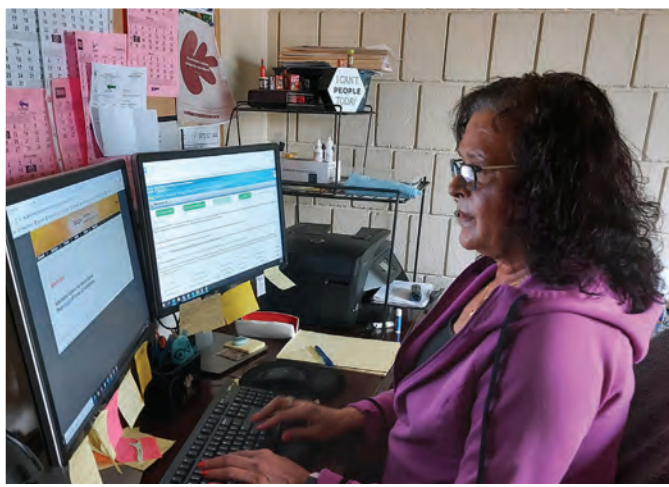
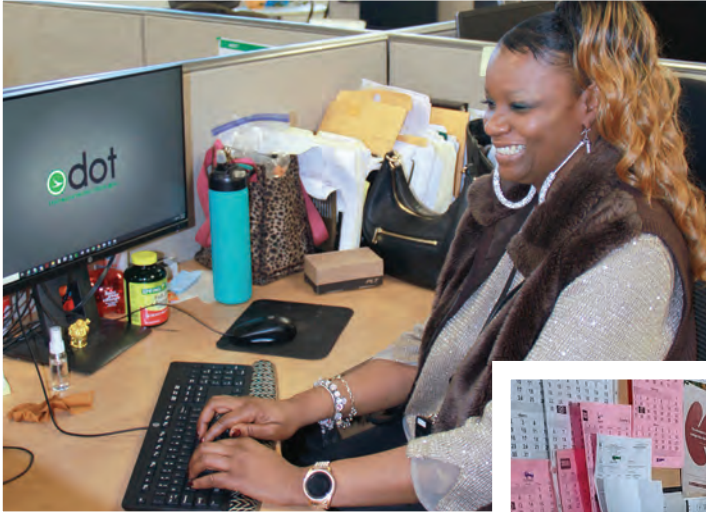


# Welcome to OCSEA





# Welcome to your **UNION**

Welcome to the union!

Being a public employee can be both exciting and rewarding. As your union, we want to make sure that your work experience is as positive and satisfying as possible and that you are compensated fairly, treated with respect and are provided a safe and healthy work environment.

Public sector work isn't always easy, but it's some of the most important work you'll ever do. In some cases, people's lives depend on you. That's why public employees never quit and are some of the most dedicated employees you'll ever see.

But often your hard work will go unrecognized. Well, that's why we're here, not only to help you navigate public service and be successful in your career, but also to shine a light on that work and your commitment to Ohio's taxpayers. We want others to know that public workers do it best!

Ultimately, our goal is to help make a better life for you and your family. We've put together this packet of materials to highlight some of the benefits of being in the union and signing your membership card! From our union-negotiated health care, wages and leaves, we hope you'll take a moment to see why 9 out of every 10 OCSEA bargaining unit members sign a membership card.

We also urge you to become involved in your union. We can only be strong at the bargaining table and in our advocacy for public services and employees when all our members are engaged. Working together is what this union is all about!

After looking over this packet, if you would like more information about the union, contact your local union leader (a public employee, just like you) or staff representative, or call the OCSEA Member Resource Center at **1-888-OCSEA11**. I also encourage you to visit our website at **OCSEA.org**.

In Solidarity,

A handwritten signature in black ink, appearing to read 'Chris Mabe'.

Chris Mabe  
OCSEA President



# What it means to be in a **UNION**

Being a part of a union affords you many things, big and small: from affordable health care, to discounts for Ohio's major theme parks and attractions, to college scholarships and more. Even more importantly, the union gives you a voice in the terms and conditions of your employment and a seat at the table when it comes to bargaining wages and contract provisions like sick leave, fair workplace rules and policies, employee training and high health and safety standards.

