

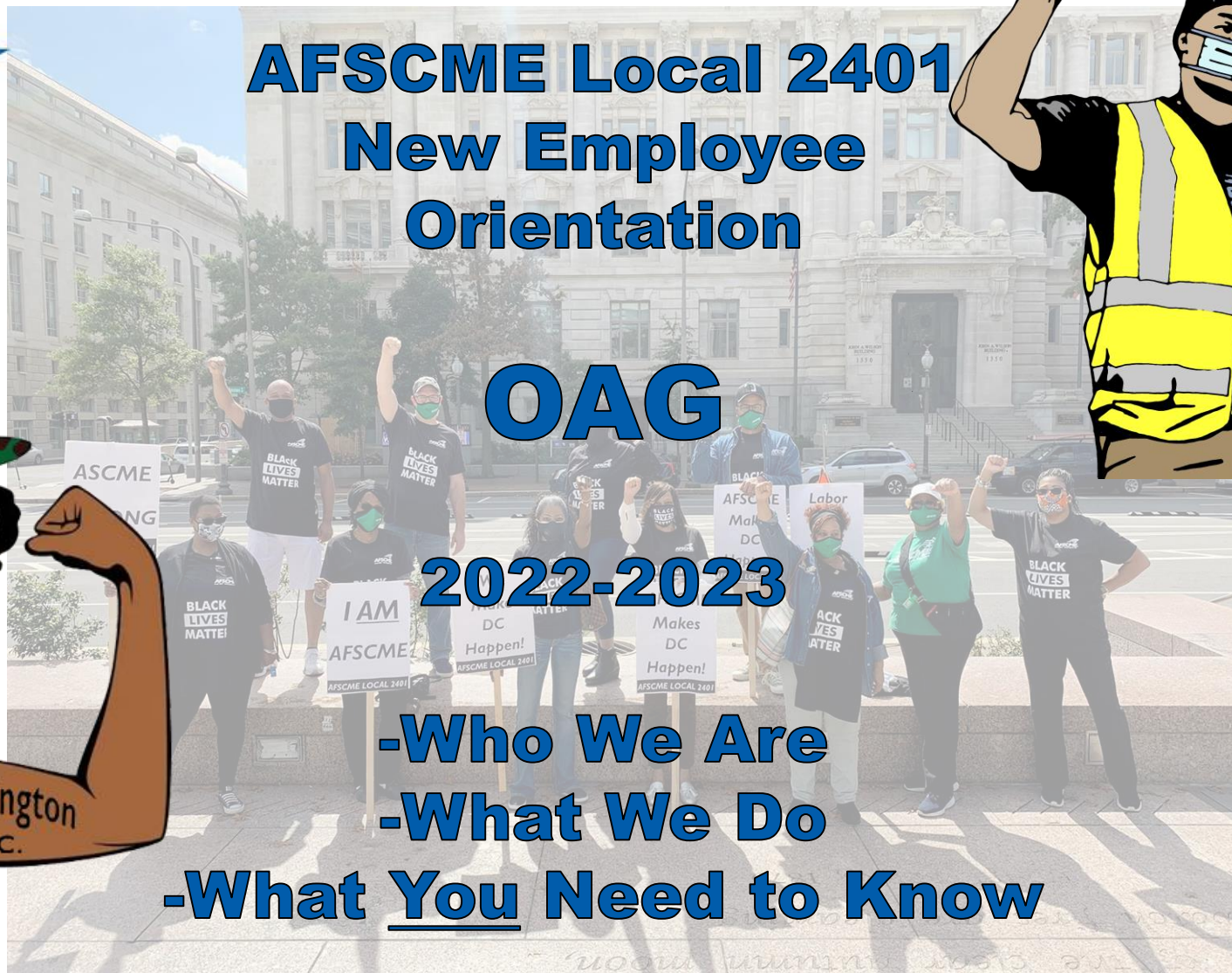


# AFSCME Local 2401 New Employee Orientation

## OAG

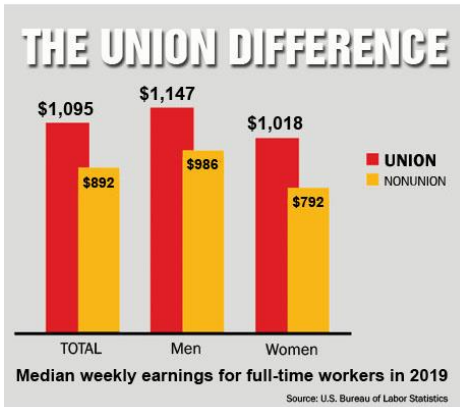
### 2022-2023

- Who We Are
- What We Do
- What You Need to Know



# Why Do I Need a Union?

When workers organize as a union, they have direct input in their pay and working conditions, something non-union workers will never have!



