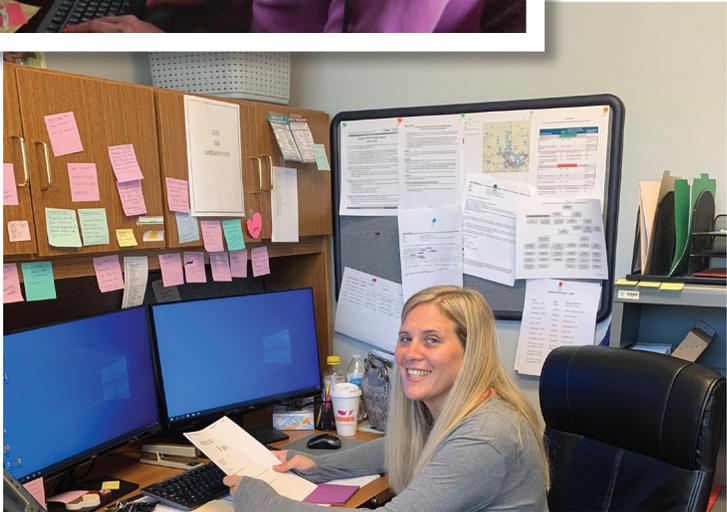
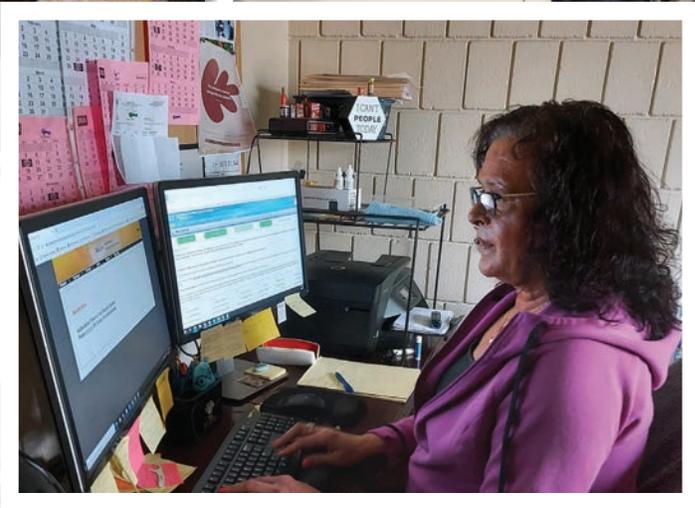


Welcome to OCSEA





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



UNION

Welcome to your



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



UNION

Welcome to your



Contract WINS:

Before OCSEA members won the right to bargain in 1983, state employees were some of the lowest paid employees in the state. Since then, OCSEA's strength as a union has allowed tremendous gains in wages, health care and other benefits. Back then, employees could be fired for any reason, and sick leave and vacation were given out selectively. Your union has come a long way since then! Here are just some of the highlights of your union contract negotiated by your OCSEA bargaining team:

