

LOS ANGELES COUNTY CHICANO EMPLOYEES ASSOCIATION

In a jam on the job?



The Civil Service Commission holds many careers in its hands when it votes for or against employees every Wednesday morning.

Every year, hundreds of cases go before the County's Civil Service Commission. Some involve discrimination. Many involve an employee appealing a suspension, demotion, or discharge.

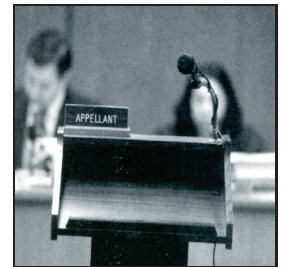
What if your job becomes at risk?

Every department in the County has a personnel office with advocates and lawyers on the department's side. What's at stake? **Your job.**

Who's on your side? **We can be on your side!**

We provide effective representation in areas involving County policy, promotions, discipline and administrative proceedings.*

Since the late Sixties, our primary mission has been advocating the cause of equality for *Chicanos* and *Latinos* working for the County. We are committed to non-discrimination and are open to all L.A. County employees. Your career with the County is important. Give us a call at (626) 365-1591 and ask what we can do to help you protect it.



* A Los Angeles County employee must be a LACCEA dues-paying member for three months before being eligible for representation. Matters occurring before and within the three months are not covered. Scope of representation limited to matters within the civil service system. We reserve the right to evaluate the merits of a claim.

NOTE: Members must call our office at (626) 365-1591 and speak with one of our office staff in order to receive representational services.

www.lacountychicano.org
1848 N. Allen Avenue • Pasadena, CA 91104
Tel: (626) 365-1591 • Fax: (626) 365-1596
E-Mail: info@lacountychicano.org

LOS ANGELES COUNTY CHICANO EMPLOYEES ASSOCIATION

- MEMBERSHIP AGREEMENT -

Authorization: All active members agree to the terms of the Membership Agreement. Los Angeles County Chicano Employees Association (LACCEA) reserves the right to modify the terms of the Membership Agreement, at its discretion, for the benefit of the Association.

- 1. Membership.** LACCEA is committed to non-discrimination and is open to all Los Angeles County employees.
- 2. New Member.** A new member will be eligible for representation, allowed to vote in our elections, and may run for a position on our Board of Directors when the new member becomes a Member In-Good-Standing.
- 3. Member In-Good-Standing.** A Los Angeles County employee becomes a member In-Good-Standing after three consecutive months of paid LACCEA dues. LACCEA members must continue to pay dues every month, either through payroll deduction or directly to LACCEA, without interruptions to remain a member In-Good-Standing.
- 4. Representation.** Eligibility for representation begins 90-days after the county's first deduction. Matters occurring before and within the 90-days are not covered. Only members In-Good-Standing are eligible for representation. LACCEA reserves the right to evaluate the merits of a claim. Members must call our office at (626) 365-1591 and speak with one of our office staff in order to obtain authorization for representation.

Selection of Representation: The member must choose their representation, whether union, LACCEA, or private attorney, at the beginning of the case. LACCEA will not accept cases where the member has previously chosen alternate representation and later attempts to switch representation to LACCEA.

Scope of representation: LACCEA representation covers matters in civil service proceedings. LACCEA also has an overlapping right with unions to represent members in the grievance procedure. However, pursuant to their contract with the County, the Union has the sole authority to participate in arbitration. Consequently, LACCEA does not have the right to arbitrate after the third-level grievance review. As such, when the matter grieved may lead to arbitration, LACCEA may advise the member to proceed with union representation in order to preserve the member's right to representation. LACCEA also has the right to represent non-union covered employees such as managers in departmental grievance proceedings.

Assignment of Representation: Requests for representation will be assigned solely at LACCEA's discretion to one of its available legal representatives. Members do not have the right to request or demand a legal representative of their choice. If a member decide to seek an attorney outside of LACCEA's assigned legal representative, LACCEA will not pay for an attorney of your choice.

