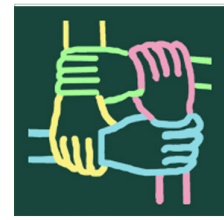




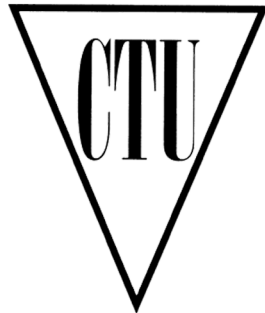
Wage theft
"Know your contract" covers FLSA changes & MSU's new time reporting rules, p. 4.



Congrats!
 2016 Clerical-Technical Award winner Rebecca Ives, p. 5.



MSU Community Charitable Campaign
An opportunity to support the community, p. 7.



CT news

The voice of the Clerical-Technical Union of Michigan State University

November/December 2016

CTU election & Membership Meeting

Elections Committee Chair Brenda Bailey announced the results of the October 25 vote at the Membership Meeting the following evening. Because we did not have a quorum, the Executive Board convened to accept the results:

- ▼ **Vice president: Rosie Garcia,**
133 yes, 6 no, 1 invalid
- ▼ **Secretary: Tracy Rich,**
134 yes, 5 no, 1 invalid
- ▼ **Director:**
Pamela Brock, 119
Liz Owen, 114
Stacey Patton, 117
Stephen Stofflet, 114

Meeting continued on p. 5

CTU helps Rock-the-Block



September 21, 2016—CTU joined in efforts to clean up some properties in the North Lansing community. Above, CT Susan Mireles rocks the sawzall to remove roots along a fence line. Rock-the Block was cosponsored by Habitat for Humanity and United Way. See more photos on page 7.

President's corner

Relax, reconnect, recharge

President Deb Bittner

Whether your candidates and causes won or lost, we know that our recent local, state, and national political campaigns caused people in our country a lot of stress and anguish. We

have certainly received a lesson in how polarized we as citizens are in our views. And stories about how people have been treating each other since the vote only make the situation more bleak. Add the holidays to this mix, and you get a lot of stress!

Season continued on p. 3

Wishing you
 Peace and Joy
 in the Holiday
 SEASON!
 - from Your Union



UCS

CTnews

The voice of the Clerical-Technical Union
of Michigan State University

PUBLISHED MONTHLY

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Organized and
independent
since 1974!

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Editorial Policy:

The CT News is the voice of our union. It is our vehicle for communicating, on a regular basis, the issues that confront us as workers. Through this newsletter we explain union policies, show how dues are spent, and explain the views and actions of the elected leadership for evaluation by the members.

The CT News is the voice of the membership. We welcome articles from members and stories about members.

While contributions are welcome, they should be constructive and contribute positively to the welfare of our union.

We will accept no attacks on any union leader or member. We will accept thoughtful discussion of all related issues in the letters section, and reserve the right to reply to those that seem to reflect a misunderstanding of the union and its policies.

Direct ideas, letters, questions and comments to Cherylee Finney.

CTclassifieds

Services:

▼ **Beginner and continuing Yoga classes:** If it's been way too long since your last yoga class or you are new to yoga, come and join Jolene in exploring some of the fundamentals of traditional Hatha Yoga. Come in and relax this holiday season! Next session's schedule will be posted late October. Studio is located just off the I-96 Williamston Road exit. Contact Jolene at rothjole@gmail.com or visit www.ourspaceyoga.com.

▼ **Quality Carpet and Upholstery Cleaners:** This is a great time to start thinking about and scheduling an appointment to get your carpets and upholstery cleaned. The holidays are upon us, and you can be ahead of the curve with the season's cleaning. We are reasonably priced, owner operated, and will do a great job for you. Please give a call for a free phone estimate and to schedule your cleaning appointment. Mark would love to hear from you: 517-694-0497.

▼ **Skills assessment software:** The CTU makes the software and a work station available to members so that they can practice for the university's skills assessment tests. This is the same software that Human Resources uses to evaluate skills in Word, Excel, Power-

Point, Access, and more. Call 355-1903 to make an appointment.

▼ **Ride share:** Capital Area Transportation Authority offers a ride sharing service called Clean Commute. Options include carpooling and vanpooling with emergency rides home if needed. Contact Clean Commute at (517-393-RIDE), or get additional information on their web page (under "CATA Services" at www.cata.org).

