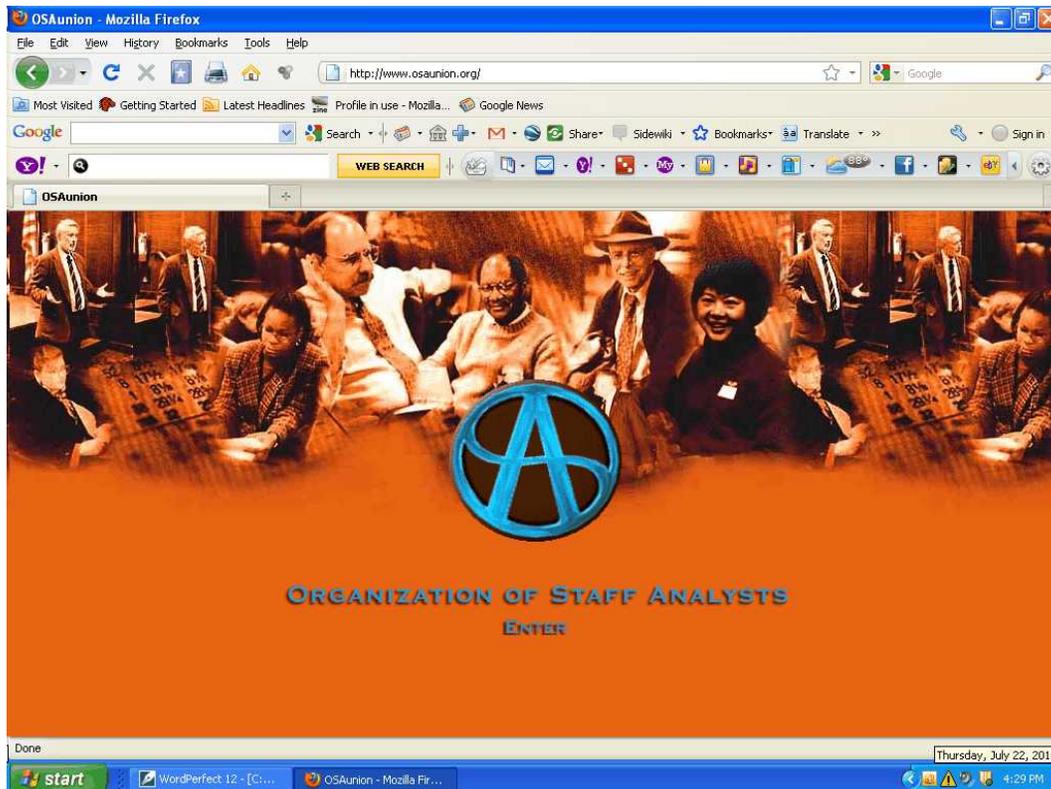
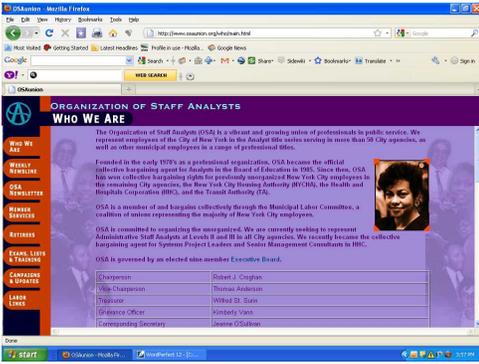


Your Guide To www.osaunion.org



Since 1997, the Organization of Staff Analysts has maintained a website for union members at <http://www.osaunion.org>. We take pride in the fact that OSA was one of the first City worker unions on the web. One of the earliest stated goals of OSA, even before it obtained collective bargaining rights for Analysts, was Analysts providing mutual support for other Analysts. But, we can only do that if we communicate effectively with one another. The union's website – www.osaunion.org – is simply one additional way we try to implement this goal.

