

Welcome to

UPTE-CWA 9119

At Davis

**University Professional
& Technical Employees**
representing...

**Technical Employees (TX)
Research Professionals (RX)
Health Care Professionals (HX)
Administrative Professionals (AP)**

2011

Our goal is to build strength through employee involvement and membership in order to negotiate effectively, improve the quality of our work lives, and improve UC as a research and educational institution.



Visit our website at
www.upteucdavis.org

DECISION-MAKING AT OUR JOBS

Each of us has our own perspective on working at U.C. depending on how long you've been employed, your relationship with your supervisor and co-workers, and other personal experiences. But because each of our departments are part of a larger institution managed by the (much larger) University of California, our workplace is governed by a formal set of policies and procedures, all of which require considerable diligence and judgement to implement fairly and maintain.

Negotiating a contract

Negotiating strong contracts is the only way for employees to have input into the policies that cover our work lives. An active and large membership is what it takes to win and enforce a good contract. Since membership is voluntary, yet all are covered by the benefits of the contract, it is even more important to join. UPTE negotiators are UC employees given paid leave for the time they attend bargaining and report to campuses on developments. Before bargaining begins for a unit, employees are surveyed to find their most important issues.

Sooner or later, we realize that the people we work with – our PIs, our supervisors, our MSOs – are for the most part not the individuals who make the decisions about our salaries, benefits or even our continued employment. These are decisions that are made at the University level, by UC administrators. In fact, without a union, employees have no input into these decisions. Not only is there little hope to be heard without an effective union of our peers, but forming a strong union is the only way to have some degree of control over our working futures at Davis.

EMPLOYEE RIGHTS

Employee's right to representation in a meeting Weingarten Rights

You are entitled to have a union rep. present when a supervisor asks for information which could be used as a basis for discipline. But management has no obligation to tell workers their rights, so employees must ask for union representation before or during the interview.

Public Employees' Rights to Due Process

Skelly Rights

Employees must be given a written notice of proposed disciplinary action which must include:

- Nature of proposed discipline
- The effective date of proposed discipline
- Reasons for the discipline
- Specific rule or policy violated
- Statement advising employee of right to respond orally or in writing

Filing a Grievance

When a policy or contract has been violated, you can file a grievance within 30 days of the incident (this is a firm deadline). There is an appeals process if the grievance is denied. Union stewards will assist you in handling your case. Contact the UPTE office (530-759-0803) for assistance.

Filing an Unfair Labor Practice (ULP)

When UC has violated state labor law (i.e. changes conditions without negotiation with the union) there is a 6 month deadline for filing from the time of the violation.

History of UPTE

UPTE was formed in 1990 by a group of UC employees throughout the state. In 1993 UPTE became affiliated with the Communication Workers of America (CWA) in order to better organize UC employees and win contracts with the University. Today, Technical, Research, and Health Care Professional employees are exclusively represented by UPTE and all have contracts with the University.

Need to be Reclassified?

Contact UPTE for more information and help

Here's a brief check list of what's involved in getting reclassified.

- **Obtain a copy of your original job duties.**
- **Rewrite your job description with your new duties. Obtain a copy of the "Series concept" (Series Specs) for your job** from campus Human Resources or on the webs at: <http://www.hr.ucdavis.edu/Salariescales>. It is helpful to have the four-digit code of the job title you are looking up.
- **Write out your job duties in detail.** Compare your current duties to match those described in your series; request other job-class series concepts for comparison; ask others with same job title to share their job description.
- **Prepare an organizational chart** (Many departments already have one made up).
- **Visit the UCD site "Job Classification Guidelines" and submit your request at:** <http://www.hr.ucdavis.edu/salary/job-class>
- **Talk to an UPTE steward for advice before you submit your request.**
- **Talk with your supervisor and work to get their support for a reclassification, but if they don't support your reclass and you think you are working out of class, you still have the right to ask for a review directly from Campus HR.**

If denied, you have 30 days to appeal in writing.

Why Is Membership Important?

Membership translates into negotiating and enforcing a strong contract that improves terms and conditions of employment for UC employees. UC assumes that all employees who are not members of the union support UC policies and uses low membership to slow bargaining.