For rent:

▼ **Suite or individual office:** 2990 East Lake Lansing Road in East Lansing. Will work to meet your specifications. Contact the CTU, 517-355-1903.

Free:

▼ **CTU Conference Room:** Available free to members (with deposit). For non-members, \$25/hour plus deposit. Contact the CTU office at 355-1903 for questions, reservations, etc.

▼ **Advertise** to your colleagues in the CT News. Contact Cherylee Finney at Cheryl@ctumsu.org. The CT News accepts ads from CTU members on items for sale and/or services provided by CTU members and/or their household family members. See advertising guidelines at www.ctumsu.org/news/ct-classifieds.

Membership Meetings

CTU Membership Meetings in 2017 are scheduled for January 31, April 25, July 13, and October 25 in Room 1310 Anthony Hall. Meetings start at 5:20 p.m., but doors open at 5 p.m. so come early to socialize. Membership meetings are for making decisions about the Union, asking questions and receiving updates about Union activities.

Executive Board Meetings

1st & 3rd Tuesdays at 5:15
(Meetings in January 2017 will be
January 10 and 24.)
CTU Office
Members welcome!

URdistricts

District 10 (Biochemistry, Chemistry, Cyclotron, Farrall Agricultural Engineering Hall): **Brenda Franklin** has petitioned for appointment to the UR position. If no CTs express interest in the position by December 20, she will be appointed.

If you are without a Union Representative in your district, please consider volunteering for this important position. URs receive training, support and released time to help them fulfill their duties. Contact Vice President **Rosie Garcia** at 355-9672 x273 or garciar@msu.edu for more information about becoming a UR.

Season continued from p. 1

The season to be merry

So how to get through it all? Although it's not a long-term solution, a leader of one of the other campus unions gave me some simple advice on how to cope.

He was driving to Detroit the day after the election and happened upon a station that plays all Christmas music all the time. And although he's not usually partial to such things, he decided to give it a listen. While it is hard to admit, he said, it really helped.

Personally, I have mixed reactions listening to Christmas music: While it's pleasant to sing along, sometimes it just makes me do the countdown to Christmas in my head, and I see my checklist of things I still need to do! While holiday music may or may not be the solution for you, we can all agree that we do need to find ways to ease off on some of the stress.

One way might be to use our paid holidays (union won and secured!) to really unplug from work and enjoy our time with family and friends. Others of us may just want to catch up on the rest and solitude we've been craving. So, maybe the holiday season has come at a good time after all?!

I'm not advocating that we turn our back on the work to be done. The cause of unions has taken quite a beating in recent years, and it is our job to fight for working families, both in general and specifically at MSU. The CTU continues that fight, and in the face of setbacks, we move forward in solidarity and in the belief that unions are crucial in strengthening our lives, our families, and our communities.

Nor am I ignoring that the season brings its own set of stressors. The pressure of the "magic of the holidays" can be overwhelming especially if you have lots to do at work and lots to do at home and lots to do with extra travel and so on and so on.

And, seriously, no

amount of holiday cheer will let us lose focus on the people around us and the economics of our local area and state. The recent political season has shown us that there is a lot of work to do to be "one community" and find common ground. But when we set politics aside, we are friends and family. Most of us hope for a better world where our work and input is acknowledged, where people are treated well, where our children are educated, etc., but we just have different ideas about how to get there.

The holiday season gives us a chance to reconnect. We must listen to each other respectfully to really get to know each other, a kind of "walk in their shoes" view so we can come together. We can make this a priority on our New Year's 2017 Resolutions List. Happy holidays to you and yours!

The holidays wouldn't be complete without the CTU advocating for buying American, union, local, so please visit "CTU's Shopping List" on our website. It is our way of providing one less thing to worry about! [D'Ann Zona]

Back to business: TAXES

On a side note: There is another thing to worry about. (Sorry!) The City of East Lansing *may* add an income tax to employees who work and/or live here, including all MSU employees who work on the main East Lansing campus.

East Lansing has some serious financial problems and has had a team investigating



options. One idea is to tax income. The city will make its decision soon.

I have been attending the meetings and will keep you posted on what we can do to voice our opinions. While I don't doubt that East Lansing's leaders are working hard to solve their financial problems, I am not very happy with their approach. They seem to be blaming MSU employees and students for their financial woes.

They haven't had a serious dialog with the leadership of MSU about expenses and ways for MSU to assist.