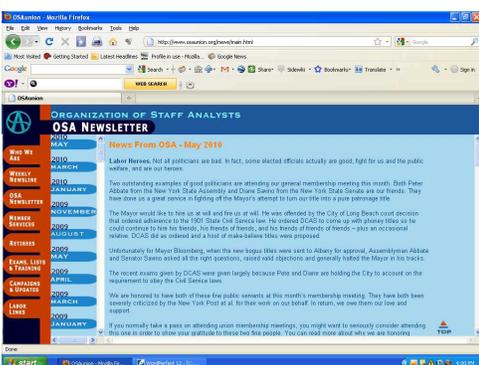
Mayor Sections of OSA's Website



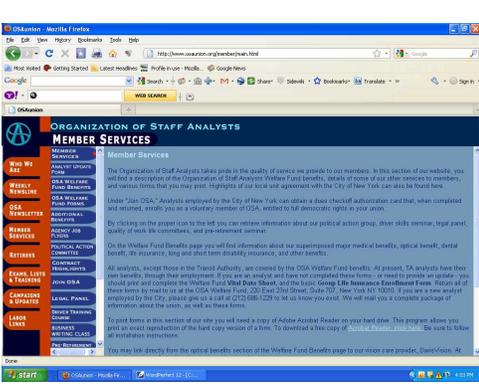
Who We Are



Exams, Lists & Training



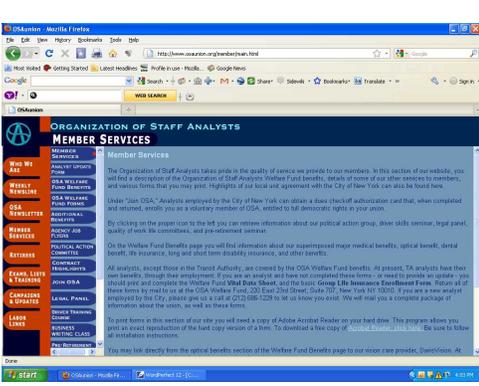
Weekly Newsline



OSA Newsletter



Campaigns and Updates



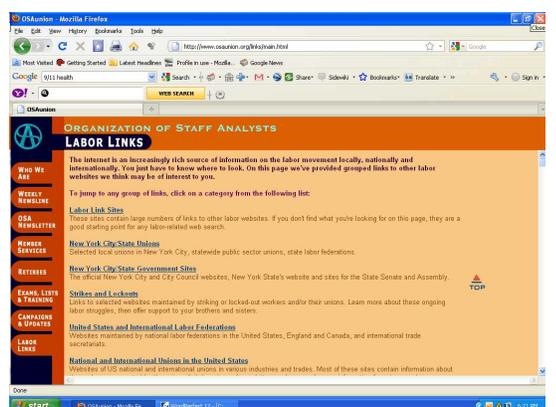
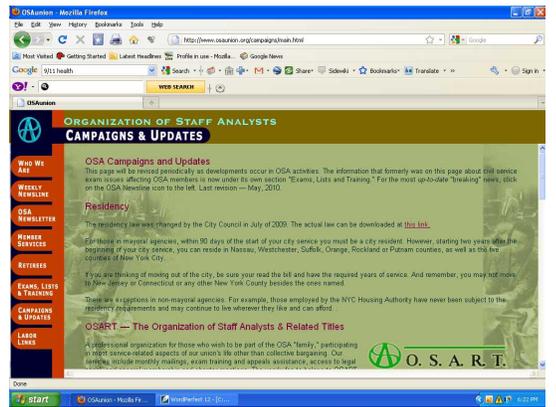
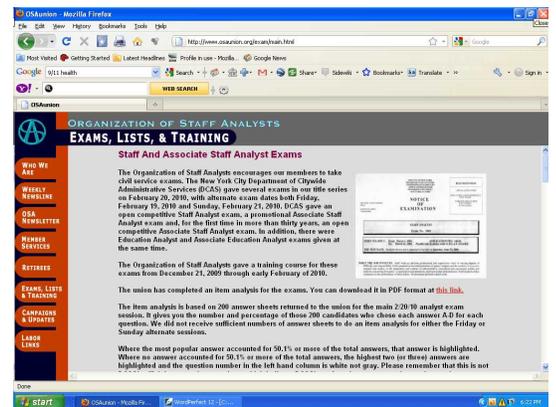
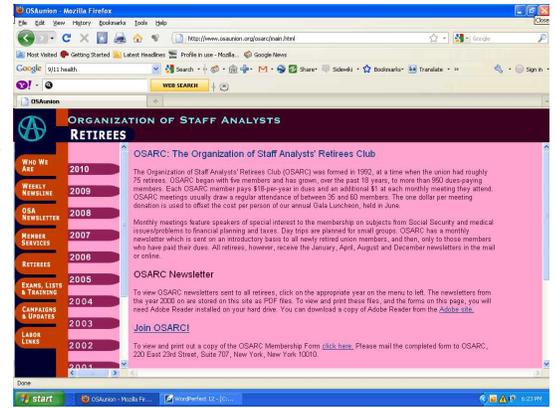
Member Services



