security Number (SSN) for membership. Your SSN will only be used for membership purposes. For details, see our complete Statement of Privacy at [www.csueu.org](http://www.csueu.org) (click "Privacy" at the bottom), or call 1-866-763-1452.



\*Based on a salary of \$3,250 per month and 2013-2014 fair share fee rates.



# THE CALIFORNIA STATE UNIVERSITIES



**CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION**  
 1108 O Street, 5th Floor, Sacramento, CA 95814  
 Phone: 916/319-4800 • Toll Free: 1-866-763-1452  
 Fax: 916/319-4808 • Website: www.csueu.org





# The Advantages of Membership



**\$1,000- \$3,000 Death Benefit**  
(1st year \$1,000; 2nd year \$2,000; 3rd year \$3,000)

**Annual member benefits guide and chapter newsletters**

**Credit union privileges— including Visa cards and free checking**

**Retirement planning services**

**Discount buying, including, electronics, computers, furniture, legal services, & group insurance**

**Discounts on tickets including Disneyland, Knott's Berry Farm, movies, See's Candy, water parks, travel and much more**

**CSEA Foundation gives college scholarships / loans for dependents of members**

**Voting rights on all tentative contract agreements with management**

**Representation on contractual, disciplinary, (SPB), and all other work-related issues not covered by the contract**

**Representation on contractual issues only**

**What Members Get**

**What Service Fee Payers Get**

**California State University Employees Union**



## Guaranteed Coverage within the first seven (7) months of State employment!

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All permanent State employees who work 20 or more hours per week, and are members of CSUEU, are eligible for coverage.

### Group TermPLUS Life Insurance

- If you are applying within the first seven (7) months of employment, you qualify for a guaranteed amount of coverage based on your age and monthly salary!
- If you are under age 65, your spouse is guaranteed for up to \$20,000.00 of coverage and your children are guaranteed for up to \$10,000.00 of coverage. If you are 65 or over, your spouse and children are guaranteed \$5,000.00 of coverage.

### Group Ordinary Life Insurance

- If you are applying within the first seven (7) months of employment and are under the age of 66, you are guaranteed a coverage amount of \$50,000.00. Employees age 66 and over may apply for \$2,500.00 of insurance.

If you are applying for any of the policies listed above after seven (7) months of employment, applying for coverage after your initial election, or when applying for coverage in excess of your guaranteed issue amount, you must complete the evidence of insurability and the Statement of Health section of the insurance application.

*Group TermPLUS Life and Group Ordinary Life Insurance Plans are endorsed by the CSEA, underwritten by Anthem Life Insurance Company, and administered by AGIA Insurance Services, Inc.*

Visit our website for more on your Member Benefits!

[WWW.CALCSEA.ORG/BENEFITS](http://WWW.CALCSEA.ORG/BENEFITS)



**Anthem<sup>®</sup>Life**

**California State University  
Employees Union**

(CSUEU) SEIU Local 2579

**NOTICE  
OF  
BENEFIT**

**For CSUEU  
SEIU Local 2579  
Members**



**CSEA MEMBER BENEFITS**

1108 O Street, Room 303  
Sacramento, CA 95814  
Toll free (800) 952-5283  
or (916) 326-4295



## CSUEU, SEIU Local 2579

# NOTICE OF BENEFIT

As of February 1, 1983, actively employed rank-and-file members of the California State Employees Association were covered under a **Death Benefit** program. This benefit is now provided by CSUEU, SEIU Local 2579 to its eligible members and no premium payment or application form (except for CSUEU, SEIU Local 2579 membership) is required.

This program covers only actively employed, rank-and-file members of CSUEU, SEIU Local 2579 whose dues are paid directly to CSUEU, SEIU Local 2579. Persons who belong to an organization affiliated with CSUEU, SEIU Local 2579 are not eligible for this program, unless otherwise provided for in the affiliation agreement. Benefits terminate at date of retirement, termination of employment, termination of CSUEU, SEIU Local 2579 membership, or movement to a class excluded from collective bargaining rights. Following is the benefit schedule:

## Members as of February 1, 1983

<b>Effective Date</b>	<b>Benefit</b>
February 1, 1984	\$2,000*
February 1, 1985	\$3,000*

\*Assuming membership has been continuous since February 1, 1983

## New Members

Employees whose CSEA membership commenced after February 1, 1983 will be covered for \$1,000 as of their initial date of membership, and benefits will increase according to the following schedule as of their membership anniversary:

<b>Membership</b>	<b>Benefit</b>
0 - 1 year	\$1,000
1 - 2 years	\$2,000
2 years or more	\$3,000

## Beneficiaries

Death benefit payment shall be made to the first surviving class of the following classes of successive preference beneficiaries: the member's (1) spouse; (2) surviving children born to or legally adopted by the member, in equal shares or to the survivor; (3) surviving parents, in equal shares or to the survivor; (4) surviving brothers and sisters, in equal shares or to the survivor; (5) duly appointed executors or administrators of the estate of the member. Any payment made by CSUEU, SEIU Local 2579 in good faith pursuant to this provision shall fully discharge CSUEU, SEIU Local 2579 to the extent of such payment. In certain situations the above beneficiary designation may not meet the need of the insured. In that case the member can request a change of beneficiary form on which the insured can designate a specific beneficiary.

