

# AEOE newsletter

## Association of Educational Office Employees

THE LOS ANGELES UNIFIED SCHOOL DISTRICT  
5710 East Beverly Boulevard • Los Angeles, CA 90022 • (323) 725-7266 • Fax (323) 725-6266

spring 2007

editor-in-chief: eva overturf / co-editor: monique lowe

*a message from your President . . .*

*Eva Overturf*

## Valuing Differences – Creating Unity “A Key to Success”



**O**ur nation is a community of diversity. Diversity is what makes us strong. Different cultures create a marvelous flavor – like an old-fashioned goulash/soup. The Los Angeles Unified School District is an excellent example of valuing our differences and creating unity – working well together.

The word Unified speaks volumes of Unity, as does United, our United States. The Association of Educational Office Employees (AEOE) – Los Angeles Unified School District (LAUSD) is an education entity designed to educate and to assist in supporting educational opportunities while unifying its Office Professionals and personnel. AEOE and LAUSD recognize each individual's uniqueness, talents and similarities. We work and play together well a key to excellent service!

I believe there is a myth in the workforce that implies that in order for one to promote, it is who you know. It may appear to be true and there is some truth to that statement, but it is not entirely true. What is true is that it takes people helping people to reach goals, sharing information, working together, studying, and giving. People helping one another is natural think about it. Ill-gotten advancement can be detrimental breaking down one's innate spirit causing headaches, stomachaches, bad attitudes, and the like. Study to show yourself approved by working hard. Do not be ashamed of doing rightly by others in word and in truth. If you find yourself in a situation as described re-access the facts and move on. You will be greatly rewarded. Heal the past, live the present, dream the future.

We were made different on purpose. We are united. We are successful. Identifying your strengths and recognizing your weaknesses is a requirement in our development. While we are somewhat different we are all valuable and are reaching for like goals. We celebrate the gifts and talents that each of us possess. We respect one another. The children that we serve and those we work with need excellent office professionalism. They need us, we need them, we need each other. Though we are different, we are one in God.

AEOE is a non-profit organization and is supportive of professional development opportunities for its membership. Members, you are valuable to the success of AEOE's mission. Log on to our web pages. view possible scholarship opportunities for yourself, your child/grandchild, and for graduating seniors and adult school students of LAUSD.

I would like to see all office professionals in LAUSD join this organization. It is a payroll deduction of \$50 per year – \$5 per pay period for 10 months. A small price to pay for the opportunities of professional development support AEOE offers. We also offer excellent insurance packages for all employees of LAUSD such as disability insurance, and much more. Contact our office manager, Monday through Thursday, at (323) 726-7266 for information.

As I close, I reiterate, our differences are what make us strong – uniting us as one people.

I appreciate the opportunity to serve you and the children of the Los Angeles Unified School District, once again. May God bless this organization, its efforts and each and every one of you.

I leave you with these words for the year 2007, differences united. Now lets cooperate!

Thank you,  
Eva Overturf  
President 2006–2007



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## Congratulations to the Year 2006 AEOE Scholarship Recipients



### *\$2,500 Scholarship Winners* High School Students

Marvin Arias	Manual Arts SH
Pavlina J. Mitchell	North Hollywood Zoology Magnet
Beatriz D. Bello	North Hollywood SH
Wellington Ornyenwe	King/Drew Magnet SH
Sharla F. Berry	Westchester SH
Phu-Phuc H. Pham	Bravo Medical Magnet SH
Rita Chang	Bravo Medical Magnet SH
Mayra Ramirez	Taft SH
Xin Cheng	Franklin SH
Rezoana Rashid	Marshall SH
Helen Choi	Franklin SH
Esperanza Soria	Garfield SH
Sylvia S. Cun	Lincoln SH
Hoi San Tam	Gardena SH
Jasmin Escobedo	Canoga Park SH
Fermin Vasquez	Belmont SH
Jarvis Givens	King/Drew Magnet SH
Maximillian E. Weinbach	Grant SH
Neftali Gutierrez	King/Drew Magnet SH
Nicholas Weinbach	Grant SH

### *\$1,500 Scholarship Winners* Adult School Students

Yanet Castillo	Evans Community Adult School
Oralia Jimenez	Roosevelt Community Adult School

### *\$2,000 Scholarship Winners* AEOE-LAUSD Member's Child

Monique Murray	King/Drew Medical Magnet
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## LEGAL ISSUES

## . . . AT THE WORKPLACE

*by Amy Semmel*

### I suffer from a chronic illness . . .

**I**suffer from a chronic illness. Usually, I can manage my symptoms (once of which is fatigue) by resting up on my days off. Lately, I have been under a lot of stress, and my symptoms have gotten unmanageable. My doctor recommended I take some time off work, but I am not sure how long. Do I have a right to leave because of my illness? And if so, for how long?