Labor Links



Retirees



In this illustrated pamphlet, we provide you with a "guided tour" of your union's website and describe the information, forms and other resources available to you on the site.

All web sites are (or should be) by definition "works-in-progress." Our site is updated weekly with breaking news of interest to Analysts, usually on Monday or Tuesday. Other updates are made periodically to various sections of the site. Most of the union's communications with members are archived on the site, so you can review, at your leisure, any information you may have missed.

Virtually all of the forms you might need as a member of the Organization of Staff Analysts Welfare Fund are available for downloading and printing from the site. So, if you have web access you can print out as many dental or vision forms as you need, when you need them.

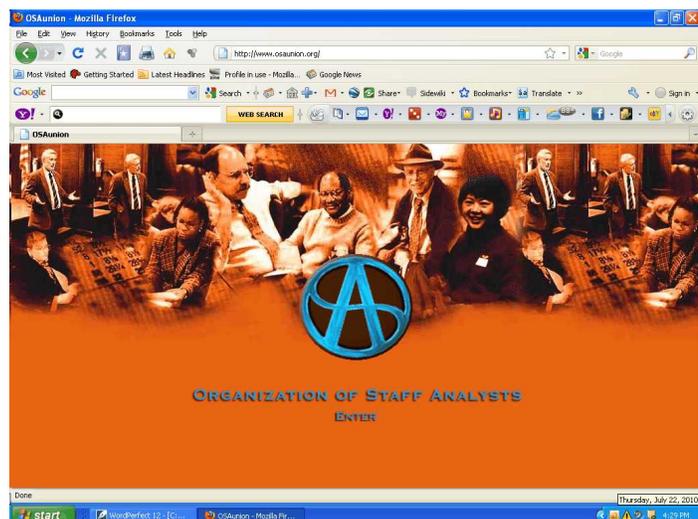
And, you will often find photographs of union events and your OSA brothers and sisters on our website that you won't find in our print communications.

Osaunion.org is *your* site. If you have suggestions for types of information that you think union members would find useful on an ongoing basis — in addition to what is already on the site — let us know. We'll see if its feasible to make it part of the site. Call OSA's Director of Media Services Rob Spencer at (212) 686-1229.



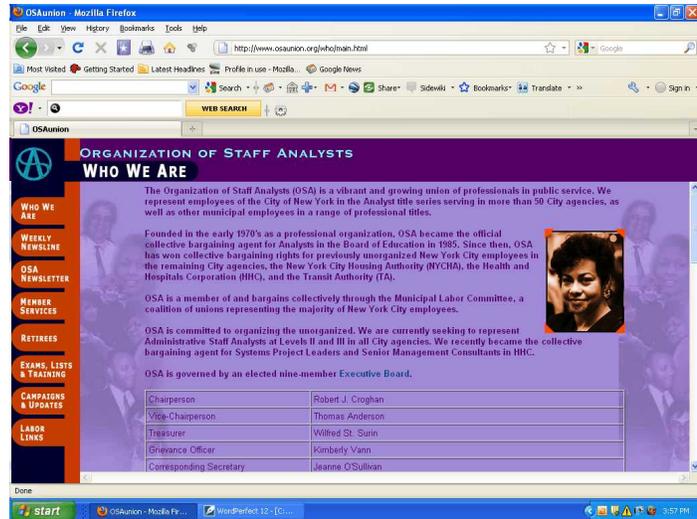
The Main Page

The gateway to the OSA site. Click on the rotating OSA logo or on the union name to enter the site. But before you leave the page, stop for a moment to admire board member John Harper's rakish hat.