Membership in UPTE is voluntary by California law and therefore strongly encouraged by UPTE officers and members for a variety of reasons. Membership shows UC that employees are concerned about maintaining high standards in such issues that UPTE advocates such as:

- Quality of research ,
- Improved job security,
- An end to salary erosion,
- Layoff Protection,
- End to discrimination based on funding sources,
- Meaningful nondiscrimination policies,
- Health and safety provision, and
- Fair and effective grievance procedure.

What do membership dues pay for?

- *Contract negotiations/campaigns
- *Individual grievances
- *Literature, mailings
- *Local & Statewide staff and offices
- *Stewards training
- *Legislative action
- *Member's only benefits

ALL EMPLOYEES SHOULD...

- * Pre-designate a physician in case of an injury on the job: add a note to your personnel file stating you want to be seen by your doctor, otherwise, you may be sent to an employer doctor for up to a month after the injury.
- * Verify your vacation time accrued each pay period.
- * You have 30 days to grieve any mistakes.

Who's Covered by UPTE? UPTE is comprised of UC employees at each of the UC campuses in the TX, RX, HX, and 99 units. The University of California and the California State Public Employee Relations Board (PERB) determined these four units in 1984.

Unit	Job Titles	Size	History	Contract or Policy for Unit can be found at ...
TX Technical Employees	Lab Assistants, Computer Resource Specialists, Electronics Techs., Dev Technicians, etc.	4000 Statewide 835 at Davis	Voted for representation in Nov. '94: latest contract will expire June 2013	UPTE/UC TX Contract http://www.upte.org/contract-tx/index.html
RX Research Professionals	Staff Research Associates, Museum Scientists, Marine Technicians	5300 Statewide 955 at Davis	Voted for representation in Sept. '96 : latest contract will expire June 2013	UPTE/UC RX contract http://www.upte.org/contract-rx/index.html
HX Health Care Professionals	Clinical Lab Techs, Pharmacists, Social workers, etc.	2800 Statewide 422 at Davis	Voted for representation in Sept. '97; latest contract expires June 2011. Currently bargaining reopener on wage and benefits.	UPTE/UC HX contract http://www.upte.org/contract-hx/index.html
AP Administrative Professionals	Programmer Analysts, Student Affairs Officers, Admin. Specialists, Community Health	12,650 Statewide 1401 at Davis	Currently organizing: many have joined UPTE and are advocating wage reform.	PPSM http://atyourservice.ucop.edu/employees/policies/staff_policies/index.html

HOW TO GET INVOLVED

The more people that get involved and build our local organization, the more effective we will be representing ourselves and protecting each other. The following are important jobs that we could use your help with:

- Distributing literature at your worksite and talking to co-workers about UPTE
- Organizing in your worksite
- Signing up new members
- Making phone calls to members for events and updates
- Becoming a Steward and helping others with grievances (we hold trainings and assist with cases)
- Helping to bring our employee list up to date (information always changes)
- Becoming a reliable source on a particular issue (doing research)

HOW DO I GET MORE INFORMATION?

Davis UPTE

Office No.: 530-759-0803

Fax No.: 530-759-0805

Address: 432 D Street, Davis, CA 95688

Contact a member of the Executive Board!

The Executive Board (E-Board) is comprised of members from Davis, who meet monthly to conduct union business (such as plan upcoming trainings, review grievances, and plan expenditures of the local and many more items). The E-Board meets every 2nd Wednesday at the office. All members are welcome.

UPTE UC DAVIS Executive Board 2011

President	Kevin Scott	kescott@upte-cwa.org
Davis Campus, Vice President	Edgardo Vasquez	edvasquez1966@sbcglobal.net
Med Center, Vice President	Ben Timmons	btimmons@upte-cwa.org
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Chief Steward	Edgardo Vasquez	edvasquez1966@sbcglobal.net

UPTE Davis Staff

Leadership Development Coordinator	Diane Powe	dpowe@upte-cwa.org
Leadership Development Coordinator	Todd Kolze	tkolze@upte-cwa.org
Local Administrator	Kathy Dillon	kdillon@upte-cwa.org

General membership meeting – 1st Tuesday of each month. Please call to confirm monthly location 530-759-0803. We also send out a email reminder one week before the meeting.

Websites:

UPTE's website: www.upte.org

CWA's website: www.cwa-union.org/home/index.html

Davis's website: www.upteucdavis.org

UC pay ranges by job title: www.hr.ucdavis.edu/Salaryscales

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