Kern County policy on hostile work environment

In every work environment there is potential for employees to be subjected to mistreatment at the hands of supervisors or co-workers who don’t understand or care that their actions can have a detrimental effect on others. Any conduct directed towards an employee which creates a hostile work environment and affects the employee’s ability to perform their job duties is a violation of county policy. The conduct can range from discriminatory treatment based on an employee’s inclusion in a protected class (age, race, religion, disability, etc.) to other unwelcome behavior which interferes with the employee’s job performance. Such treatment not only includes obvious abuse, such as being yelled at by a supervisor; it can also include taunting, slurs, disparaging remarks and other denigrating behavior. Whatever the source, no employee should be subjected to this type of treatment and no employee has to tolerate such treatment.

The County of Kern has a Hostile Work Environment Policy with a process that allows an employee to complain of such mistreatment, so it’s a good idea to become familiar with that policy in the event that you or your co-workers need it. The policy is “Exhibit J” of the policy manual and is available as a pdf online at: www.co.kern.ca.us/cao/policy/01.pdf

Fulfill your academic goals with SEIU scholarships

College goals can be expensive. To help Local 521 members fulfill these educational goals SEIU International awards scholarships through scholarship programs, and Local 521 awards scholarships through two other scholarship programs. These scholarships enable members and their children to pursue their educational goals at accredited colleges, universities, and technical schools.

SEIU also congratulates the winners of the 2012 scholarships: Mishele Alexandre Salazar; Jynessa Rose Mendoza; Giovanni Paolo Murillo; Paige Mackenzie Smith; Ashley Katherine Heitmann; Danielle Yvonne Perez; Colin Joseph Schaefer; James Kimpo; and Nichole Lynn Bloch.

SEIU's scholarships are open to SEIU members or their children. The Bonnie Ladin Scholarship is also open to local union staff. To be eligible to apply for any SEIU scholarship, membership must be for three continuous years as of September 1, 2013. All awards must be for the academic year(s) awarded. Scholarships will be awarded without regard to the sex, race, religion, national origin, sexual orientation, age, or disability of any applicant. Scholarship awards are limited to one per household.

More information is online at: www.seiu521.org/members/benefits/scholarships/
# 2013 Steward Trainings

<table>
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<tr>
<th>TRAINING CLASS</th>
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| **MODULE 1** "Role of the Steward in an Organizing Union" | Thursday, January 10 - 5:30 p.m.  
Saturday, January 12 - 10 a.m.  
Thursday, March 2 - 10 a.m.  
Thursday, March 7 - 5:30 p.m.  
Saturday, May 4 - 10 a.m.* *(THP)* |
| **MODULE 2** "Steward as Voice of the Union" | Thursday, May 9 - 5:30 p.m.  
Saturday, June 22 - 10 a.m.  
Thursday, July 18 - 5:30 p.m.  
Saturday, September 21 - 10 a.m.  
Thursday, September 26 - 5:30 p.m. |
| **MODULE 3** "Investigating Workplace Problems" | Thursday, May 23 - 5:30 p.m.  
Saturday, June 22 - 12 a.m.  
Thursday, August 8 - 5:30 p.m.  
Saturday, September 21 - 12 a.m.  
Thursday, October 10 - 5:30 p.m. |
| **MODULE 4** "The Steward and Discipline" | Thursday, June 13 - 5:30 p.m.  
Saturday, August 17 - 10 a.m.  
Thursday, August 22 - 5:30 p.m.  
Saturday, October 12 - 10 a.m. |
| **MODULE 5** "Meeting With the Boss" | Saturday, July 20 - 10 a.m.  
Saturday, October 26 - 10 a.m. |

* *(THP)* Denotes trainings that will be held in Tehachapi. All Tehachapi trainings to be held at: Tehachapi Veterans Hall - 221 West Tehachapi Blvd, Tehachapi, CA 93561
All other trainings and meetings will be held at the following location: SEIU office, 1001 17th Street (corner of 17th and O)
Two different module trainings are offered on Saturdays (except for Module #4)
A minimum number of participants must be signed up a week in advance, or training will be canceled.
Dinner will be provided at Thursday trainings. Lunch will be provided at Saturday trainings.
Shop Stewards attending all five modules will become Certified Shop Stewards.

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### Quarterly Membership Meetings

**MEMBERS from ALL CHAPTERS** are encouraged to attend, not just Shop Stewards.

**Thursday, January 31**  
**Thursday, April 25**  
**Thursday, July 25**  
**Thursday, October 24**

6:00 p.m. - 7:30 p.m.  
SEIU Local 521 Office

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Sign up on our website, [www.seiu521.org](http://www.seiu521.org). Click on 'Steward Trainings', then complete and submit the online form. You can also sign up by calling the Local 521 office at (661) 321-4161
WORKSHOP DESCRIPTIONS

MODULE 1 - The Role of the Steward in an Organizing Union
2 ½ hours
This is the overview of Local 521's Organizing Program and the Role of the Steward and why the steward is the most important person for building power in the workplace. The workshop covers the topics:
- Why we have to organize
- Experienced stewards talking about their experiences organizing on the job

MODULE 2 - The Steward as the Voice of the Union
2 ½ hours
In order to organize workers, you have to talk to them. The steward is the voice of the union in the workplace. We will train stewards how to perform basic and important one-on-one organizing functions:
- Greeting new workers
- Recruiting non-members
- Turning workers out to events

MODULE 3 - Investigating Workplace Problems
2 ½ hours
When something happens in the workplace that might be a violation of the contract or workers' rights, the first thing the steward has to do is get the answers to basic questions. The workshop will cover:
- Listening skills
- Using the "Investigation Form"
- Using the "Worker-Steward Investigation Agreement"
- Contract interpretation

MODULE 4 - The Steward and Discipline
4 hours
We cover the two basic situations where the steward must represent a worker who faces discipline:
- Investigatory meetings held by management that could lead to discipline
- The meeting where the worker responds to discipline for the first time

MODULE 5 - Meeting with the Boss
2 ½ hours
Local 521's policies make the informal step of any procedure the responsibility of the steward. Stewards want to know about:
- Dealing with different kinds of bosses
- "The equality principle"
- Compromising and settling issues
Public Health In Action

WEINGARTEN RIGHTS

“If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative, officer, or steward be present at the meeting. Without representation, I choose not to answer questions.”

LOS DERECHOS WEINGARTEN

“Si esta discusión puede de cualquier manera llevarme a ser disciplinado, despedido, ó que afecte mi condición de trabajo personal, solicito respetuosamente que mi representante del sindicato asista a la reunión. Sin representación yo me rehusa a contestar cualquier pregunta”.

WEINGARTEN CARD

- Cut along the dotted line and fold in half.
- Keep in your wallet with your drivers license.

March 2013

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<td>Public Health Monthly Membership Meeting 11:45 a.m. - 1:15 p.m. Breakroom SEIU Budget and Finance Meeting 6 p.m. - SEIU Office</td>
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