Who We Are

A brief introduction to the union and its mission, this page includes a list of current OSA and OSART (our affiliated professional association) board members, along with ways to contact the union.



Weekly Newsline

Providing the most current "breaking news" of interest to Analysts, this section of the site is updated weekly during most of the year, and every two weeks during slower news periods.



This section is organized by year, then by month within each year. The most recent "Newsline" always loads first. Use the scroll bar at the far right of the page to move within a page to find the "Newslines" from prior weeks in the same month.

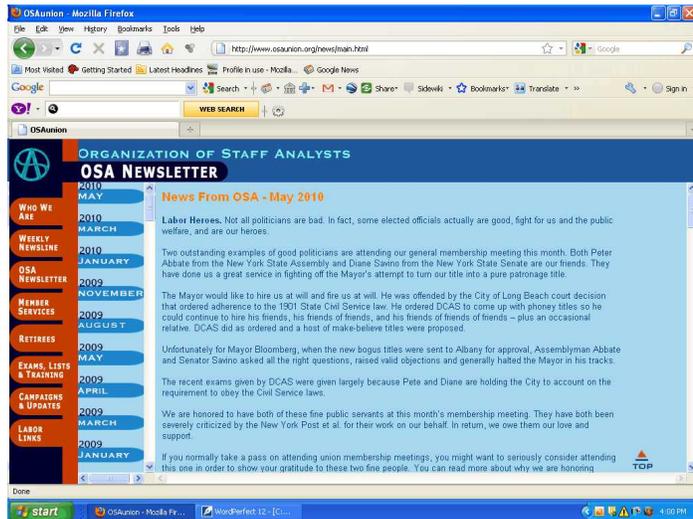
Use the scroll bar in the middle of the page (to the right of the purple buttons) to find earlier years and months.

Click on each button to load the "Newslines" for that month. All weekly "Newslines" are currently archived, back to late 1997.

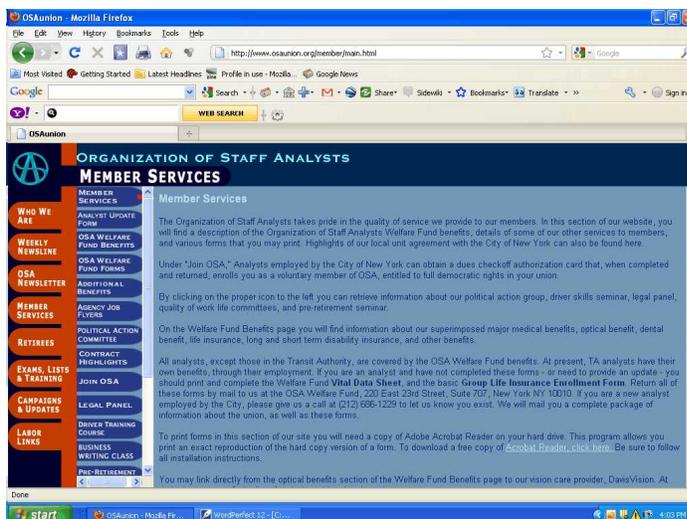
OSA Newsletter

News From OSA is in-depth news and information for Analysts, updated on a (usually) monthly or bi-monthly basis. The information provided here is topical and relates to upcoming or just past events, negotiations, meetings, examinations and issues facing city labor. Think of it as your OSA web newsletter. Events touched on in the weekly "Newslines" are usually discussed at greater length here.

All issues of "News From OSA" dating back to December, 1997 are archived on the site. Use the right hand scroll bar to move down within an issue of "News From OSA." Use the middle scroll bar (to the right of the blue year/month buttons) to select a current or past issue. Click the button for the year/month of your choice.