They haven't adequately addressed all of the added student housing and associated infrastructure costs that they've approved.

It seems that maybe a tax on big landlords or landlord corporations could be investigated before attempting to balance their books on the backs of the "captive audience" of MSU employees!

All in all, it seems that East Lansing chose a very poor, somewhat confrontational approach to solving its financial problems. If they pursue this path, they will have shown that they are not very concerned about the mutually beneficial relationship that has existed between us, the MSU employees, and them, the City of East Lansing.

I will keep you posted as this proceeds but feel free to investigate yourself.



Know your contract: OVERTIME

Changes in reporting time

Several MSU unions, including CTU, met with Human Resources representatives on October 27 to discuss new time reporting requirements.

Time reporting changes

Recent changes in the federal Fair Labor Standards Act (FLSA), some of which go into effect December 1, will require MSU units to keep track of *time worked* for each employee eligible for overtime. MSU's current time reporting system tracks *time used*: vacation, sick, personal, etc. As a result of the change, CTs will see additional time reporting requirements.

"All CTs will be required to provide increased paperwork," said President Deb Bittner, "but it means CTs will get paid for all the time they work."

By law, workers *must* receive overtime pay (at least time and one-half the regular rate) for hours worked over 40 in a week.

However, Article 9 of our contract allows CTs and supervisors to agree to compensatory time (taken at time and one-half) rather than pay if it is mutual.

Under the FLSA, some workers who meet a minimum income threshold and additional qualifications can be exempt from overtime rules. Please note, however, that ***all CTs qualify for overtime under the FLSA.*** [Jenny Babbitt]

CTU/MSU contract

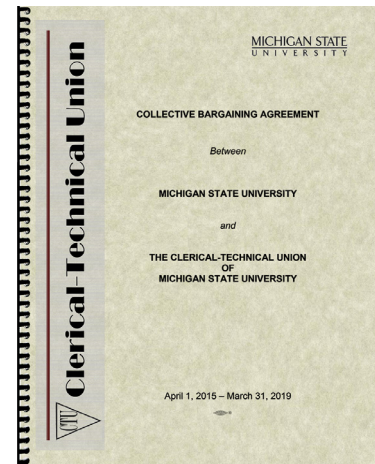
While our union recognizes that overtime can be necessary, we want to make

sure it is not abused. In addition to the FLSA and state laws, we have bargained additional, strong overtime protections ("Article 9. Overtime" of the contract):

- ▼ We are to be given "as much advance notice of overtime as practicable."
- ▼ Overtime is "to be divided as evenly as practicable within the same department and classification."
- ▼ Overtime is paid for hours worked after 40. Our contract (not the law) specifies that paid holidays count toward hours worked.
- ▼ If required to work before or after our regular schedule, we get overtime pay unless there is *mutual* agreement between the employee and supervisor to alter the schedule.
- ▼ Schedules cannot be altered to prevent the payment of overtime. However, equivalent time off may be scheduled within the workweek if the supervisor and employee *mutually* agree.
- ▼ If we work over 40 hours in a week, we get overtime pay unless the supervisor and employee *mutually* agree to use compensatory time (comp time) outside that work week. Comp time will be taken at time and one-half.

Don't "donate" time

"CTU members are professional and we want to do our very best work even though demands and time pressures keep growing," Bittner said. **"But 'donating' time to 'catch up' over a**



lunch hour or at the end of the day—or taking work home—must have prior approval and be reimbursed as overtime after 40 hours in a week."

The employer must pay overtime to an employee who works over 40 hours in a week, *whether or not* the employee was directed or had permission to do so. But don't go rogue and start stacking up the hours on your own.

"A supervisor is required to reimburse you, but she or he can also discipline you if you put in overtime contrary to direction," Bittner said.

"And our union members don't want to place their units in legal or financial jeopardy by trying to 'donate' extra time on the job," she added.

Problems or concerns about your overtime rights? Contact your Union Representative (directory at www.ctumsu.org/about-the-ctu/directory/union-representatives) or the CTU office (517-355-1903 or ctu@ctumsu.org).