While still a unique and valued employee, you are also part of a larger group working to ensure that all employees are treated fairly and with respect, and that they are compensated fairly and receive other benefits that add to the quality of life, like affordable health care, dental, vision and a dignified retirement.

Historically, unions have helped raise wages and benefits not just for those **INSIDE** the union, but for others outside it as well. And it's even greater in the public sector, the most highly unionized sector in the country. As an example, OCSEA's wages, health care and educational benefits are often mirrored by management for exempt employees who don't have the benefit of being in a union. The union sets the bar for the rest of employees.

## DID YOU KNOW?

### PAYCHECKS

**\$748**



### WAGES

The median earnings of union workers is \$748 more than nonunion workers per month.

### RETIREMENT



### PENSIONS

Where unionization is higher, 92% of public sector workers have a pension, compared to only 15% in the private sector.

### HEALTH CARE



### COVERAGE

94% of union workers have access to employer-sponsored health care, compared to just 68% of nonunion workers.

Your co-worker union members bargain your employee-employer contract. But in their role as union leaders, they do so much more. They provide expertise for labor/management committees to work together to solve workplace problems and be proactive before major issues arise. They ensure your voice is at the table when it comes to workplace changes, health and safety issues and even scheduling. The great thing about unions is that its members lift each other up and truly root for the success of fellow union brothers and sisters. While being involved in your union is a lot of responsibility, there's great fulfillment in being a part of making sure everyone's voice is heard, that coworkers are treated fairly and that everyone is protected.

You will find the more you get involved in your union, the more unified the employees' voices will be and the better the union will be at representing everyone. See flier called "*Get Involved*" to see how you can make a difference.



# Quick facts about Your **UNION**

- OCSEA stands for the Ohio Civil Service Employees Association. Full name: OCSEA/Local 11.
- OCSEA is the largest State of Ohio employees' union with 27,000 state and local gov't members.
- OCSEA has a diverse membership, from Correction Officers to Claims Processors to Highway Workers.
- OCSEA is affiliated with AFSCME, the American Federation of State County and Municipal Employees, a national union with 1.4 million members.
- OCSEA is part of the AFL-CIO federation with 60 unions and 12.5 million members.



# Creating a better future... together

Together, OCSEA members build a better workplace and future. This is accomplished by members joining the union and keeping the union strong. Together, we have ensured:

■ Wage increases, step increases and longevity pay

■ Affordable health insurance, premium-free dental, vision and life insurance

■ Education benefits of \$6,250 per year

■ Legal and union representation

■ Paid time off: vacation, sick leave, personal leave, disability, bereavement leave

■ Workplace safety



# Alternative and Local Contracts



## Alternative Contracts

OCSEA has three “alternative” union contracts within state agencies managed by elected state officials. OCSEA union members who work for the **Ohio Attorney General, the Auditor of State and the Office of the Ohio Treasurer** each have their own

individual contracts separate from the State Contract. Co-workers, elected by the union employees, negotiate with management the terms of employment, including wages and raises, health care, health and safety and more.

Some recent wins have included:

- Wage increases and signing/ratification bonuses
- Tuition, education and training reimbursement
- Lateral transfer and promotional preference for vacancies
- Prescription drug cap to help with rising drug prices
- Fighting off over-time eligibility attacks
- Blocking management-proposed holiday elimination

## Local Government Contracts

OCSEA is a voice for many local government employees who provide services like job training, health education, water quality, food assistance, and city maintenance. Union bargaining teams have thought outside the box and made some significant strides in these local contracts over the last few years including:

- Wage increases, raises and bonuses
- Step movements
- Affordable health care and wellness initiatives
- Promotional and overtime opportunities, including new classifications
- Advancements and incentives for tenured employees
- Incentives for specialized skills (e.g., bonus for bilingual speakers)
- Additional sick time, vacation and personal time accrual
- Health and safety initiatives
- Tools for successful work, including clothing allowances
- Education reimbursement