Member Services



This is the section of the website where you will find highlights of the unit contract between OSA and the City (as well as a complete copy of local unit agreements between OSA and the City in PDF format) and a copy of the current citywide labor agreement between DC37 and the City, which deals with a variety of working conditions.

This section also contains a description of the union's Welfare Fund plan, a way to download most of the forms you will need for Welfare Fund services, and links to our vision and dental services providers. You can also find information on (and forms to sign up for) various union services and committees.

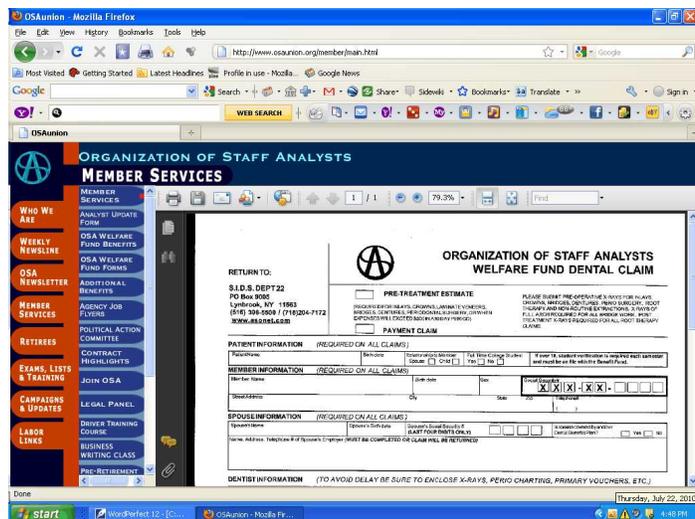
The Member Services section has a series of dark blue buttons. Click on these to go to the subsection that interests you:

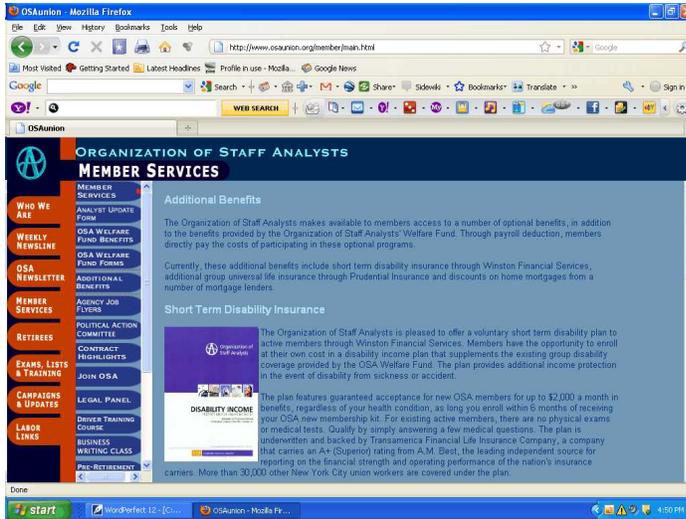
- **Member Services** provides a brief overview of what's in this section.
- **Analyst Update Form** gives you access to a form you should complete and return to the union any time any of your personal contact information changes, including your address, work, home or cell phone numbers, agency or job title.
- **OSA Welfare Fund Benefits** outlines the package of benefits available to you from your union through our Welfare Fund. You can download, in PDF format, a copy of the current Welfare Fund benefits booklet on this page. There is also

information on the City's PICA drug program which covers injectable and chemotherapeutic medications.

From this page, you can link directly to SIDS, our dental provider, and DavisVision, our vision care provider. In both cases, you can search for participating providers geographically. The SIDS site can also tell you the status of your eligibility for dental benefits. Click on the MetroDent and DavisVision buttons.

- **OSA Welfare Fund Forms** offers most of the forms you will need for services under the Welfare Fund. Among the forms you can download and print out are forms for non-participating providers of dental and optical benefits, a form for new participants in the Welfare Fund or for those updating personal information, forms to enroll in Welfare Fund coverage for young adults who are dependents of OSA members, a form for Superimposed Major Medical claims, and a form to name beneficiaries for OSA's life insurance benefit.