Contract: Every 3-4 years, your Union negotiates a binding contract with the District which decides your pay increases, working conditions, and much more! The Union members get to vote to ratify the contract or send it back to the negotiation table. Members have the power!

## Your Union:

- Fights for workplace safety and the best salaries/benefits possible
- Fights against privatization and outsourcing of government jobs
- Fights for members in disciplinary actions
- Speaks truth to power and helps enact pro-union legislation
- Acts as working-class leaders on vital community and social justice issues such as BLM and hunger





# Who we are:

A video welcome to AFSCME by International  
President Lee Saunders





# Local 2401 Stewards

Union representatives at **OAG** who can help you or answer questions

**Paula Akinleye**

202-724-4850

paula.akinleye@dc.gov

**Sabrina Brown**

202-724-2274

sabrina.brown@dc.gov

**Michelle Hill**

202-727-6245

michelle.hill@dc.gov

**LaShawna Lynch**

202-442-9833

lashawna.lynch@dc.gov

**Latrice Taylor**

202-442-9801

latrice.taylor@dc.gov

**Sheila Jordan**

202-821-6275

sheila.jordan@dc.gov



# AFSCME Local 2401 Monthly General Membership Meetings

**When?** The last Tuesday of each month  
Usually 5:30 p.m.

**Where?** Virtually via Zoom  
Details can be found at [afscme2401.org](http://afscme2401.org) each month

**Who?** Dues-paying full members only

**Why?** Stay Informed!  
Get Active!  
**YOU** are the Union!



# Weingarten Rights

Weingarten rights guarantee an employee the right to Union representation during an investigatory interview. These rights, established by the Supreme Court, in 1975 in the case of J'. Weingarten Inc., must be claimed by the employee. The supervisor has no obligation to inform an employee that s/he is entitled to Union representation.

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





## Things to keep in mind during your probationary period:

- Your probationary period will be (in most cases) one year from your hire date.
- During probationary periods, management has MORE rights to fire than with permanent employees.
- The Union will assist probationary employees with any proposed disciplinary action, although probationary termination can not be appealed or grieved during this time.



# AFSCME ADVANTAGE

By becoming a full dues paying member of  
**YOUR AFSCME Local 2401**

you also get these spectacular benefits as well:

**College scholarships and FREE college  
degree programs for you AND your family  
members!**

## Discounts on:

Auto and home insurance  
Car buying  
Goodyear Tires  
Budget truck rental  
Pet health insurance  
Home mortgage and refinancing  
Credit Counseling  
Hardship grants and personal loans  
Lifestation medical alert systems  
Hearing care



## Save on:

Phone plans  
Flowers  
Life insurance  
Car rentals  
Hotels  
Legal services  
And much, much more!  

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Contact your stewards for  
more information!





# FREE COLLEGE BENEFIT

Free College for you and your family members! A life-changing opportunity from your union to earn your Associate Degree

#137-20

AFSCME free college program #1:

Community College/Associate Degree

**FREE** to members and their families!

## Free Associate Degree for You and Your Family

AFSCME Free College offers working families a debt-free and convenient higher education opportunity. Current members, active retirees, their spouses, domestic partners, children (including stepchildren and children-in-law), siblings, parents, financial dependents and grandchildren can all take advantage of this exciting opportunity! Family members do NOT need to be financial dependents or living with the member to be eligible.

## Zero Out-of-Pocket Costs

Members and their families can earn an Associate Degree online, with no out-of-pocket costs. A last-dollar scholarship covers the difference between any federal grants and your tuition, fees and e-books at Eastern Gateway Community College (EGCC).

## Eastern Gateway Credits are Transferable

Eastern Gateway Community College is a public, non-profit school in the University System of Ohio and is regionally accredited by the Higher Learning Commission. Credits you earn can transfer to other schools, saving you as much as \$15,000 on your education!

## Degree Programs

- Business Management
- Criminal Justice
- Teacher Education
- Healthcare Administration
- Accounting
- Associate of Arts

Over 20 focus options and additional degrees available. For a complete listing, visit [freecollege.afscme.org](http://freecollege.afscme.org)

## For You and Your Family

Family includes children (or step children), grandchildren (or step grandchildren), parents, siblings, spouses, domestic partners, and financial dependents. Family members do not have to live with you and there is no age limit.