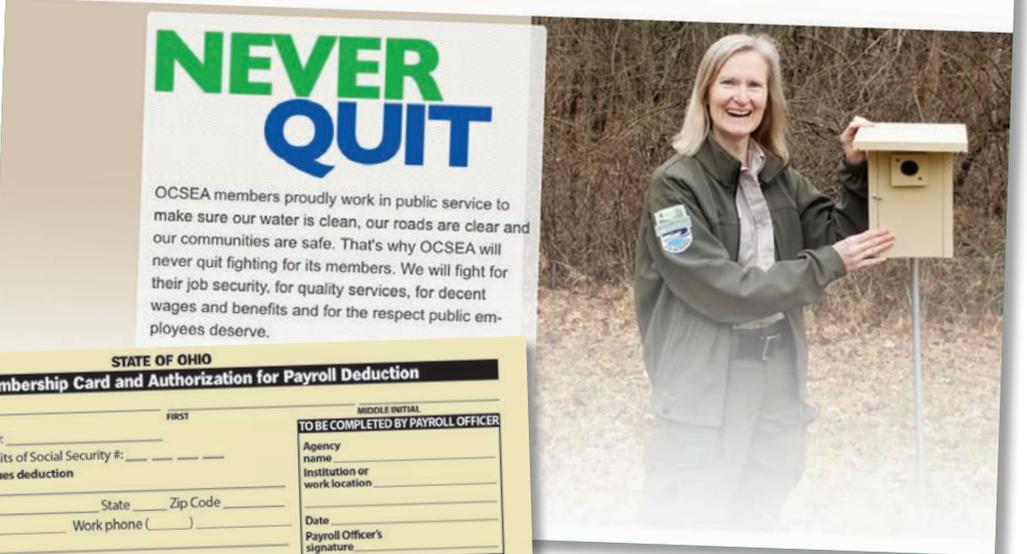
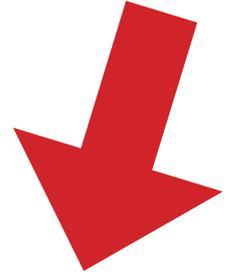
- 15/85 employee/employer premium split on health care
- Zero premium cost for vision and dental
- Wage increases
- Step increases in addition to general wage increases
- Longevity pay for employees who complete 5 years of state service
- Uniform allowance of \$125 for all employees required to wear a uniform and even more for some agencies
- Two weeks of sick leave per year that can be carried over or converted to cash
- A vacation cash conversion of up to 40 hours beginning Dec. 2019 for employees with at least 200 vacation hours
- 10 paid holidays and holiday pay for those who must work
- Disability benefits and Occupational Injury Leave (for those in 24/7 operations)
- Roll call pay of 30 minutes before shift begins for Correction Officers and DYS Youth Specialists.
- Tuition vouchers for higher education through the Union Education Trust, totaling \$6,250 per year
- A fair dispute resolution process (grievance system)



Easy to Join!

Two options to sign up

**SIGN A CARD
AT OCSEA.ORG**



STATE OF OHIO
OCSEA Membership Card and Authorization for Payroll Deduction

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

New authorization for dues deduction
Address _____
City _____ State _____ Zip Code _____
Cell phone* (____) _____ Work phone (____) _____
Home email address _____
County of residence _____
County of employment _____
Department or agency _____
Chapter (if known) _____
Deduct % or amount 1.25% Payable to Ohio Civil Service Employees Association
Payroll code D01

Salary deduction. Do not send money. Only complete the authorization.
I hereby apply for membership in the Ohio Civil Service Employees Association (OCSEA) and I agree to abide by its Constitution and Bylaws. I authorize OCSEA and its successor or assign (hereafter "Union"), to act as my exclusive bargaining representative for purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment with my employer.
Effective immediately, I hereby voluntarily authorize and direct the State of Ohio to deduct from my pay each pay period, regardless of whether I am a member of the Union, the amount of dues certified by the Union, and as they may be adjusted periodically by the Union. I further authorize the Union to remit such amount bi-weekly to the Union.
This voluntary authorization and assignment shall be irrevocable, regardless of whether I am or remain a member of the Union, for a period of one year from the date of execution and for year to year thereafter, unless I give the Union written notice of revocation at its headquarters, not less than _____ days and not more than twenty (20) days before the end of any yearly period.
This card supersedes any prior check-off authorization card I signed. I recognize that my authorization of _____, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment.
Payments to the Union are not deductible as charitable donations for federal income tax purposes. However, state law may extend favored tax treatment.

Employee signature Jane Q. Member Date _____

*By providing your cell phone number you consent to receive calls (including recorded or automated calls, or texts) at that number from AFSCME and its affiliated labor, political and charitable organizations on any subject matter. Your carrier's rates may apply. You may modify your preferences by emailing webmasters@ocsea.org or calling the Union at 800-969-4702.

**OR
FILL OUT A
PAPER
MEMBERSHIP
CARD**

**DON'T FORGET
YOUR SIGNATURE**

UNION

Welcome to your



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

Member Resource Center at 888-OCSEA-11



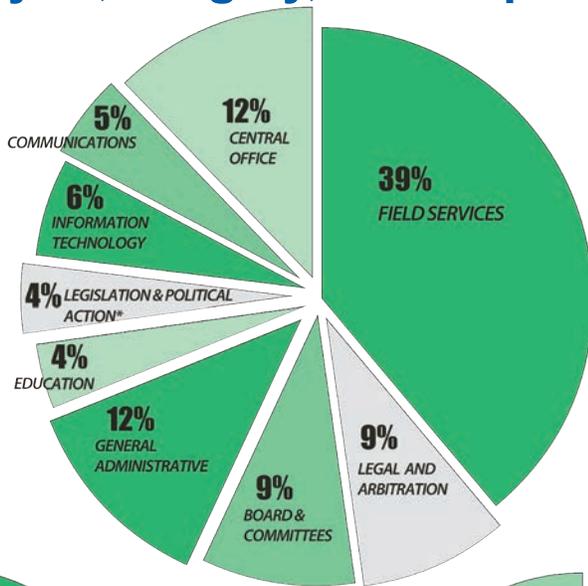
Union Dues: Where do they go?