# Easy to Join!

## Two options to sign up

### SIGN A CARD AT OCSEA.ORG



**LOCAL GOVERNMENT**  
**OCSEA Membership Application and Authorization for Payroll Deduction**  
**SIGN BOTH CARDS • DO NOT SEPARATE CARDS • FOLD IN HALF, TAPE AND RETURN TO OCSEA**

Employee name (PLEASE PRINT) LAST FIRST MIDDLE INITIAL  
Provide either: Employee ID: \_\_\_\_\_  
OR Last 4 digits of Social Security #: \_\_\_\_\_

I hereby authorize a deduction to be made from my wages for the regular bi-weekly dues for the Ohio Civil Service Employees Association. ☐ New authorization for dues deduction

OCSEA effective date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Department or agency: \_\_\_\_\_  
Deduct % or amount: 1.25% Payable to Ohio Civil Service Employees Association  
Payroll code: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee signature: \_\_\_\_\_

**OCSEA AFSOME LOCAL 11 MEMBERSHIP APPLICATION** ☒ Salary deduction. Do not send money. Only complete the authorization.

(PLEASE PRINT CLEARLY)  
Employee name LAST FIRST MIDDLE INITIAL  
Address \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_  
City \_\_\_\_\_ Work phone (\_\_\_\_) \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Cell phone (\_\_\_\_) \_\_\_\_\_ County of employment \_\_\_\_\_  
Home email address \_\_\_\_\_ Dept. or agency \_\_\_\_\_  
County of residence \_\_\_\_\_  
Chapter (if known) \_\_\_\_\_

NOTE: Dues, contributions, or gifts to OCSEA are not deductible as charitable contributions for federal income tax purposes. Dues paid to OCSEA, however, may qualify as business expenses and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Service. 16 of the annual membership dues is for a subscription to the Public Employee Quarterly magazine.  
I request and accept membership in OCSEA. I agree that my membership shall be in accordance with the provisions of the Constitution of OCSEA and AFSOME, and its subordinate bodies, as well as the collective bargaining agreement between OCSEA and my employer.

Employee signature Jane Q. Member Date \_\_\_\_\_  
DO NOT DETACH LOWER PORTION - FOLD IN CENTER, TAPE AND MAIL TO OCSEA (POSTAGE PAID)  
10/13

## OR FILL OUT A PAPER MEMBERSHIP CARD

**DON'T FORGET  
YOUR SIGNATURE**

Have questions about your membership card?  
Contact your local union leaders or the

**Member Resource Center at 888-OCSEA-11**



# UNION

Welcome to your



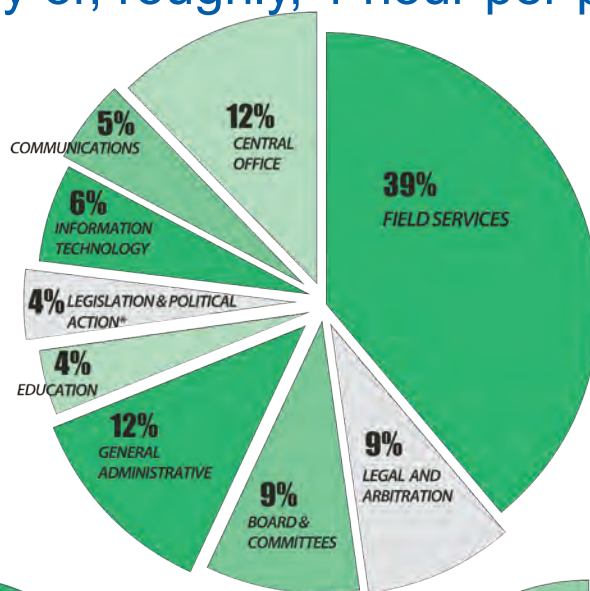
# Union Dues: Where do they go?

The union's budget comes entirely from member dues. Union dues are 1.25 percent of a member's base salary. The OCSEA budget is divided into five large categories, with the biggest providing direct services to members through OCSEA's Operating Budget. The balance goes for national representation and membership to the AFL-CIO and AFSCME as well as rebates to OCSEA's chapters, assemblies and district councils, also referred to as subordinate bodies.