Whether you have a right to leave and the length of a leave depends on the California Family Rights Act (CFRA) and/or whether leave is a “reasonable accommodation” for your medical condition (CFRA leave is similar to, and largely overlaps with the benefits of the federal Family Medical Leave Act in this context.)

If your employer has 50 or more employees, you have worked for the employer for at least a year and at least 1250 hours during the past year then you would likely qualify for time off work under the CFRA. The CFRA provides for unpaid leave of up to 12 weeks for your serious medical condition. The leave need not be taken all at once.

If CFRA leave is unavailable to you, either because you have used it all up or you do not otherwise qualify, you may still be entitled to leave as a “reasonable accommodation for your medical condition.” Under the California Fair Employment and Housing Act, an employer who knows of the disability of an employee must make “reasonable accommodations” which may include such things a modified work schedules or reassignment to a vacant position.

Defining “reasonable accommodation” is specific to you and your employer's individual circumstances. A leave of absence could well be a reasonable accommodation, provided it is likely that you will be able to perform your employment duties at the conclusion of the leave. The “reasonableness” of a leave as a accommodation would depend on such factors as the number of employees who hold the same position, your expected return date (and whether it is extended after the leave begins), the employer's overall leave policies, and whether temporary employees can fill the position.

When requesting leave, you should be prepared to provide documentation from your healthcare provider respecting the need for and duration of the leave you request.

### My employer told them I was out on “stress leave”

**M**y job is a complete pressure cooker, and I've been on a medical leave of absence. While I was out on leave, I applied for another job I'd heard about. Even though I did

not think that we had gotten to the point to call for references, the prospective employer called my current employer and was told that I was out on “stress leave.” Not surprisingly, this killed my chance for the new job, and makes my situation at my current job even worse. What are my rights here?

To start, it sounds as though you had a misunderstanding with the prospective employer in that a call for a reference was made before you were ready to proceed to that step. Perhaps in the future you should expressly address this issue with the interviewer in order to avoid future mishaps.

More seriously, your current employer appears to have violated your right of privacy. California law requires employers to establish appropriate procedures to keep all employee medical records and information confidential and to protect them from unauthorized use and disclosure. California Civil Code '56.20. Failing to establish these procedures is a misdemeanor. In addition, the employee whose right of privacy has been violated may recover any actual damages (such as loss of income from a prospective job), nominal damages of \$1000, as well as attorney fees and costs of litigation.

If you could prove that the employer disclosed your medical leave in retaliation for having complained about safety violations, you might be able to recover punitive damages as well.

Medical records consist of more than physician's reports or lab results of drug tests. They include:

- Family and medical leave request forms if the employee discloses the nature of his or her illness on the form;
- Return to Work Releases; and
- Records regarding disabilities being accommodated under the California version of the Americans with Disabilities Act.

A prudent employer keeps any records containing medical information separate from other personnel records.

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*Amy Semmel is an attorney with the firm of Donfeld, Kelley & Rollman. Her practice emphasizes employment, trade secret and business tort law. She can be reached at (310) 312-8080 or asemmel@dkrlaw.com*

**The information discussed here is a general explanation of the law and is not intended to serve as legal advice. Readers requiring legal advice regarding a specific situation should consult an employment attorney.**

*Reprinted from the January 29–February 19, 2007 edition of Say You Saw It in Working World*

## PERSONAL FINANCE

**ONLINE BANKING: Bank at the branch or on your laptop***By Ryan Ortega*

**T**HE INTERNET has brought us many new conveniences including Netflix, iTunes and Ebay. From the financial world we get online banking, which is better than you may have thought. Online banking can take on many names such as e-banking, electronic banking or Internet banking. There are advantages and disadvantages, and only you can decide if it is something you want to use.

Online banking is extremely efficient. Your online account is open 24 hours a day, seven days a week, so most transactions can be done at odd hours of the day. Furthermore, you can be on vacation or on a business trip and still access your account. You can also pay your bills, order checks and pay your credit cards all online. Many banks allow you to see all of your financial accounts, not just the ones at that bank, which allows you to analyze information quickly and effectively.