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.

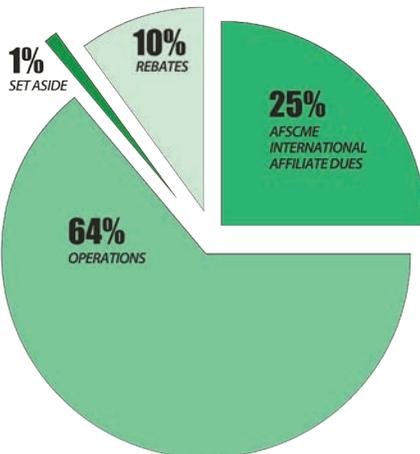
The operations budget covers 59 percent of OCSEA's total budget. It is used for services such as contract negotiations, arbitrations and grievances, lobbying on issues that directly affect public employees, training leaders, legal services, education programs, conferences, publications, websites, rent,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

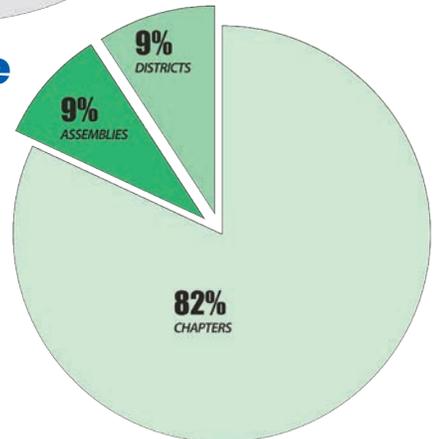
Operations Budget



Budget Chart



Rebate Chart



Union Myths vs. Facts

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

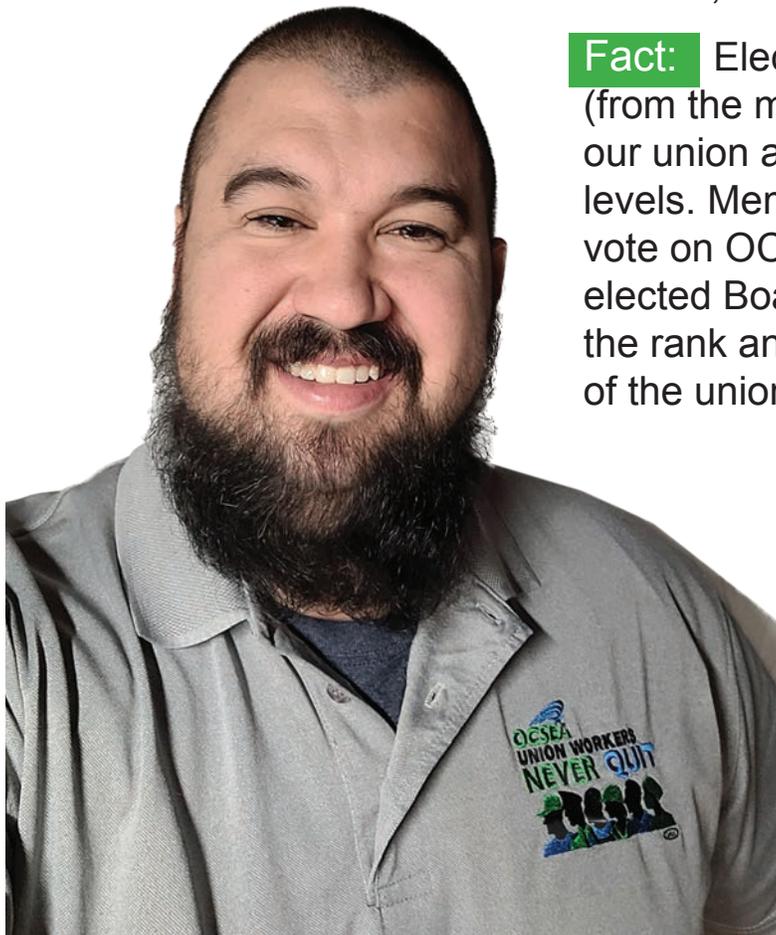
Fact: Not only can probationary employees join, most union benefits kick in immediately, including wage increases, health care and educational benefits.

