



GUILD NEWSLETTER

SECOND QUARTER | MAY 2025

WORKDAY ISSUES:

If you're experiencing any problems with Workday or your paycheck, please don't hesitate to contact the guild. We're here to support you and will work to resolve any concerns as quickly as possible.

JLMC:

Guild board representatives meet with management each month to address issues raised by members. If there's a topic you'd like us to bring forward, feel free to email us directly or reach out to any board member.

GRIEVANCES:

To file a grievance, please use the official form available on our website.

TIME OFF INCREMENTS:

All time off, including sick leave, is recorded in 0.25-hour increments.

Guild Phone: **206-641-5114**

Guild Website:



IMPORTANT REMINDER

If you are involved in anything that could lead to disciplinary action, you have the right to request union representation at any time. Don't hesitate to exercise this right to ensure your interests are fully protected during the process. If at any point during a meeting, you feel like you want representation, you can stop the meeting and request a guild representation.

If you need to contact anyone in HR, it is suggested that you email scd_HR_inquiry@Seattle.gov.