Unfortunately, with the good comes the bad, and online banking is no exception. Trust is an issue in online banking. Most people trust that the bank has high security precautions. Even with this trust there is worry about hackers breaking into the network. The reality is that networks are extremely secure. Another worry is whether the transaction actually went through. The best thing to do in that situation is to print out the receipt from the Internet, the same as when you get a receipt from your bank.

**Brick-and-Mortar**

The main way that people use online banking is through their brick-and-mortar bank. These banks are the household names that you know and love (or in some cases hate). Some of them have free checking, most have a vast ATM network, and others offer free coffee in the morning at their branches.

Almost all banks now offer online banking to their customers, but that doesn't mean you have to give up services at the branch. It's not an either/or situation. If you have an account with the bank, you can still use paper checks as well as digital. You can go into the branch to make the deposit and get a cup of coffee, while still checking your account balance at 11 p.m. from your laptop.

**"Look Ma, No Branch!"**

Consider also the new Internet-only banks. Some of the most popular include ING Direct, HSBC Direct and Emigrant Direct. These banks conduct business exclusively online. They usually offer higher savings yields than brick-and-mortar

banks because they can keep costs low by existing only online. The disadvantage is that you must send money through the US mail or transfer it electronically through another banking institution. These banks offer checking, but it's their savings accounts and Certificates of Deposit (CDs) that have become widely popular in the past few years.

Many people opt for the best of both worlds. They keep their checking accounts at the brick-and-mortar bank that they've used for years, and use the online banking feature to pay bills and check balances. They may also have a savings account at an Internet bank, where they have a higher yield. Money from their checking account can be transferred periodically into the Internet savings account.

Keep in mind that online banking may not be right for you, but you have nothing to lose by logging on and checking it out. Most sites are extremely user-friendly, and have demos on their site for you to "test drive." Soon, you too can step into the digital age and enjoy the convenience of online banking.

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Say You Saw It in Working World*

**Believe in What Makes You Happy**

submitted by Ernestina (Tina) Galindo, Board Member

*Believe in what makes you feel good.*

*Believe in what makes you happy.*

*Believe in the dreams you've always wanted to come true,  
and give them every chance to.*

*Life holds no promises as to what will come your way.  
You must search for your own ideals and work toward  
reaching them.*

*Life makes no guarantees as to what you'll have.  
It just gives you time to make choices and to take chances  
And to discover whatever secrets that might come your way.*

*If you are willing to take the opportunities you are given and  
utilize the abilities you have,  
You will constantly fill your life with special moments and  
unforgettable times.*

*No one knows the mysteries of life  
Or its ultimate meaning,*

*But for those who are willing  
To believe in their dreams  
And in themselves,*

*Life is a precious gift  
In which anything is possible.*

— Dena Dilaconi

## PERSONAL FINANCE

## ESTABLISHING AN EMERGENCY FUND

by Ryan Ortega

**M**OST FINANCIAL experts agree that you should put away anywhere from three to six months worth of expenses. The main reason, of course, is in case you get laid off from your job and need time to find a new one. Some people may use this money if their car breaks down or their fridge goes out. Only you can define what a true emergency is and when you will tap the fund. There are many ways to store the money in your emergency fund and there are pros and cons to each.

### Cash in a Jar

Storing amounts from a few hundred dollars to a few thousand under your mattress or in a jar is one way to save. The benefits are few and the dangers are obvious and many. First, your money could become a victim of fire or theft. Next, you are not earning interest on the money. Lastly, you could have trouble accessing the money if you are out of town. While it is not a good idea to store everything here, it is a good idea to store a few hundred dollars in 20s in case of an earthquake or power outage leaving ATMs out of service.

### Credit Card

Using a credit card for emergencies could be an option if you just plan to use it for the emergency and plan to pay the entire balance off when the bill comes. The problem with this solution is that you must exercise willpower; a sale on shoes is not an "emergency." Any expert will tell you that building an empire on credit is a sure way to financial failure and this solution is not recommended.

### Checking Account

Another viable option is to store your cash in a checking account because it is easily accessible, especially if your bank has ATMs located all around the country as most major banks do. There are a few problems with this bright idea though. Your money is easily accessible, but that comes with a price. The interest earned is not much more than putting it under the mattress — probably under 1%. In addition, if you only have one checking account then the money will become commingled with your regular money and it may be spent on accident.

### Savings Account

Using a savings account is a similar solution to a checking account, but with less accessibility, which is a good thing. You will also get a higher percentage yield on your money. There are two types of savings accounts. First is the kind you are familiar with at your local bank, which pays slightly better yields than checking accounts. Usually you cannot write checks

against the account, but you may be able to access it by ATM.