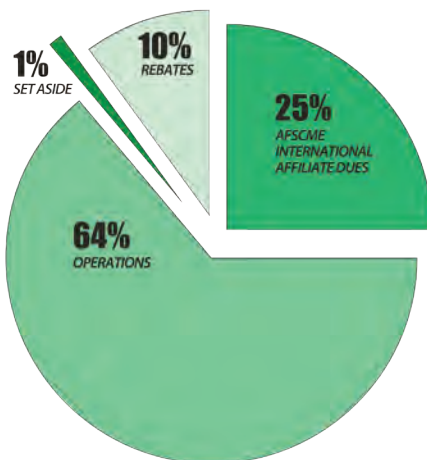
The operations budget covers 59 percent of OCSEA's total budget. It is used for services such as contract negotiations, arbitrations and grievances, lobbying on issues that directly affect public employees, training leaders, legal services, education programs, conferences, publications, websites, rent, utilities and supplies.

- OCSEA's budget comes entirely from member dues.
- Union dues are 1.25% of a member's base salary or, roughly, 1 hour per pay.

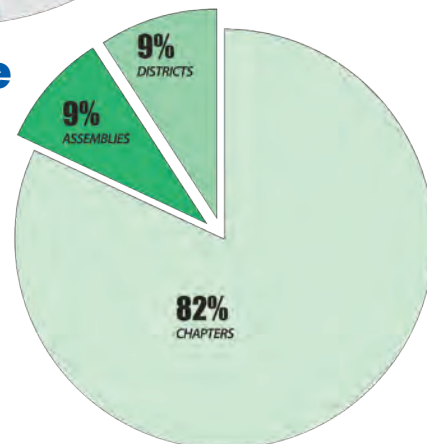
## Operations Budget



## Budget Chart



## Rebate Chart



# UNION

Welcome to your



## Union Myths vs. Facts

**Myth:** I can't join as a probationary employee.

**Fact:** Not only can probationary employees join, **most union benefits kick in immediately**, including wage increases, health care and educational benefits.

**Myth:** Unions are no longer relevant since we already have an 8-hour workday and weekends.

**Fact:** Unions are more under attack than they ever were. That's because they're more relevant than ever. Besides negotiating contracts and ensuring fairness, they serve as a watchdog to management excesses and help employers ensure a skilled workforce with less turnover.

**Myth:** Unions are run by Union Bosses, not the members.

**Fact:** Elected OCSEA leaders (*from the membership ranks*) run our union at the local and state levels. Members negotiate and vote on OCSEA contracts, and an elected Board of Directors (*from the rank and file*) set the direction of the union.



# What are your rights as a **UNION MEMBER?**

While it is worth the time to read through your contract to see all the rights and benefits you are granted under your labor contract, there are some basic rights you should know about above all else.

## **YOUR WEINGARTEN RIGHTS**

### **First...**

OCSEA's contract provides that if a person has a reasonable belief that a meeting with management will lead to discipline, that person has the right for a union steward to be present.

Should you be called into such an interview, you should immediately request that a steward be present.

### **Second...**

A steward can meet with you in a pre-interview prior to the meeting to discuss what the issue is. The steward also has the right to ask the employer what the meeting is about.

A steward can help you prepare and ensure that you understand the supervisor's questions and that you answer the questions asked.

### **Third...**

You must request a steward; management does not have to offer one to you. However, if the employer refuses to provide a steward after you request one, then the employer has committed a major procedural error.

### **Finally...**

The only time a bargaining unit employee can refuse to answer questions in an investigatory interview is if criminal actions are involved. In those cases, the employee should also consult private counsel.