The graphic features a background of various US dollar bills, including \$100, \$20, and \$10 bills. Overlaid on this background is the following text:

**Don't contribute to
WAGE THEFT
It's against the law!**

**Protect yourself and your employer by
reporting all of the time you work.**

**Contact the CTU if you have problems or
questions.**

Update: On November 22, a federal district judge enjoined the U.S. Department of Labor from implementing part of the new FLSA regulations, specifically the increase in the minimum salary level threshold to qualify for an overtime exemption. The injunction does not impact CTs at MSU because each of us qualifies for overtime regardless of our wage. It is the union's understanding that MSU's new time reporting requirements are scheduled to proceed as planned.

Congratulations Rebecca Ives

Congratulations go to Research Technologist Rebecca Ives for winning the 2016 Clerical-Technical Award. Ives works in water quality, and the praise of her colleagues in Fisheries and Wildlife demonstrates just how deserving she is of the award.

“Becca is a star at Michigan State University in my view,” said her supervisor Dr. Joan Rose in a video made to honor Ives.

“Even though her job is really to run the lab, Rebecca excels at working with students, so she’s really a teacher,” Rose said. “She excels at working with water utilities and communities who have to test their water, so she really does extension and outreach. . . . Becca exemplifies an outstanding employee as a technician and represents the best of Michigan State University.”

Ives’ coworker, CT Jill Cruth, couldn’t agree more.

“She’s just well deserving of recognition and this award,” Cruth said. “She consistently displays professionalism and works above and beyond what is asked of her.”

Outside of work, Ives enjoys gardening and is involved in community gardens in Lansing.



November 8—CT Rebecca Ives, winner of the 2016 Clerical-Technical Award, displays the plaque she received at the reception in her honor. She is pictured with CTU President Deb Bittner, Dr. Charles Gloizzo, and MSU Human Resources Associate Vice President Sharon Butler.

“I was delighted, and I was very thankful for my colleagues that thought I deserved this award. I know there’s a lot of wonderful people at Michigan State, so it means a lot,” she said.

Dr. Charles and Marjorie Gloizzo established the Clerical-Technical Award in 2001 in honor of Dr. Gloizzo’s parents to recognize outstanding clerical and technical employees at MSU.

Meeting continued from p. 1

- ▼ **Audit Committee, 1 year:** Lynn Foltz, 135 yes, 1 no, 4 invalid
- ▼ **Audit Committee, 3 years:** Barbara Heyser, 132 yes, 2 no, 6 invalid
- ▼ **Constitutional Amendment:** 120 yes, 17 no, 2 invalid

Members noted the time and resources the constitutional amendment will save if only one candidate runs for each position in the future.

In a separate “straw poll,” Bailey reported that members chose Patriarche

Park over the CTU building for the 2017 picnic. [Rachel Iseler]

Bailey administered the oath of office to the newly elected leaders.

In the absence of the treasurer, Finance Committee Member Sierra Matthews gave the financial report. CTU has had a stable financial year, she said, and the Board continues to work through our financial advisors to get the best possible returns on dues dollars while limiting risk.

President Deb Bittner encouraged members to participate in the MSU Community Charitable Campaign and discussed some of the concerns about time reporting changes.

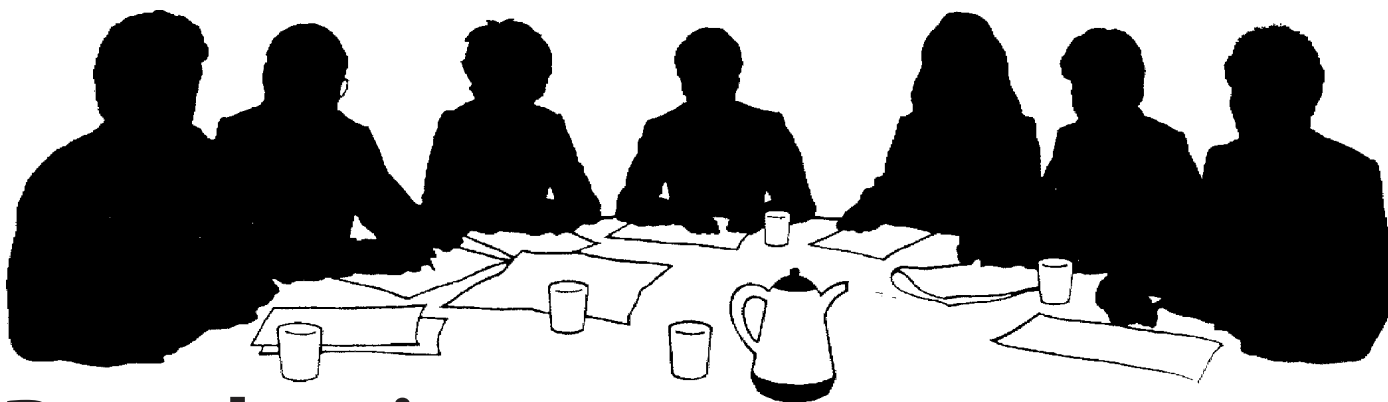
Christmas and New Year’s day fall on weekends this year, Bittner said: Our holidays will be Friday, December 23; Monday, December 26; Friday, December 30; and Monday, January 2.