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.



UNION

Welcome to your



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

1

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.

2

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.

3

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.

4

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.

UNION

Welcome to your



Who are my union contacts?

Your Chapter



- 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.

Your Team



- 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 policy-makers 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

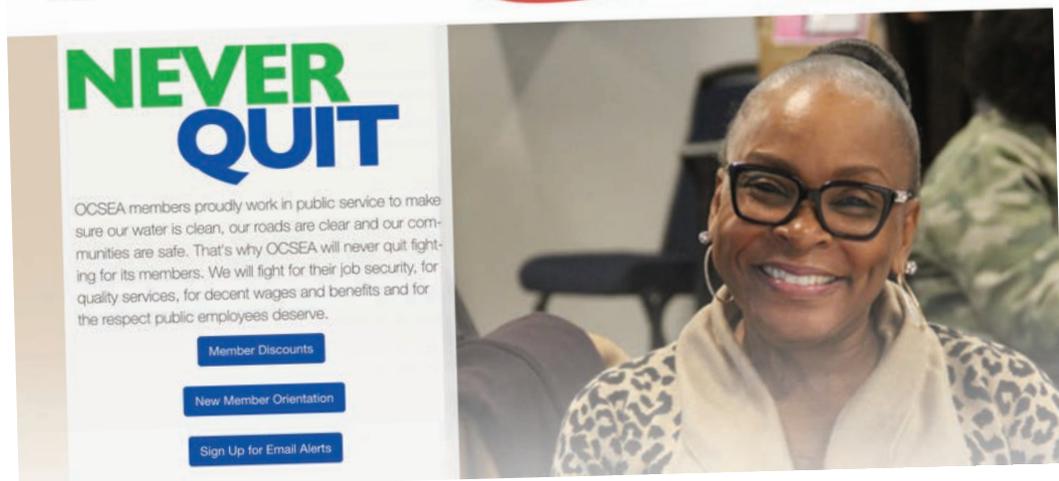
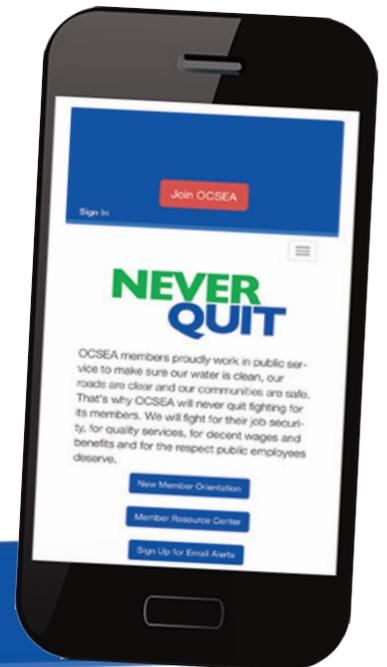
In addition to the many events and activities union members engages in to call attention to the concerns of public employees, members may also donate to OCSEA's political action committee: PEOPLE. **PEOPLE stands for Public Employees Organized to Promote Legislative Equality** and is a **voluntary** 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**.



UNION

Welcome to your



UNION

Welcome to your



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**

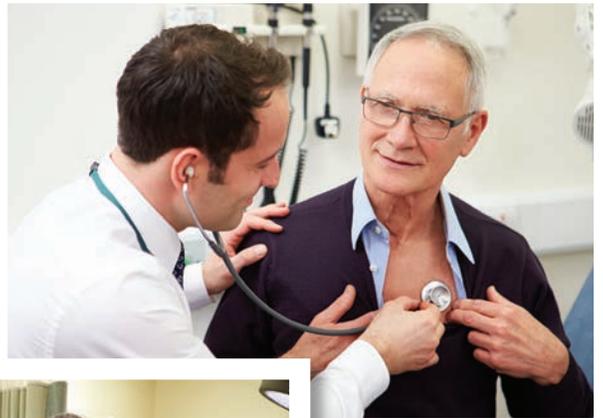
- Get information on how to contact the MRC by phone or email
- Access the following resources:
 - Your union contract
 - New Member Packet
 - Benefits
 - Discounts
 - Fact Sheets

Learn More



Assistance • Easy Access • Resources • 1-888-OCSEA11 • MRC@OCSEA.ORG • OCSEA.ORG/MRC

Health Care



Your health care is negotiated by an elected union Bargaining Team every three years in an effort to keep members' health care robust and affordable. In between contract negotiations, the Joint Health Care Committee (JHCC), made up of union members and management representatives, meets quarterly to monitor state employees' health care benefits.