## Easy Steps to Enroll!

1. Complete the inquiry form at: [freecollege.afscme.org](http://freecollege.afscme.org).
2. Apply to EGCC and submit proof of high school or GED completion.
3. Complete FAFSA at [fafsa.ed.gov](http://fafsa.ed.gov) (school code 007275) and authorize any available federal or state grants to be used toward your tuition, fees and e-books at EGCC. As long as your file is complete, the AFSCME Free College benefit will cover the rest. And even if you don't qualify for any grants, we've still got you covered.



EASTERN GATEWAY  
COMMUNITY COLLEGE

**1-888-590-9009**  
[freecollege.afscme.org](http://freecollege.afscme.org)

The AFSCME Free College benefit covers the cost of tuition, fees and e-books after any PELL or other federal grant, or employer reimbursement is applied. The remaining amount will be cleared with the Free College scholarship. As long as your financial aid file is complete, there is no cost to the student and students are never asked to take out any loans.



NOW ENROLLING

# BACHELOR'S DEGREE COMPLETION PROGRAM

A bachelor's degree at no cost for you and your family members

## Bachelor's degree completion program for union families

The program is available to current and retired union members, their spouses, domestic partners, children (including stepchildren and children-in-law), financial dependents and grandchildren. Family members do NOT need to be financial dependents or living with the member to be eligible. All courses are 100% online.

An Associate degree or 60 or more transferable college credits are required to enroll. Students who have not yet earned an Associate degree or are just getting started in higher education can begin with the Free College program at Eastern Gateway Community College and then transfer into the Bachelor's Degree Completion programs at CSU.

## Central State University is regionally accredited

Union Plus has partnered with Central State University (CSU), a regionally accredited public, non-profit university near Dayton, OH. Credits you earn can transfer to other schools.

## Zero out-of-pocket costs

Members and their families can earn a Bachelor's degree online with no out-of-pocket costs.

Students must apply for federal financial aid and use any grants to pay the tuition. Students must also use any employer-sponsored tuition assistance. The Student Success Grant covers the difference between any federal grants and employer assistance and your tuition, fees and e-books at CSU.

## Bachelor's degrees offered

- **Business Administration**
- **Teacher Education**  
Licensure and non-licensure (PreK-5th grade)
- **Criminal Justice**
- **Interdisciplinary Studies - Humanities**
- **Additional degree programs coming soon!\***

Students may enroll part time, but continuous enrollment is required. Students must complete the FAFSA and any required verification.

\*For additional degree programs, there may be required fees.

## THE STUDENT SUCCESS GRANT

ALLOWS STUDENTS TO COMPLETE THEIR BACHELOR'S DEGREE WITH NO OUT-OF-POCKET COSTS FOR TUITION, FEES, OR E-BOOKS.

AFSCME free college program #2:

**Bachelor's Degree**

**FREE** to members and their families!



**1-888-897-9671**  
**[bachelorsdegree.unionplus.org](http://bachelorsdegree.unionplus.org)**



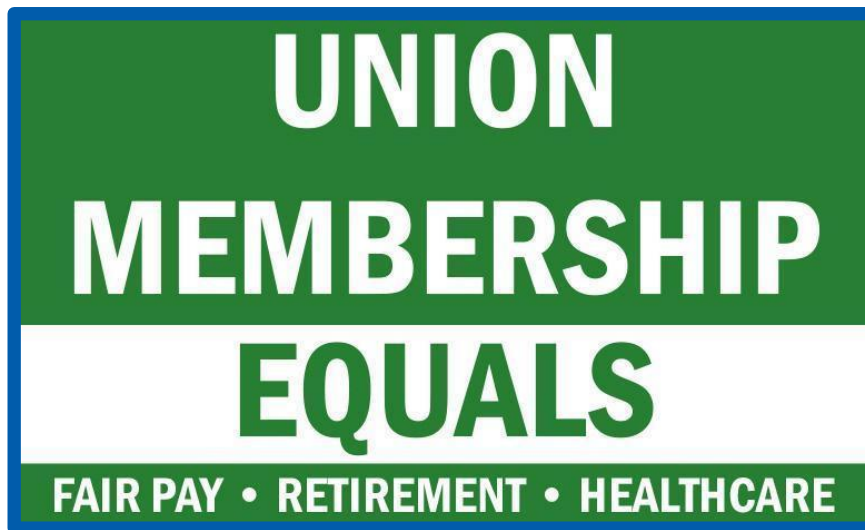
**Q.** Aren't I already a Union member when I start my new District union job?



