



United Public Employees

Affiliated with
Public Employees Union, Local #1

Public Service with Pride

5370 Elvas Ave, Suite 100 * Sacramento, CA 95819 * Phone: (916) 736-9503 * Fax: (916) 736-9506
E-mail: infor@upe1.org * Website: www.upe1.org

COURT OFFICE TECHNICAL UNIT

APPLICATION FOR BARGAINING UNIT MEMBERSHIP

YES, I wish to join my co-workers as a Bargaining Unit Member of UNITED PUBLIC EMPLOYEES, LOCAL #1 and hereby designate and authorize UPE, LOCAL #1 to represent me in all matters relating to employment conditions and employee/employer relations, including, but not limited to, wages, hours and other terms and conditions of employment.

YES, I recognize the collective value of political action and authorize the use of not more than 10% of my dues to support the efforts of UPE, LOCAL #1 to improve the general welfare of public employees.

Employee Name: _____

Home Address: _____

M / F DOB: _____ Home Phone #: _____ Work Phone #: _____

Class Title: _____ Worker Code: _____ Mail Code: _____

Dept: _____ Bureau/Worksite: _____

Assign Date: _____ Hire Date: _____ Personnel # _____

E-mail: (home) _____ (work) _____

Signature

Date

COUNTY OF SACRAMENTO

Voluntary Deductions Authorization

* Employee Name: _____

* Department: _____

	Personnel #							Rep Unit #		
*	1							C	0	5
			-			-				

Wage Type				Amount	Number	Unit Code
4	3	C	5		1	C5A
4	3	C	5	45.00	1	C5A
				One Time Only		

Type of action (please choose one):

- * Initial Sign Up*
- Cancel Deduction* for _____
- Change Only

Pay Period Effective: _____

Parking Deductions

Downtown	UC Davis
<input type="checkbox"/> By checking this box, I elect to participate in Sacramento County's downtown pre-tax parking plan.	<input type="checkbox"/> By checking this box, I elect to participate in Sacramento County's UC Davis parking plan.

I hereby authorize the County Department of Finance to begin making a payroll deduction of _____ per pay period, not to exceed _____ in any six month period. Under this election, my parking privileges under the plan will begin on _____ and will continue for each two-week period thereafter. If I choose to discontinue my participation in the plan, my parking privileges will cease at the end of that pay period and the payroll deduction will cease in the pay period immediately thereafter. To discontinue my participation in the plan, I must provide written notice by completing another one of these forms and delivering it to the Sacramento County Parking Enterprise.

Union Deductions

- By checking this box, I hereby authorize the County of Sacramento to deduct each payday the sum indicated above as certified by my Representation Unit as the current dues deduction or fair share service fee, or an amount as may hereafter be established by the Representation Unit as the current dues deduction or fair share fee; and remit the same to my Representation Unit or appropriate charitable organization. This authorization shall be effective until revoked by written notice to my Representation Unit or upon the date of termination of the agreement between the County and the Representation Unit. I agree to hold the County of Sacramento harmless from all claims, demands, suits or other forms of liability that may arise against the County for or on account of the deduction from my wages.

* Employee Signature and Date	Designated Authority and Date	Personnel Services Approval and Date
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*Employee signature required for initial set-up or cancellation.



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KNOW YOUR RIGHTS

When you are called in to meet with your supervisor, do you know what rights you have as an employee?

You have the **RIGHT** to ask what the meeting is about, and what will be discussed.

If the meeting is disciplinary, or accusatory in nature, you have the **RIGHT** to have a representative present.

If your representative is not available, you have the **RIGHT** to ask that the meeting be rescheduled to another time when your representative is available.

If your supervisor insists or orders you to attend the meeting, follow these steps:

1. Attend the meeting to avoid being accused of insubordination;
2. As the meeting begins, inform the person conducting the meeting that (a) you are there under protest; (b) you intend to file a grievance because you were denied your right to have your representative present; and (c) you will stay in the meeting but will not participate in any discussion (you have the **RIGHT** to remain silent). Be sure to take notes of what is said to you.

If you attend a meeting that starts off being routine, but during the course of the meeting you feel you are being harassed, intimidated, accused, investigated or disciplined, you have the **RIGHT** to request that your representative be present for the rest of the meeting. If your request is denied, follow the steps above.

If your supervisor asks whether you agree to have the meeting tape-recorded or to have a stenographer present, you have the **RIGHT** to ask that this meeting NOT be conducted under those conditions. If your supervisor insists the meeting be recorded, state on the record that you did not agree to this and remain silent.

You have the **RIGHT** to inspect any record relating to your own service. You may have a representative with you when you inspect your file. You may ask that material that is not accurate or complete be removed from your personnel file.

IF YOU DON'T KNOW WHAT YOUR RIGHTS ARE, AND DON'T INSIST THAT YOUR RIGHTS BE OBSERVED, YOU HAVE IN EFFECT, GIVEN THEM UP!