We then discussed how health care negotiations might proceed this coming year.

Door prizes: Sierra Matthews and Michelle Jenkins won \$50 each. Amy Peebles won a gift basket.



Taking the oath of office. **Above:** Directors Pamela Brock and Liz Owen, Vice President Rosie Garcia, Audit Committee Member Lynn Foltz, Director Stacey Patton, Audit Committee Member Barbara Heyser, and Secretary Tracy Rich receive the oath of office at the October 26 Membership Meeting. **Left:** Director Stephen Stofflet is sworn in by President Deb Bittner at the November 1 meeting of the Executive Board.



Board actions

July through September 2016

Board meetings are regularly scheduled twice a month, on first and third Tuesdays, and members are welcome to attend starting at 5:15. The CTU constitution requires the Executive Board to meet at least once a month.

This article includes Board actions that took place July through September 2016. All expenditure decisions are included, but the list does not represent meetings in their entirety. Members can receive copies of complete minutes through the mail or email by contacting the CTU office at 355-1903.

July 19

Renewed annual subscription to Clip-Art.com for \$48.98.

Agreed to send up to two people to the West Michigan AFL-CIO Organizing Institute for \$125 each plus travel expenses. [Ed. note: No one attended from CTU because the event was full.]

Postponed decision on donating to the MSU Retiree Association/StraightLine Student Scholarship Golf Outing.

Agreed to send up to ten people to the Women's Health Matters Symposium at \$10 per person.

Discussed the need for a second contract administrator.

Received report from vice president on the URs walk-around in their districts. Received several ideas for member-only incentives.

August 2

Received president's report on visit with Grand Rapids CTs. The main topic was

the parking fees, which are much greater than those on the East Lansing campus.

Received report on the Midwest School for Women Workers.

Received report on the president's interview by Union Edge Radio regarding the CLO and bargaining health care.

The president recommended and the Executive Board appointed the 2016 Elections Committee: Brenda Bailey, Sierra Matthews, Liz Owen, Pam Sloan. [Ed. note: Owen later resigned from the committee to run for a director position on the Executive Board.]

August 16

Renewed \$65 annual membership to the Mid-Michigan Labor and Employee Relations Association (LERA).

Agreed to place a \$100 business card-sized ad in the program for the Michigan Women's Hall of Fame Awards Dinner and Induction Ceremony to honor MSU President Lou Anna Simon's induction. Agreed to send two people at \$135 per ticket and the president at the \$75 judges' rate to the awards dinner.

Agreed to place a ¼ page ad for \$75 in the program for the Union Edge Listener Appreciation Event. Also decided to purchase a table of 10 for \$250 to the Union Edge Listener Appreciation Event. [Betsie Janson]

September 20

Donated \$150 to the United Way Organized Labor Challenge.

Received report on CTU's participa-

tion in the MSU Fill the Bus event. CTU donated a generous amount of supplies for children returning to school.

Received report on LERA arbitration presentation.

Received report from CTU representative to the All University Traffic and Transportation Committee on upcoming policy changes and a campus educational push concerning scooters.

Board appoints committees, sets dates for 2017

At its November 1 meeting, the Executive Board constituted its committees.

- ♦ **Finance:** Chairperson Jan Wallace, Pamela Brock, Sierra Matthews, Stacey Patton, Walt Peebles
- ♦ **Grievance, Appeals and Trials:** Chairperson Rosie Garcia, Liz Owen, Tracy Rich, Pam Sloan, Stephen Stofflet
- ♦ **Personnel:** Chairperson Deb Bittner, Rosie Garcia, Tracy Rich, Jan Wallace

The Board set Membership Meetings for 5:20 p.m. on January 31, April 25, July 13, and October 25 in Room 1310 Anthony Hall.

Executive Board meetings in January will take place on January 10 and 14 rather than the regularly scheduled dates. Board meetings are at 5:15 at the CTU office. Members are welcome.