**A.** **NO!** Although your new position is considered “union” and is covered under the Union contract, you **MUST** voluntarily sign up to be a member of AFSCME!



# Join your union via Peoplesoft



(A few easy steps...)

# STEP 1: Click on NavBar icon

Employee Self Service ▾



The screenshot displays the 'Employee Self Service' interface. The top navigation bar includes a search field and a 'NavBar icon' in the top right corner, which is highlighted by a large red arrow with the number 1. Below the navigation bar, the main content area is organized into a grid of service tiles. The tiles are arranged in three rows: the first row contains 'Submit Time', 'Leave Balances', 'Request Absence', and 'Pay'; the second row contains 'Personal Details', 'Benefits', 'DC Govt Directory', and 'Request Training'; and the third row contains 'Change Password' and 'Sexual Harassment Ack...'. Each tile features a blue icon representing its function. The 'Pay' tile also displays the text 'Last Pay Date 04/26/2019'.

|                                                                                                               |                                                                                                                        |                                                                                                                |                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Submit Time</b><br>       | <b>Leave Balances</b><br>             | <b>Request Absence</b><br>    | <b>Pay</b><br><br>Last Pay Date <b>04/26/2019</b> |
| <b>Personal Details</b><br> | <b>Benefits</b><br>                  | <b>DC Govt Directory</b><br> | <b>Request Training</b><br>                      |
| <b>Change Password</b><br> | <b>Sexual Harassment Ack...</b><br> |                                                                                                                |                                                                                                                                      |

# STEP 2: Click on Navigator

Employee Self Service

|                                                                                                               |                                                                                                                        |                                                                                                                |                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Submit Time</b><br>       | <b>Leave Balances</b><br>             | <b>Request Absence</b><br>   | <b>Pay</b><br><br>Last Pay Date <b>04/26/2019</b> |
| <b>Personal Details</b><br>  | <b>Benefits</b><br>                   | <b>DC Govt Directory</b><br> | <b>Request Training</b><br>                       |
| <b>Change Password</b><br> | <b>Sexual Harassment Ack...</b><br> |                                                                                                                |                                                                                                                                      |

NavBar

- Recent Places
- My Favorites
- Navigator



# Step 3: Click on Self Service

Employee Self Service

Submit Time

Leave Balances

Request Absence

Pay

Personal Details

Benefits

DC Govt Directory

Request Training

Change Password

Sexual Harassment Ack...

Bar: Navigator

- Self Service
- Enterprise Components
- DC Customizations
- Change My Password

My Favorites

Navigator

3

# Step 4: Click on Payroll and Compensation

mpd/EMPLOYEE/HRMS/c/NUI\_FRAMEWORK.PT\_LANDINGPAGE.GBL Government of the District of Columbia [US] Search...

Web Slice Gallery

Employee Self Service ▾

|                                                                                                        |                                                                                                                 |                                                                                                          |                                                                                                          |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Submit Time<br>       | Leave Balances<br>             | Request Absence<br>    | Pay<br>               |
| Personal Details<br> | Benefits<br>                  | DC Govt Directory<br> | Request Training<br> |
| Change Password<br> | Sexual Harassment Ack...<br> |                                                                                                          |                                                                                                          |

NavBar: Navigator

- Self Service
- Time Reporting
- Personal Information
- Payroll and Compensation
- Benefits
- Learning and Development
- Performance Management
- Recruiting
- Review Transactions
- Manage Delegation

A large red arrow with the number 4 points to the 'Pay' button in the main grid and the 'Payroll and Compensation' option in the sidebar.

# STEP 5: Click on Labor Organization Enrollment

https://pshcm.dc.gov/psc/hcmprd/EMPLOYEE/HRMS/c/NUI\_FRAMEWORK.PT\_LANDINGPAGE.GBL Government of the District of Columbia [US] Search...

My Homepage NICE Engage Suggested Sites Web Slice Gallery

DC.gov Employee Self Service

Submit Time Leave Balances Request Absence Pay Personal Details Benefits DC Govt Directory Request Training Change Password Sexual Harassment Ack...

Pay Last Pay Date 04/26/2019

NavBar: Navigator

- Payroll and Compensation
- Labor Organization Enrollment
- Pay
- Voluntary Deductions
- Direct Deposit
- W-4 Tax Information
- View W-2/W-2c Forms
- W-2/W-2c Consent
- State Tax Information
- Review Job Summary

My Favorites Navigator

5

Windows Taskbar: 10:48 AM 4/22/2019

# STEP 6: ENROLL!

https://pshcm.dc.gov/psp/hcmprd/EMPLOYEE/HRMS/c/ROLE\_EMPLOYEE.DCG\_PY\_UNION\_ENRL.GBL

Government of the District of Columbia [US]

Search...

