

Union ★  
Update

OPEIU  
Local



*For Local 8 Members at Crisis Connections*

March 21, 2022

## ***Cheers to Justin Diep, Crisis Intervention Specialist!***



*“Justin goes above and beyond to support his coworkers. For example, any time he overhears one of us screening for a CCORS or CORS-YA, he immediately prepares a folder for us and brings it over. His thoughtfulness does not go unnoticed!”*

– Darby Robertson, Youth Services Lead Crisis Intervention Specialist

Submit your ***Cheers for Peers*** to Valarie Peaphon, Union Representative, at [Valarie@opeiu8.org](mailto:Valarie@opeiu8.org). We'll spotlight your coworker in an upcoming update and also give you both some union swag!

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## **Internet Reimbursement: Offsetting the Costs Associated with Working Remotely!**

Our Union Bargaining Team negotiated an internet reimbursement of **up to \$50/month** for all employees who are approved to work from home. This went into effect September 2021 and you can contact your supervisor for guidance on submitting for previous months, if you haven't done so already. Only full months of employment will be reimbursed.

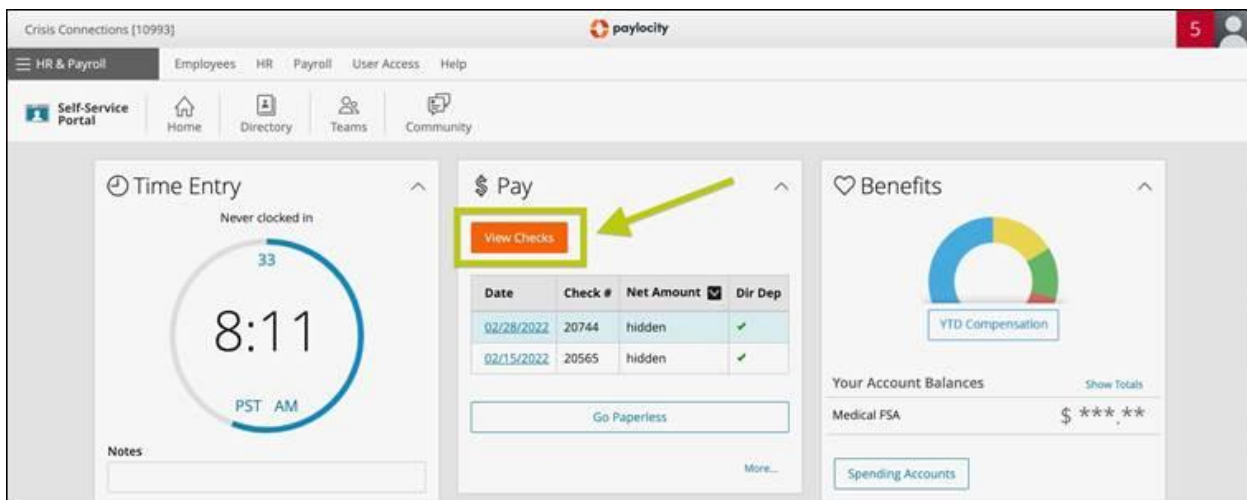
## Do you know how to submit for the reimbursement?

To submit for the reimbursement, email a copy of your most recent internet bill to [accounting@crisisconnections.org](mailto:accounting@crisisconnections.org) with the subject line "Internet Reimbursement." Following your first submission, employees who work remotely should complete quarterly submissions in March, June, September, and December in order to receive the monthly reimbursement. **Make sure to complete your quarterly submission for March ASAP!**

## Do you know where to find the reimbursement in Paylocity?

It's our understanding that this reimbursement is incorporated into the last paycheck of each month and not cut separately. There may have been some confusion around this after Crisis Connections issued a supplemental check in January upon realizing it hadn't been included with normal payroll. The reimbursement appears in Paylocity as a credit in the deductions section. To confirm you are receiving the reimbursement, follow the instructions below:

From the Paylocity home screen, click on the orange tab titled "View Checks."



The screenshot shows the Paylocity Self-Service Portal interface. The top navigation bar includes "HR & Payroll", "Employees", "HR", "Payroll", "User Access", and "Help". Below this, there are icons for "Self-Service Portal", "Home", "Directory", "Teams", and "Community". The main content area is divided into three sections: "Time Entry" (showing "Never clocked in" and a clock face at 8:11 PST AM), "\$ Pay" (with a "View Checks" button highlighted in orange and a yellow arrow pointing to it), and "Benefits" (showing "YTD Compensation" and "Your Account Balances"). The "\$ Pay" section contains a table with the following data:

Date	Check #	Net Amount	Dir Dep
02/28/2022	20744	hidden	✓
02/15/2022	20565	hidden	✓

From there, click on the orange section of the circle to see a breakdown of your deductions.

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Description	Amount	YTD
Flex Spending Acct	\$14.58	\$58.32
Medical-PPO	\$9.60	\$38.40
Reimbursements	-\$50.00	-\$100.00
<b>Totals</b>	<b>-\$25.82</b>	<b>-\$3.28</b>

**Questions? Contact Tara Powell, Union Representative, 206-441-8880 ext. 106 or [Tara@opeiu8.org](mailto:Tara@opeiu8.org).**

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