CTU supports the MSU Community Charitable Campaign



Donating online

Making donations to the Community Charitable Campaign through the EBS system is easy.

1. Login to EBS
2. Click on "My Personal Information"
3. Click on MSU CCC Pledge Form
4. Fill out the form
5. Click on "Submit Form"

Don't want to donate online?
Print your form and then mail it in. Instructions and the form are available at <http://www.msuccc.msu.edu/pledgeform.htm>.

In keeping with our union's commitment to the community, the CTU supports and encourages members to participate in MSU's 2016 Community Charitable Campaign.

Pledges are being accepted now until March 2017.

CTs and other members of the MSU community use the Campaign to pool our resources and make a huge difference in the lives of children, families and others in need in our local communities. Our individual donations may be small, but if more of us give, our impact can be enormous. The important thing is just to participate and give what you can.

Labor's leading role

MSU labor makes a big difference in the community through service and donations. [Kathleen Walker]

MSU's Community Charitable Campaign recognizes our participation and reports on its website what the MSU labor family does to help others.

Also, a statewide "Labor Leads" registry is published each year that recognizes United Way labor donors that have made

leadership pledges to their respective United Ways in amounts of \$250, \$500, \$750, and \$1,000 per year.

Electronic giving or paper

Electronic donations make sense financially and environmentally. But for various reasons, some people don't like to make financial transactions on line. Directions for both online and hard copy donations are available in the box on this page.

Choices

MSU has an open campaign, meaning donors can choose the non-profit organizations to which they wish to contribute, and the Campaign makes sure the charities are legitimate. Gifts may be directed to a specific service area, to a specific listed agency, or to any IRS approved tax exempt organization.

The gift may be given in one lump sum or increments through payroll deduction (taken from paychecks twice a month).

Any questions or concerns should be directed to Jeff Brodie, Human Resources, 884-0136, brodie@hr.msu.edu.

CTs help fill the bus!

CTU helped "fill the bus" in September. CTs' support helped swell MSU community contributions to over 150 bags of school supplies for school aged children around the Greater Lansing Area.

"Thank you again for your continued partnership with the 'Fill the Bus' initiative," said K.C. Keyton, Program Director for MSU's Service Learning Center. "Without your generosity this project would not have been possible," he said.

Rock the block

continued from p. 1



Photo on left: CTs Susan Mireles and Amanda Carter; Team Leaders Deb Bittner and Robb; CT Courtney Meddaugh. Right photo: Former CT Sheila Triplet.





CTU OF MSU
2990 E. LAKE LANSING ROAD
EAST LANSING, MI 48823-6219

CHANGE SERVICE REQUESTED

CTcalendar

December 14. Recipe for Health Cooking Series. Buy lunch in the cafeteria and watch a cooking demonstration on Jackfruit. Brody Square Demonstration Kitchen, 12:10 p.m. Entrance fee for lunch is \$9.99 cash or meal plan. Register at <http://health4u.msu.edu>.

December 23, 26, 30, and January 2. Union negotiated and secured holidays.

January 10, 24. Executive Board meetings, 5:15 p.m., CTU office. Members welcome. (Replaces meetings regularly scheduled for January 3 and 17.)

January 27. Nomination deadline for MSU's annual Ruth Jameyson "Above and Beyond" Award. Designed for a staff member pursuing a post-baccalaureate degree. Information and forms at www.hr.msu.edu/recognition/supportstaff/jameysonaward.pdf.

Martin Luther King, Jr. Commemorative Activities, January 16 2016

"Our lives begin to end the day we become silent about things that matter."
—Martin Luther King, Jr.

- ▼ The CTU will participate in the annual Commemorative March for Justice at MSU the afternoon of January 16. Join us!
- ▼ Plan to attend MSU's Community Scholarship Dinner.
- ▼ Volunteer for the Community Scholarship Dinner and the Student Leadership Conference that takes place during the day.
- ▼ Check our website at www.ctumsu.org in January for more information.
- ▼ Call 355-1903 or email ctu@ctumsu.org to volunteer.
- ▼ For updates on MLK commemorative events at MSU and to register for the dinner, check www.inclusion.msu.edu/awards-programs/king.

Information about the 2017 Lansing Holiday Commission MLK Luncheon will be available at www.lansingmi.gov/942/MLK-Jr-Holiday-Commission.