Labor Organization Enrollm... X

NICE Engage Suggested Sites Web Slice Gallery

Favorites Main Menu Self Service Payroll and Compensation Labor Organization Enrollment

Home Add to Favorites Sign out



Welcome Scott, Roger (00030621).

New Window Help

## Labor Organization Enrollment

Roger Scott Empl ID 00030621

### Union Information

Bargaining Unit: C1 Compensation unit 1  
Union Code: LSA AFSCME 2401  
Deduction Code: DU0609 DU-AFSCME DC Council 20  
Union Contact Name: AFSCME District Council 20  
Union Contact Phone: 202/234-6506

### Deduction Information

Union Dues Amount: \$19.82  
Begin Deduction on: 04/28/2019  
Deduction Frequency: Biweekly

I hereby apply for membership in AFSCME, District Council 20 in the Local listed above (Union) and I agree to abide by its Constitution and Bylaws. I authorize the Union and its successor or assign 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 authorize and direct my Employer to deduct from my pay each pay period, regardless of whether I am or remain a member of the Union, the amount of dues certified by the Union, and an amount for administrative costs as adjusted periodically by the Union, and to authorize my Employer to remit such amount to the Union.

Enroll

6

**BONUS:** If you would like your own personal union card, make sure to get a sign-up card from your steward (not in Peoplesoft). Card will be mailed to you.



**AFSCME/Missouri Council 61, AFL-CIO**  
I am AFSCME Strong. I want a strong voice at work and in my community.

**AUTHORIZATION FOR PAYROLL DEDUCTION FOR UNION DUES - PUBLIC SECTOR**

Print Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Last Name: \_\_\_\_\_ Employee: \_\_\_\_\_  
Address: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address 2: \_\_\_\_\_ Work Location: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Personal Email: \_\_\_\_\_

I am AFSCME Strong. I want a strong voice at work and in my community.

I hereby apply for membership in AFSCME Council 61, and its successor or assign (hereafter the "Union") and I agree to abide by its Constitution and Bylaws. I authorize the 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.

I am being covered by an agreement with my Employer. I hereby authorize and direct my Employer to deduct from my pay each pay period, regardless of whether I am or remain a member of the Union, the amount of dues certified by the Union, and an amount for administrative costs as adjusted periodically by the Union, and to authorize my Employer to remit such amount to the Union.

This authorization shall remain in effect until the date of termination, resignation or withdrawal of my dues from the Union, for a period of one year from the date of expiration, and for year to year thereafter, unless given the Employer and the Union written notice of termination not less than 60 days and not more than ninety days before the end of any party period, or other time that may be permitted under an applicable contract or agreement. This card constitutes my offer of authorization, and I agree to sign it.

I recognize that my authorization of dues deductions, and the contribution of such information from year to year, is necessary 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 exempt certain tax payments.

Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_ Last Hour of BSM: \_\_\_\_\_  
[X] [ ] [ ]

www.aflcio.org



# Stay Informed!

## Register at [afscme2401.org](http://afscme2401.org)

← → ↻ ⚠ Not secure | <http://www.afscme2401.org/index.cfm?action=logout> 🔍 ☆ ☰ (R) ⋮



# AFSCME Local 2401

[Home](#) [Member Resources](#) [Vacancies in Local 2401](#) [Stewards Resources](#) [Officers](#) [Photo Gallery](#)

[Member Login](#)





**Sign this petition NOW to save our DC School Librarians! NEW LINK**

[Read More](#)



### National Women's Health Week



### Lunch with Your Local - Retaliation



### Apply for AFSCME Council 20 Scholarships

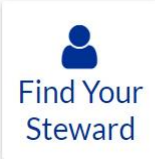


### Sign this petition NOW to save our DC School Librarians! NEW LINK

[More News](#) < >

### Upcoming Events

|     |                                           |
|-----|-------------------------------------------|
| May | No General Membership Meeting this month! |
| 25  | May 25, 2021                              |
| Tue |                                           |



**Find Your Steward**



**Your Contract**

<< May 2021 >>



# Stay Informed!

## Register at [afscme2401.org](http://afscme2401.org)

**Stay connected to your Union:**

Register at [afscme2401.org](http://afscme2401.org) (username and password required)

-Enables you to receive email updates on meetings, events, and essential information. This registration is the only way Local 2401 has to communicate with the entire membership! This is how your union keeps you informed!

-Enables you to access members-only sections of the website