

Union ★ Update

OPEIU

Local 8

for Local 8 Members at TRI-CITIES COMMUNITY HEALTH

January 8, 2016

VACATION REQUESTS

Happy New Year!

Once again it is time to submit your requests for vacations for 2016. **Beginning January 1st through February 14th**, you can submit your vacation requests in writing for approval. All vacation requests must be made no later than February 14 for the vacation period for March 1, 2016 through February 2017. The Employer will issue the approved listings of vacations by the first Monday in March.

Vacation Requests Outside of the Posting Period

If you do not request vacation during the selection period, your vacation requests will be approved on a “first-come first-served” basis. Vacation requests received after the bidding period must be submitted in writing and will be responded to within fourteen (14) days after receipt of the request.

Things You Should Know

- Vacation requests submitted during the **January 1st to February 14th** selection/posting period are approved based on your seniority, anniversary date of hire.
- You can submit and will be approved for vacation requests **without such time currently banked but should have the time accrued six (6) weeks prior to taking the time off.** That portion of the vacation for which there is not sufficient time accrued six (6) weeks prior to the scheduled vacation will be cancelled; any employee who has vacation cancelled pursuant to this provision may not, for two (2) years thereafter, submit vacation requests for which there is insufficient time banked.
- Once a vacation is scheduled and approved during the January 1st to February 14th selection/posting period, a more senior employee may not bump a less senior employee.
- If scheduling cannot be arranged to grant all employees' requests for holidays off, holiday work will be rotated year to year.
- If you plan to travel during your vacation, it is best not to purchase travel fares until you have been notified by your supervisor that your vacation has been approved.
- Vacation may be taken in quarter-hour, hourly, daily or weekly increments; however, employees are encouraged to take vacation in weekly blocks.
- Your Union Contract describes the process in Article 12 VACATION on page 20 and 21. If you don't have a contract, you can access one on the union website opeiu8.org.
- If the Employer does not follow the contract, it is a contract violation. If this happens, or if you have questions, please contact your Union Representative, **Shelby Mooney**, 1-800-600-2433 ext. 107, 206-448-2615, or Shelby@opeiu8.org.

Know Your Contract!

Don't miss a time limit to file a grievance. A grievance is defined as a dispute involving the interpretation, application or alleged violation of any provision of the Agreement. Under **Section 8.3** of the contract it states that a grievance must be filed **within ten (10) calendar days following the event giving rise to the grievance.**

For example: If you think your rights have been violated under the contract, you have ten (10) calendar days to file a grievance. Let's say you get disciplined on the 10th of the month. You only have

until the 20th of the month to file a grievance. Grievances are not just about disciplines, but can be around contractual rights in your contract such as: compensation, bargaining unit work, benefits, hours of work, seniority, change in working conditions, health and safety and more. **Not sure if your contractual rights have been violated?** Contact a Steward or *Shelby*, your Union Representative. But just know that the worst thing you can do is to wait until the tenth day to start looking into whether your rights have been violated.

Labor Management Committee

Our Labor/Management Committee consists of *Yesenia Colvin, Rosa Cruz, Angelica Espindola* and *Betty Pacheco*. The Labor/Management Committee's purpose is to foster improved communications between the Employer and the employees.

We have one vacancy on this committee, and ideally we would like representative from a department

currently not represented. If you have a topic for discussion please notify a member of the committee or your Union Representative *Shelby*. If you would like to represent your department on this Committee or want to learn more about this please contact a Committee member or *Shelby* at Shelby@opeiu8.org or 1-800-600-2433 ext. 107.

TCCH Policy Review

We are still at it! Every few years TCCH reviews every single one of their policies. *Azure Buckenberger* is our representative on this committee, along with your Union Representative *Shelby*. We have been reviewing policies since last summer and so far the policies we have been reviewing have

had no changes or, at the least, minor language changes that do not affect Union members. We will keep you posted and we will be reaching out for your input if significant changes in a policy are presented. If you have an interest in helping us review policies please contact *Azure* or *Shelby*. We welcome your help.

If you have any questions, please call your Union Representative, Shelby Mooney at 1-800-600-2433 ext. 107 or email shelby@opeiu8.org

Become a Shop Steward

A Shop Steward makes sure that the Contract language is followed. A Steward keeps the Union Representative informed about workplace issues and may represent a fellow employee during a disciplinary investigations and grievance meetings. Our current stewards are *Yesenia Colvin, Angelica Espindola, Patricia Huizar, Laura Trevino, Betty Pacheco* and *Margaret Vivero*. Our Contract allows us to have 15 Stewards. If you are interested in becoming a Steward or want to learn more contact a Shop Steward or *Shelby*. Training is provided.

Union Assembly

The next Membership Assembly is **Saturday, January 23, 2016**, 10 a.m. to 4 p.m., at the Best Western Executive Inn in Seattle. For more information see www.opeiu8.org.

Scholarships

OPEIU offers education scholarships and the applications are now available at www.opeiu8.org under Member Support and Action. **The application deadline for OPEIU scholarships is March 31, 2016.**

The UnionPlus Program also offers scholarships, which you can find at www.unionplus.org. **The application deadline for the Union Plus Scholarship is January 31, 2016.**

**OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL 8
1-800-600-2433 or 206-441-8880 ★ Fax: 206-441-0207 ★ www.opeiu8.org**

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