*The language in OCSEA's contract with the state regarding these rights comes directly from the 1975 Weingarten decision by the U.S. Supreme Court. That decision provides for union representation at investigatory interviews that are believed to lead to discipline.*

# Who are my union contacts?

## Your Chapter



## Your Team



- As a union member, you will be assigned to a local chapter.
- OCSEA has 133 chapters.
- Chapters hold union meetings, social events and community service activities that you can attend.
- Each chapter has locally-elected union leaders. Your chapter president will likely reach out to you.
- A Union Steward is assigned to represent you in your workplace.
- An OCSEA Staff Representative is assigned to each member.
- Other OCSEA staff handle legislative, accounting, arbitration, legal, communications, member education and administrative work of the union.

When in doubt, call the  
Member Resource Center  
**1-888-OCSEA11**



# Get INVOLVED!

**YOU** are an integral part of this union, and the more involved you become the stronger the union becomes. Here are some ways to get involved!

## Chapter meetings

To get involved in your union, your best bet is attending a local chapter meeting. Every chapter holds meetings at least quarterly and sometimes more often. There, your local leadership will talk about what the union is working on at your local level as well as what issues have arisen statewide. Chapter meetings are a great first step for new members to get involved.



## Get connected with the MRC

Not sure how to get in touch with your local union leadership? Want to attend a meeting or event and can't get in contact with the right people? Contact OCSEA's Member Resource Center (MRC). Your member customer service hub will put you in touch with the union reps in your workplace and local chapter elected officials. They will help get you on the road to union involvement and answer any questions you have. Contact the MRC at **1-888-OCSEA11** or **MRC@ocsea.org**.



## OCSEA conferences & events

OCSEA holds many conferences and events throughout the year for skill building, networking and education. These events are great ways to learn more about the union's fights, get questions answered about recent contract interpretations and find out what's happening at the state and national level.



## Training

OCSEA is dedicated to providing educational opportunities directly related to developing skills to grow strong union leaders. OCSEA educational classes are provided throughout the state by skilled OCSEA staff and activists as well as online and include basic and advanced stewards training, new contract training and other offerings.



## Activism

Public employees have a special interest in what happens at the Ohio Statehouse and in Congress because their work is dependent on the laws crafted by each. That's why OCSEA has made it a priority to make the views of public employees known to policymakers and elected officials who make these decisions. It's also important that members understand the importance of connecting their work with political decisions that get made about agency budgets, safe workplaces, contracts, pension systems and all sort of issues. There are all kinds of ways members can get involved in the political process, from attending a rally or town hall meeting, to participating in a lobbying activity or voting for elected officials that care about the work you do!