## Claims

Claims must be filed within 12 months to date of death of the member.

To make a claim or for information regarding this program contact:

CSEA Member Benefits • 1108 O Street, Room 303 • Sacramento, CA 95814 • (800) 952-5283 (toll free) or (916) 326-4295

*NOTE: Retain this notice with your valuable papers. You will not receive a policy or any other evidence of coverage for this program.*



*"Since the expense of going to college has risen and has become out of reach for many middle class families, I'm proud to support and promote a Foundation that works for the working class family dreams and it's struggles for equality."* –

*Joan Kennedy, Foundation Board President*

## 2013 Recipients

CSEA Foundation Board of Directors is proud to announce the 2013 scholarship recipients, sponsoring affiliate and the Universities that they will be attending.

**Carina Barbosa** – SEIU Local 1000, DLC 725 - Cal State Fullerton

**Taylor Engleman** – CSR, Chapter 21 University of New Mexico

**Kyle Neeley** - CSUEU, Chapter 322 Cal Poly San Luis Obispo

**Kari Tall-Domingos** – SEIU - Local 1000, DLC 784 - Sacramento State University

**Marlena Trafas** – CSUEU Chapter 315 University of California, Berkeley

**Brittany Vavra** – CSR, Chapter 36 Sacramento State University

# CONGRATULATIONS!



## Members Helping Members - Estate Planning

The Foundation is a grassroots organization. We encourage members to include the Foundation in their personal Estate Planning for the success of the Foundation is based on member support.

The past few years have been successful. We have doubled our financial goal, thanks to generous donations of anonymous donors, chapters fund raising efforts, silent auctions and corporate sponsors. We encourage members to contact their financial advisor to include us in future Estate Planning, Private Wills and Trust to assist in Members Helping Members

## Donate NOW - Quick and Simple

Go to the CSEA Foundation web page 1) Select our E-Store and purchase items for your chapter. A percentage will be donated to the Foundation or 2) Sign up for a new Capital One credit card. If you use your card once; \$50 will be donated to the Foundation. In addition, future purchases will also be credited our account.

**Our Goal is to provide college financial assistance to Children, Grandchildren, Members and Spouse's of California State Workers and Retirees to obtain the American Dream.**

CSEA FOUNDATION, INC.

1108 "O" Street  
Sacramento, CA 95814

ph 805.441-8134 | [www.calcsea.org/Home/Foundation](http://www.calcsea.org/Home/Foundation)

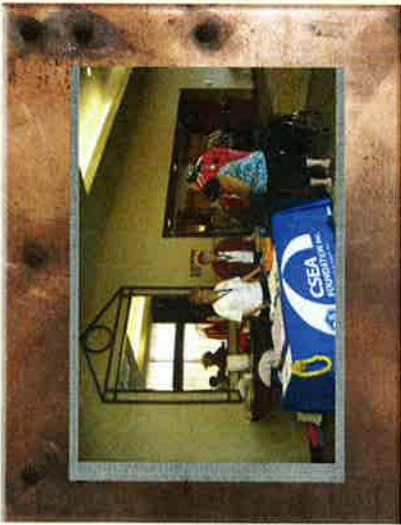
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*Fundraising table at the  
CRS Convention*

## Our Mission

The mission of the CSEA Foundation Inc. is to promote charitable, philanthropic, benevolent and fundraising services and activities that will be used for educational, literary, hardship grants and scholarships for the public good.

If you would like to donate, please contact a CSEA Foundation Board Member or you may visit our web site for direct PayPal contribution.

### CSEA Foundation Board of Directors

Joan A. Kennedy, President  
[jkennedy.csueu@gmail.com](mailto:jkennedy.csueu@gmail.com) -- CSUEU

Jennifer O'Neal-Watts, Sec/Treasurer  
[unionjen@gmail.com](mailto:unionjen@gmail.com) -- CSUEU

Dionne Faulk, Board Member  
[email\\_dionne@yahoo.com](mailto:email_dionne@yahoo.com) -- ACSS



*Joan Kennedy, Donna  
Snodgrass, Richard Latimer and  
Peter Horn*

The Foundation has aided families of CSEA Affiliates CRS, CSUEU, SEIU Local 1000 and ACSS by awarding Scholarships and Disaster Relief Grants since 1985.



CSEA FOUNDATION, INC.  
 1108 "O" Street  
 Sacramento, CA 95814

[www.calcsea.org/Home/Foundation](http://www.calcsea.org/Home/Foundation)

Federal Tax ID # 94-2985502

### CSEA Foundation Board of Directors

**"We Make Dreams a  
Reality for Families of  
the Working Class."**

## Application Requirements for Scholarships Applicants:

- Must be a dependent, grandchild or spouse of a CSEA affiliate member
- Members may also apply
- GPA of 3.0 or higher
- Complete a 500 word essay, expressing personal goals.
- Summary of any honors received
- Two letters of recommendation

For more information and to apply visit the CSEA Foundation website-

[www.calcsea.org/Home/Foundation](http://www.calcsea.org/Home/Foundation)

## Our Values

The CSEA Foundation is committed to delivering excellent charitable services, fostering collaboration and innovation of philanthropist and nurture a distinctive sense of community.