Next, the new Internet saving accounts have become extremely popular. The three most popular companies are ING Direct, HSBC Direct and Emigrant Direct. All of these companies are currently offering close to 5% annual yield which makes them an attractive option. They feature no annual fees and with just \$1.00 needed to open the account, these are a great choice. You can link them with your checking account and can often get an ATM card. The reason their yield is higher than local banks is because they do not have branch locations, everything is done online and by phone. If you are comfortable with the concept, then this is one of the best options for your fund, especially if you are still saving.

### Certificate of Deposit

Using a CD from either your bank or brokerage firm is a solid choice. The issue here is that the money is tied up for an extended period of time often from one month to one year. If you do end up accessing the money you will pay a penalty. The good news is that you may be able to get a higher yield than a savings account at your bank, but maybe not higher than an Internet savings account.

### Money Market Account or Fund

A money market account at your bank or money market mutual fund from your brokerage firm could also be used. The interest rates are floating and not fixed, but this is a good thing in a rising interest rate economy. Currently, the rate on the Fidelity Cash Reserves Money Market Mutual Fund is approaching 5%. The plus side is the money in these funds is fully liquid and you can cash out when you need to. The downside is that there are sometimes minimum account balances of a few thousand dollars. This is a good place to go if you already have your fund saved up.

### Start Today!

Emergencies are never fun as they usually involve a very stressful, difficult or painful situation. Setting up a solid plan will ensure that you can deal with the situation fiscally. Only you can choose the type of account to store your emergency money in, but just choosing one already puts you on the path of financial success.

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Ryan Ortega works in the financial services industry and is completing the Personal Financial Planning Program at UCLA. He can be reached at [RyanOrtega@gmail.com](mailto:RyanOrtega@gmail.com)

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Say You Saw It in Working World

## CAREER EDUCATION

## CALLING IN SICK

*by Erica Icon*

**Y**OU'RE SICK as a dog with a 101 fever and there's no way you're going to work. You may have gone in sick other times, but today you're bedridden. Take the day off, but make sure to call in sick — the right way.

- Call in yourself unless you are unconscious or can't speak. Having your spouse, roommate, or mom call in isn't an "adult" move.
- Talk to your boss directly. If he or she isn't in, try their cell phone.
- Call in as soon as possible to give ample notice.
- Make sure it's quiet when you call. A blaring television could raise suspicions about whether you're really sick or not.
- Keep the message or conversation short. Avoid rambling or giving your boss too many specifics — they don't need to know that you've been on the toilet since 2 a.m.
- Make sure someone is covering your projects and that no important work will be overlooked. If a project can wait a day or two, great. If not, find a coworker who can take over while you're gone.

### ASK YOURSELF A FEW QUESTIONS:

Am I really too sick to work and will I infect others? If you're really sick, your boss and coworkers would rather that you stayed home. A sick employee isn't a productive one. Additionally, you could spread germs and make other people sick, which will cut your department's productivity substantially. Presenteeism — going into work when you're actually sick — is becoming an epidemic of its own. A recent Web MD poll revealed that up to 75 percent of people do it.

### YOU SHOULD STAY HOME IF YOU'RE:

Feeling like you have swallowed broken glass — this can mean strep throat. Not only is it highly contagious, but you'll need a doctor visit, some antibiotics, and lots of rest.

- Coughing up green mucus — this could signal an infection such as pneumonia or bronchitis. Both are highly contagious and require antibiotics prescribed by a doctor.
- Having flu or food poisoning symptoms. How can you tell the difference? Food poisoning will occur 6 to 12 hours after eating. It's not contagious but you'll spend most of your day running for the bathroom. You'll need rest and fluids to get you through either sickness.
- Enduring a severe headache or migraine. The pain will be too great to work and you'll be sensitive to light and sound.

### IT'S OK TO GO INTO WORK IF YOU'RE:

- At the tail end of a cold when you're probably no longer contagious. To be safe, wash your hands frequently and avoid contact with your coworkers as much as possible.
- Sniffing, but don't have aches or a fever. Again, practice good hygiene.
- Experiencing a mild headache or migraine that can be controlled with pain relievers.

### MENTAL HEALTH DAYS

Sometimes, you're not sick but you need to rest and recharge. Whether you want to be honest with your boss is up to you and the relationship you have. Some companies even allow their workers to take extra paid days off. In the United Kingdom, they refer to these days as "Duvet Days." I have worked for a few companies that combine sick and vacation days — this seems to cut down sick days because people want more vacation. Sometimes, my coworkers would call in sick using a vacation day.