## Voluntary political action

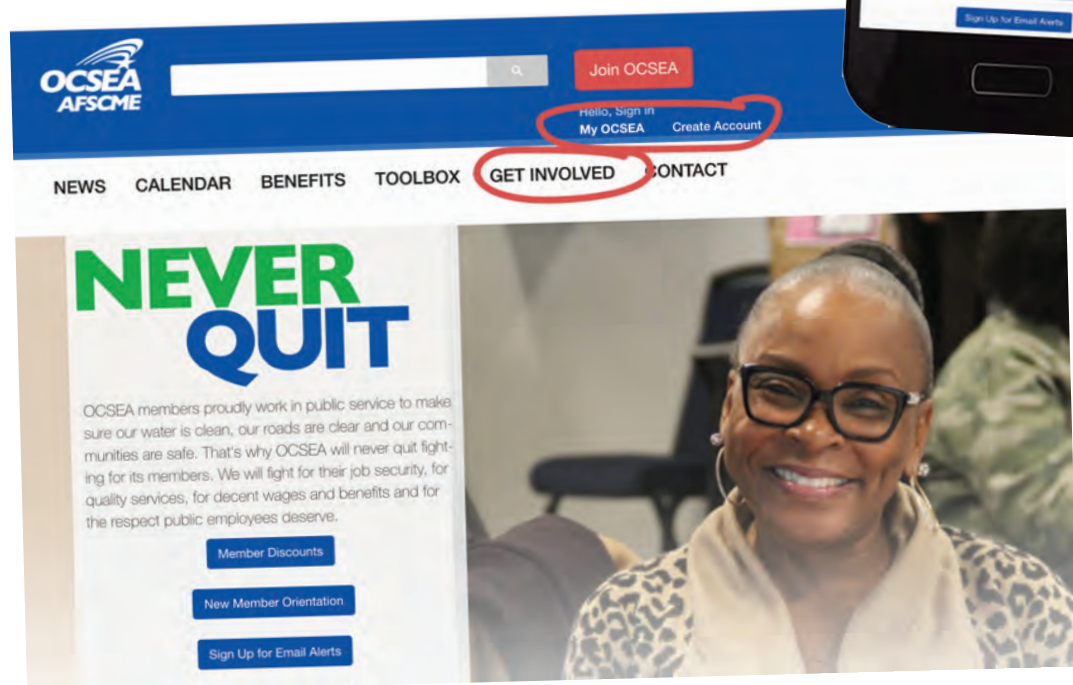
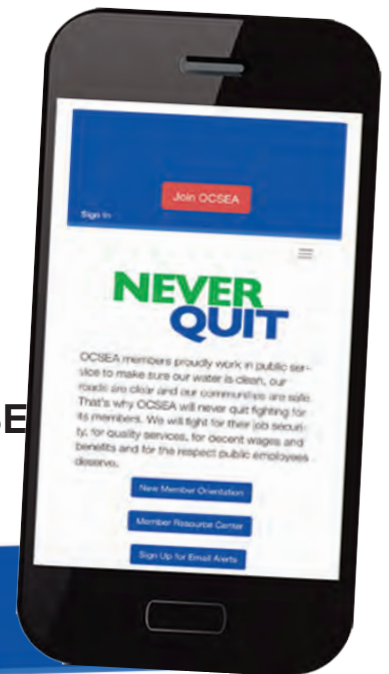
In addition to the many events and activities union members engages in to call attention to the concerns of public employees, members may also donate to OCSEA's political action committee: PEOPLE. **PEOPLE stands for Public Employees Organized to Promote Legislative Equality** and is a **voluntary** legislative and political action committee. PEOPLE contribution makes it possible for public workers to elect politicians committed to maintaining vital public services and who believe in the ability of public workers to collectively bargain. To find out how to contribute to PEOPLE, go to **[OCSEA.org/PEOPLE](https://www.ocsea.org/PEOPLE)**.



# Get **CONNECTED!**

By becoming a member you get access to the union communications network. Stay informed and connected by signing up to receive email and text updates, create a member-only MyOCSEA account on OCSEA's webpage to get access to your benefits, news and more.

- To receive email updates: go to **OCSEA.org** and click the blue "Sign Up For Email Alerts" button.
- To receive text alerts: text the word "**OCSEA**" to **237-263** and follow the text prompts.
- To create a MyOCSEA account: go to **OCSEA.org/sign-in**. You will need your employee ID to create an account.
- Find us on Facebook at **Facebook.com/OCSEA** and on Twitter **@OCSEA**.



## Assistance • Easy Access • Resources

**1-888-OCSEA11**  
**MRC@OCSEA.ORG**  
**OCSEA.ORG/MRC**



To keep ahead of the challenges facing our members, OCSEA has launched the **Member Resource Center (MRC)** to give our union sisters and brothers easy access to union information and resources. An MRC helps connect union members directly with union experts who answer questions, work to resolve issues and help members get the information they need.

By contacting your OCSEA MRC, either through **1-888-OCSEA11** or over email at **MRC@OCSEA.ORG**, members will get direct access to an OCSEA staff person to answer questions, direct them toward union resources, including trainings and events, connect them with benefits experts, and give guidance on how to become active in the union. And that's just our starting point.



### **1-888-OCSEA11** **PHONE SUPPORT**

- Phone hours: M-W-F - 9 a.m.-6 p.m. AND T-Th - 9 a.m.-5 p.m. (Closed Weekends)
- Talk one-on-one with a union expert
- Ask questions
- Find out how to become a member
- Discuss workplace issues
- Update your contact information
- Get support for union resources
- Get help navigating the OCSEA website
- Ask membership questions
- Find out about benefits
- Get info on events, trainings and more.