The State of Ohio health care plan includes medical, wellness, behavioral health, prescriptions and flexible spending accounts. Some highlights of the plan include:

- Premium split of 85/15, with employer paying 85 percent and employee paying 15 percent of the premium
- Medical deductible at \$250 for in-network, \$500 for out of network
- Copays:

- Specialist **\$35**
- Urgent care **\$40**

- Out-of-network urgent care **\$60**

- ER **\$150**
- Coverage for autism

UNION

Welcome to your



UNION

Welcome to your



Union Benefits Trust

The Union Benefits Trust offers dental, vision, life insurance benefits and the legal service plan to approximately 36,600 union-represented state employees, including OCSEA members like you.

OCSEA, the largest union for Ohio's state employees, established the Trust through collective bargaining in its 1992-1994 contract with the State of Ohio. The union believed it could administer these benefits more effectively and efficiently for union-represented state employees than management could, and the Trust today is proof of that belief.



Important facts about your dental, vision and life insurance benefits:

- The legal service plan, and supplemental life insurance are available to new state employee bargaining unit members **upon hire**. You have 90 days from the date of hire to purchase supplemental life and legal services.
- You must have one year of continuous state service to be eligible for dental and vision insurance.
- Once eligible, you must enroll in dental and vision within 31 days.
- Dental, vision and basic life are provided **at no cost to you and your family**.
- Coverage begins the 1st of the month following your one-year anniversary date.

For more benefits information, call **614-508-2255** or visit

benefitstrust.org



UNION

Welcome to your



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 only grown. Now, UET gives OCSEA bargaining unit members with the State of Ohio, 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.



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

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

Les Best Scholarship Fund



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. Completed applications, essays and supporting materials can be emailed to 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

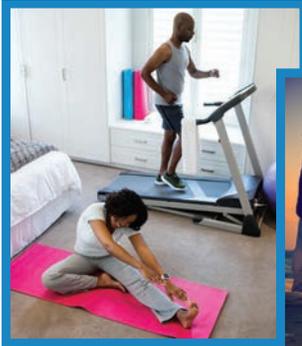
Available May-October!
Get big discounts to the best theme parks, water parks and more in Ohio - exclusively for z OCSEA members!
Learn more at

OCSEA.org/FamilyFun



UNION

Welcome to your



Purchasing Power helps members* buy name brand electronics, appliances, exercise equipment, vacation packages and more!

- **OCSEA active member** (*see eligibility below*)
- Eligible after six months of active OCSEA membership
- Manageable payments automatically deducted from your paycheck in equal installments over 18 months
- Online ordering or by phone
- No credit check
- No additional fees beyond the all-inclusive price
- No down payment required, optional deposit available to decrease payroll deductions

Appliance purchasing and Vacation packages NOW available!

Includes refrigerators, stoves, microwaves, washers, dryers vacation packages, cruises and more.

For more info on Purchasing Power, visit ocsea.org/extras or call **888-923-6236**

*Eligible State of Ohio bargaining unit employees can access the Purchasing Power program benefit after six months of active OCSEA membership (*requires a signed OCSEA membership card*). You must be an active OCSEA member on active pay status, have bi-weekly pay and earn a minimum of \$15k per year.

*This benefit program is available to active OCSEA members (*after six months of active OCSEA membership*) in all state agencies, including Auditor, Treasurer and Attorney General offices. *This benefit is not covered under any local government contracts at this time.*

We love acronyms

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

UNION

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

LABOR AGENCIES & MORE

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

STATE AGENCIES

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

MISC

SCOTUS	Supreme Court of the United States
POTUS	President of the United States
LSC	Legislative Services Commission

UNION

Welcome to your