Always remember to use your benefits wisely. Most people only have so many sick days per year and should keep as many available just in case. What if your kids get sick and your company doesn't allow you to work from home? You could potentially lose some of your wages.

*Erica Icon is a Los Angeles-based writer who contributes frequently to Working World and Working Nurse magazines*

*Reprinted from the January 29–February 19, 2007 edition of Say You Saw It in Working World*

### A Message From a Member . . .

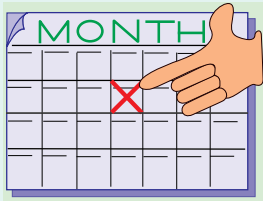
As Office Manager and Member-at-Large, AEOE is a great organization. I enjoy working here. Over the years I have served under several presidents and board member officers each with their own talents. I've learned much and continue to learn.

I enjoy the privileges of being a member of the Board of Directors. Our annual local affiliate functions, and Southwest Conference, State Conference (CAEOP) and National Conference (NAEOP) are excellent avenues for learning.

I commend AEOE on its outstanding efforts with appreciation.

Stella Miyashiro

*Office Manager and Member-at-large*



## COMING EVENTS

### 2007

March 15-17	CAEOP Conference, San Francisco, CA
March 24	AEOE Board Meeting
March 30	Scholarship/Administrator Applications Deadline
April 14	Board and Scoring Committee Meeting
April 20-22	SW Conference, Anaheim, CA
May 19	Administrator of the Year and Scholarship Luncheon
June 9	AEOE Board and Budget Meeting
July 16-20	NAEOP Conference, Seattle, WA
August	AEOE Nominations Ballots are mailed and returned
August	AEOE Board Meeting and counting of ballots
September 15	Annual Business Meeting and Installation Luncheon 2007-2008

*Dates are subject to change, as needed*

*For further information call the  
AEOE Office at  
(323) 725-7266*

## WHAT IS AEOE?

The Association of Educational Office Employees of the Los Angeles Unified School District is open for membership to all educational office employees. It has the largest membership in this category of any recognized organization.

AEOE is a chartered corporation designed to meet the needs of the educational office employee in the Los Angeles Unified School District

### THINK ABOUT IT!



## AEOE'S OBJECTIVES:

- To promote the general welfare and best interests of all educational office employees.
- To maintain rapport and satisfactory working relationships with administration.
- To operate with integrity, honesty and reason, to gain recognition and improved conditions of employment for the educational office employee.
- To upgrade its members through continuing education and professional growth incentive programs.
- To increase efficiency, effectiveness and personal satisfaction in service to the district and to youth.

## AEOE BOARD OF DIRECTORS 2007-2008

### President

Eva Overturf

### Immediate Past President

Janet Davis-Sylvester

### President Elect

Monique Lowe

### Retiree Representative

Susie Martinez

### Secretary

Rosemary Culleney-Duff

### Treasurer

Maria Moroyoqui

### Members At Large

Ernestina Galindo

Stella Miyashiro

Helen Orchard

Josephine Ruffin

### Visit the following Websites:

[www.aeoe-laUSD.org](http://www.aeoe-laUSD.org)

Association of Educational Office Employees (AEOE)

[www.caeop.org](http://www.caeop.org)

California Association of Educational Office Professionals (CAEOP)

[www.naeop.org](http://www.naeop.org)

National Association of Educational Office Professionals (NAEOP)

**AEOE**  
Association of Educational Office Employees  
Los Angeles Unified School District

**MEMBERSHIP APPLICATION**  
(PLEASE PRINT)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Employee No.: \_\_\_\_\_

Home Address: \_\_\_\_\_  
STREET ADDRESS CITY ZIP CODE

Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
HOME WORK

Work Location: \_\_\_\_\_ District/Division: \_\_\_\_\_

Position: \_\_\_\_\_ Class Code: \_\_\_\_\_

I would be interested in serving on a committee.     Yes     No

Check one:     Full Time     Part Time     Retired  
(over 6 hours daily)    (under 6 hours daily)    \$10 Annually  
\$50 Annually\*    \$25 Annually\*

\*Payroll deduction available

*Mail This Application To:*  
**AEOE**  
Association of Educational Office Employees  
5710 East Beverly Boulevard, Los Angeles, CA 90022

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Association of Educational Office Employees  
5710 East Beverly Boulevard  
Los Angeles, CA 90022