### **MRC@OCSEA.ORG** **EMAIL SUPPORT**

- Email a union expert anytime and get a response within 24 hours
- Update your contact information
- Ask questions
- Get support for union resources
- Discuss workplace issues
- Ask membership questions
- Find out about benefits
- Get info on events and trainings
- Get web navigation help



### **OCSEA.ORG/MRC** **WEB SUPPORT**

- Get information on how to contact the MRC by phone or email
- Access the following resources:
  - Your union contract
  - New Member Packet
  - Benefits
  - Discounts
  - Fact Sheets

### **Learn More**



# UNION

Welcome to your



**For Treasurer's, Ohio Attorney General  
& Auditor's OCSEA members ONLY!**



Union Education Trust

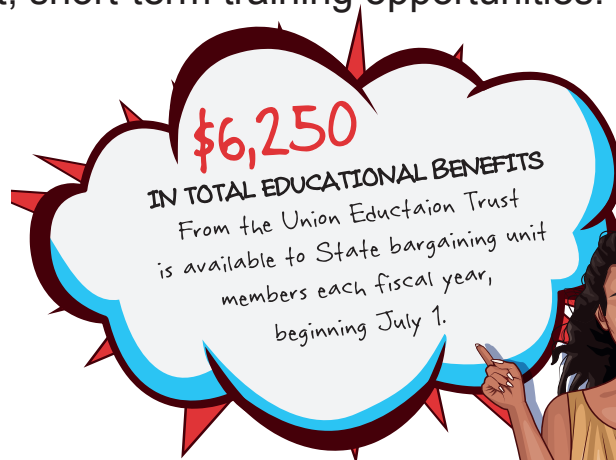
*Shaping Your Future*

## Union Education Trust *Shaping Your Future*

Recognizing the importance of education and training to career goals and job success, OCSEA first bargained for the education benefits in the union contract for state bargaining unit employees back in 1997. Since then, the Union Education Trust (UET) has grown. Now, UET gives OCSEA bargaining unit members with the State of Ohio AS WELL AS Treasurer's Office, The Ohio Attorney General and Auditor's Office\* a **total educational benefit of \$6,250 per fiscal year** from the first day of employment!

- **The Career Improvement Program (CIP)**  
offers **up to \$4,000** per fiscal year of financial assistance for college-credit courses and Vocational Training and Specialty Education.
- **Computer Application Training (CAT)**  
offers **\$750** per year of financial assistance for non-college credit computer training courses.
- **Professional Enhancement Program (PE)**  
offers **\$1,500** per year of financial assistance for non-college credit, short-term training opportunities.

*\* The UET benefit is NOT available to government OCSEA members unless that language is bargained in a stand-alone collective bargaining agreement. Contact your steward or local officers with education benefit questions.*



For more information about this benefit and how to apply, go to

**uedtrust.org or call 1-866-436-7900**



This annual fund grants educational financial-assistance scholarships to active, dues-paying OCSEA members, their dependent children and spouses. This year, a total of **\$12,000 in scholarships** will be awarded!



## Les Best Scholarships are awarded in three categories:

### Dependents' College/Vocational Scholarship

For undergraduate students entering or already enrolled full-time in a college or university; or students entering or enrolled in a full-time vocational, trade or technical school or union apprenticeship. **Four \$2,000** scholarships OR **three \$2,000** scholarships and **two \$1,000** scholarships.\*

\*Distribution amounts determined by an independent panel of judges.

### Members' College Scholarship

For active members who are full-time or part-time undergraduate students, or who will begin classes in the fall; either **two \$1,000** scholarships OR **four \$500** scholarships.\*

### Spouses' College Scholarship

For active members' spouses who are full-time or part-time undergraduate students, or who will begin classes in the fall; either **two \$1,000** scholarships OR **four \$500** scholarships.\*

## How To Apply

Applications are available online at [ocsea.org/lesbest](http://ocsea.org/lesbest). Completed applications, essays and supporting materials can be emailed to [scholarship@ocsea.org](mailto:scholarship@ocsea.org) or returned by mail to:

**OCSEA Les Best Scholarship Fund**  
**390 Worthington Rd. Ste. A • Westerville, Ohio 43082**

The deadline for all materials is **April 30**. Required materials include:

- The Les Best Scholarship application, completed and signed.
- An official copy of the **applicant's acceptance letter** to a union apprenticeship program, vocational school or an accredited college or university for undergraduate studies.
- A 500-1,000 word essay on a new topic each year.
- An official **high school transcript** or an official college transcript, whichever is applicable. (Only required for the Dependent College/Vocational scholarship).
- The results of the applicant's **Scholastic Aptitude Test or American College Test** (*Graduating high school seniors only. Not applicable for students enrolling in vocational, trade or technical schools*).
- The **academic/professional reference form** completed and signed.
- The application period begins **Jan. 1** of each year.

# UNION

Welcome to your



# Exclusive discounts for OCSEA members!

OCSEA uses our large numbers and organization to provide exclusive discounts and additional benefits for members and their families.



OCSEA members get discounts on retail, travel, zoos, aquariums and other family entertainment venues-available year-round.

Log in to your MyOCSEA account to access member-only discounts at **OCSEA.org/Extras**



**OCSEA Family Fun Discounts**

Available May-September!  
Get big discounts to the best theme parks, water parks and more in Ohio - exclusively for OCSEA members!

Learn more at

**OCSEA.org/FamilyFun**



# We love acronyms

Here's a quick reference guide to help you navigate some of the most-often used acronyms.

## UNION

<b>OCSEA</b> ( <i>OH SEE ES EE AY</i> )	Ohio Civil Service Employees Association
<b>AFSCME</b>	American Federation of State, County, Municipal Employees
<b>AFL-CIO</b>	American Federation of Labor and Congress of Industrial Organizations
<b>JIAC</b>	Judicial and Internal Affairs Committee
<b>JHCC</b>	Joint Health Care Committee
<b>LMC</b>	Labor Management Committee
<b>OIL</b>	Occupational Injury Leave
<b>PEOPLE</b>	Public Employees Organizing To Promote Legislative Equality
<b>RTW</b>	Right to Work
<b>TWL</b>	Temporary Work Level
<b>UBT</b>	Union Benefits Trust
<b>UET</b>	Union Education Trust
<b>WOC</b>	Working Out of Class

## LABOR AGENCIES & MORE

<b>FMCS</b>	Federal Mediation Conciliation Services
<b>FMLA</b>	Family Medical Leave Acts
<b>NLRB</b>	National Labor Relations Board
<b>OCB</b>	Office of Collective Bargaining
<b>OSHA</b>	Occupational Safety and Health Administration
<b>SERB</b>	State Employment Relations Board
<b>SPBR</b>	State Personnel Board of Review

## STATE AGENCIES

<b>AG</b>	Attorney General
<b>BWC</b>	Bureau of Workers' Compensation
<b>BMV</b>	Bureau of Motor Vehicles
<b>CRC</b>	Civil Rights Commission
<b>DAS</b>	Dept. of Administrative Services
<b>DODD</b>	Ohio Dept. of Developmental Disabilities
<b>ODRC or DR&amp;C</b>	Dept. of Rehabilitation and Correction
<b>DYS</b>	Dept. of Youth Services
<b>EPA</b>	Environmental Protection Agency
<b>IC</b>	Industrial Commission
<b>MHAS</b>	Dept. of Mental Health and Addiction Service
<b>OBM</b>	Office of Budget and Management
<b>ODH</b>	Ohio Dept. of Health
<b>ODJFS</b>	Ohio Dept. of Job and Family Services
<b>ODNR</b>	Ohio Dept. of Natural Resources
<b>ODOT</b>	Ohio Dept. of Transportation
<b>OOD</b>	Opportunities for Ohioans with Disabilities
<b>PUCO</b>	Public Utilities Commission
<b>TOS</b>	Treasurer of State

## MISC

<b>SCOTUS</b>	Supreme Court of the United States
<b>POTUS</b>	President of the United States
<b>LSC</b>	Legislative Services Commission