Separation of Legal Representative: Should LACCEA end the employment or contractual relationship with one of its legal representatives, any existing case will be re-assigned to a member of the existing staff at LACCEA's discretion. If a member chooses to continue with the same representative, the member is considered to be seeking representation outside of LACCEA's legal representatives. As such, LACCEA will not pay for the member's representation by the attorney of their choice.

LACCEA's Rights: LACCEA reserves the right to decline representation, or withdraw after filing a case where LACCEA determines, based upon our investigation, that we are not likely to prevail. LACCEA reserves the right to withdraw from representation if the member refuses a settlement offer where the LACCEA representative assigned to the matter does not believe that any greater benefit will be obtained by continuing formal proceedings. LACCEA reserves the right to withdraw from representation due to the lack of cooperation, or undue hostility, from a member towards the assigned LACCEA representatives or staff.

5. Out-of-Pay status. The County of Los Angeles Department of Auditor-Controller cannot make LACCEA membership dues deductions when a member is out-of-pay status (e.g. on workers comp or unpaid leave) which causes interruption of their payroll deduction dues payment. During periods when the Department of Auditor-Controller cannot make this deduction, it becomes the member's responsibility to pay their dues directly to LACCEA. Direct payment of bi-monthly membership fees must be received no later than 30-days after the due date to be credited for that period. If dues are not received as agreed, your membership will be suspended.

6. Suspended Membership. Your membership is suspended when you have not submitted membership dues payments as required. When your membership is suspended you are not eligible for representation, may not vote in our elections, and may not run for a position on our Board of Directors. If a membership is suspended, eligibility for representation begins 90 days after you resume payment of your dues. Matters that occur while your membership is suspended are not covered.

7. Membership Cancellation Period. A Los Angeles County employee who has authorized LACCEA dues deductions, may cancel LACCEA dues deductions and their membership with LACCEA during the period of January 1st to January 15th by notifying LACCEA in writing, postmarked no later than January 15th.

8. Dues. Regular membership dues are \$25.00 a month; collected in two easy payments. The Board of Directors is authorized to change monthly dues.

9. Contact Information. LACCEA members agree to inform LACCEA of any changes to their contact information. Los Angeles County is not authorized to give us your contact information. Please update your information changes by sending a notice to LACCEA, 1848 N. Allen Ave, Pasadena, CA 91104, or give us a call at (626) 365-1591, or you may e-mail us at info@lacountychicano.org. Please include your full name, employee number, department name and number, home and work address, e-mail address, along with your home, work, and cell phone numbers. Without this information we have no way of contacting you or keeping you informed of



\$ IT PAYS TO RECRUIT \$

RECEIVE \$25.00 FOR EACH NEW MEMBER THAT YOU RECRUIT !

LACCEA is offering \$25.00 for each new member that you recruit. Plus, all new members will receive a LACCEA T-shirt while supplies last.

Want more cash? There is no limit to the number of members you may recruit, you will receive \$25.00 for each new member that signs up. Please note that you will receive the \$25.00 for each new member that you recruit after the 90-day application period. For more applications, please call our office at (626) 365-1591. **DON'T FORGET TO INCLUDE YOUR INFORMATION IN THE "RECRUITER'S INFORMATION" BOX BELOW TO GET CREDIT FOR THE RECRUITMENT.**

✂ Cut Along Dotted Line

		DEDUCTION AGENCY NAME		DEDUCTION CODE	
		LOS ANGELES COUNTY CHICANO EMPLOYEES ASSOCIATION		432	
DO NOT WRITE ABOVE THIS LINE					
EMPLOYEE NUMBER		DEPT. NO.	EMPLOYEE LAST NAME		FIRST NAME
					M.I.
NOT TO BE USED FOR COUNTY INSURANCE PLANS					
CHANGE INDIC.	DEDUCTION AMOUNT		DEDUCT %		
	OLD	NEW	OLD	NEW	
NEW <input type="checkbox"/>					
REPL <input type="checkbox"/>					
CANC. <input type="checkbox"/>					
STOP DATE		UNIT AMOUNT			
PAYROLL DEDUCTION AUTHORIZATION					
			DATE	SIGNATURE OF EMPLOYEE	

I HEREBY AUTHORIZE THE AUDITOR OF THE COUNTY OF LOS ANGELES OR HIS AGENTS TO DEDUCT MONTHLY FROM SALARY EARNED BY ME IN ANY DEPARTMENT OR DISTRICT OF THE COUNTY OF LOS ANGELES, THE AMOUNT SHOWN HEREON AND TO PAY SAME TO:
LOS ANGELES COUNTY CHICANO EMPLOYEES ASSOCIATION
IF ALL OR ANY PORTION OF THIS DEDUCTION AUTHORIZATION INCLUDES INSURANCE PREMIUMS AND/OR EMPLOYEE ORGANIZATION DUES, I ALSO AUTHORIZE THE AUDITOR TO ADJUST FROM TIME-TO-TIME THE AMOUNT OF THIS DEDUCTION AS MAY BE REQUIRED TO COMPLY WITH ADJUSTMENTS IN COUNTY SUBSIDY AMOUNTS OR IN PREMIUMS UNDER EXISTING CONTRACTS WITH SAID INSURANCE PLANS, OR TO COMPLY WITH DUES SCHEDULES DETERMINED BY SAID EMPLOYEE ORGANIZATIONS' GOVERNING BODY IN ACCORDANCE WITH SUCH ORGANIZATIONS' CONSTITUTION, CHARTER, BYLAWS, OR OTHER APPLICABLE LEGAL REQUIREMENTS.
THIS AUTHORIZATION CANCELS AND REPLACES ANY PREVIOUSLY SIGNED BY ME WITH THIS DEDUCTION AGENCY FOR THIS PURPOSE AND SHALL REMAIN IN EFFECT UNTIL CANCELLED BY ME BY WRITTEN NOTICE. I EXPRESSLY UNDERSTAND AND AGREE THAT THE AUDITOR, HIS AGENTS, OR THE COUNTY ACTING UNDER THIS AUTHORIZATION SHALL NOT BE LIABLE IN ANY MANNER FOR FAILURE OR DELAY IN MAKING THE DEDUCTION OR PAYMENTS HERE AUTHORIZED.

LOS ANGELES COUNTY CHICANO EMPLOYEES ASSOCIATION

Recruiter's Information

Referred by: _____

Employee Number: _____

Last Name, First Name Middle Employee No. Date

Department Name Dept No.

Name of Location or Unit (e.g. Camp Smith) Job Title Employment Date

Home Address City & Zip Code Home Phone

Business Address City & Zip Code Business Phone & Ext.

E-Mail Address (No County E-mails) Cell Phone

Check here if you do not wish to receive LACCEA newsletters, notices, or special announcements by e-mail.

By signing the Payroll Deduction Authorization card, you certify that you have received and agree to the LACCEA Membership Agreement received with this application, and certify that all of the information provided in this application is true and correct to the best of your knowledge.

For Office Use Only:
Member Since: _____ Cancellation Date: _____ Reason: _____

Please complete application and return to the address shown below. Before mailing in your application, make sure that you have signed the application and entered your employee number, your department number, and your last name exactly as it appears on county records. Do not mail payment with your application. Your dues will automatically be deducted twice a month through payroll.

Cut-Off Here

POSTAGE
NECESSARY

LOS ANGELES COUNTY
CHICANO EMPLOYEES ASSOCIATION
1848 NORTH ALLEN AVENUE
PASADENA, CA 91104

DUES: Dues are \$25.00 per month. Two easy payments of \$12.50 will be collected through payroll deduction.

By signing and returning this application, you certify that you have received and agree to the LACCEA **MEMBERSHIP AGREEMENT** attached to this application, and certify that all of the information provided in this application is true and correct to the best of your knowledge.