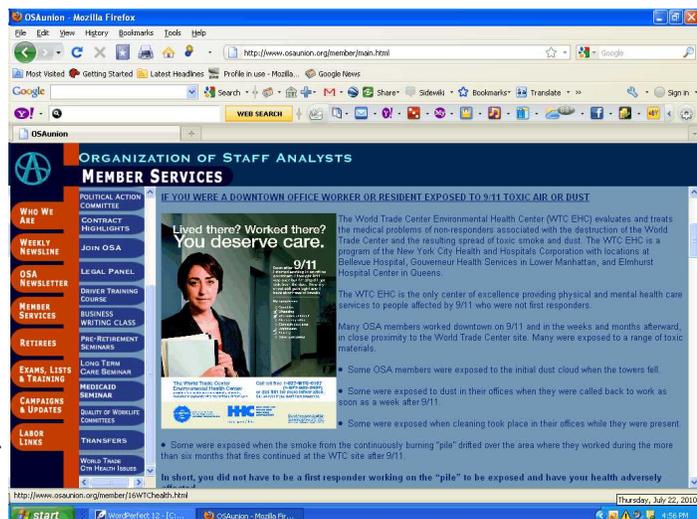


The forms have been posted in PDF format. The benefit of PDF as a format is that it provides a fairly exact replica of the original form, but you must have Adobe Reader (a free program) installed on your hard drive to open them for printing. If you don't have the program installed, simply follow the link provided to visit the Adobe website: (<http://get.adobe.com/reader>) and download the program. Be sure to follow the installation instructions carefully.

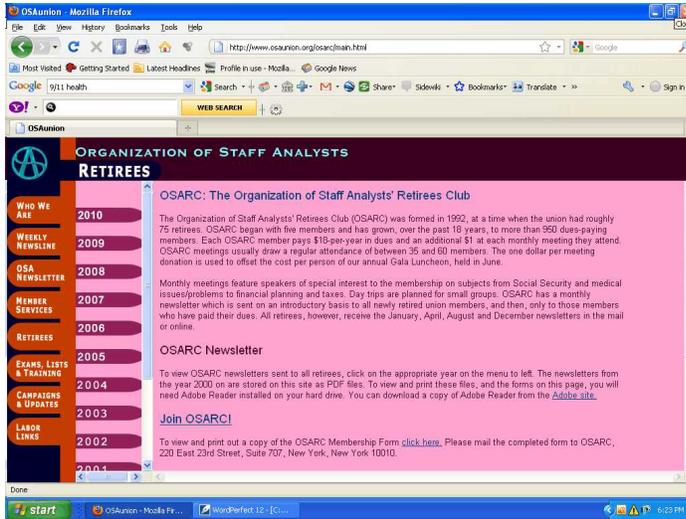
- **Additional Benefits** describes a few non-Fund benefits offered to members, including optional group life insurance coverage and short term disability insurance.
- **Agency Job Flyers** offers links to the employment-related sections of the websites of a range of city agencies. Here, you can find job notices for a variety of jobs, including Analyst series jobs.
- **Political Action Committee** describes PAC and includes information on how you can contribute through voluntary check-off. Download a form to sign up for the level of involvement - and premium(s) - of your choice. Become a Grand Poobah!
- **Contract Highlights** presents in summary form the major provisions of the unit agreement between OSA and the City, including the current salary scale, an overview of the steps of the grievance procedure and the longevities various OSA-covered titles are entitled to. You can also download – in PDF format – the complete citywide agreement between the DC37 and the City, which covers most general working conditions, as well as the most recent complete unit agreements between OSA and the City.

Title	Title Code No.	Minimum Hiring Rate	Minimum Incumbent Rate	Maximum Rate
Administrative School Security Manager Level I (as of 8/1/07)	10083		\$65,886	\$71,606
Administrative Staff Analyst (Non-Managerial)	1002A		\$56,337	\$68,649
Administrative Tests & Measurement Specialist(as of 8/1/07)	10064	\$49,684	\$63,683	\$120,684
Administrative Traffic Enforcement Agent Level I, II (as of 8/1/07)	10042		\$58,522	\$68,161

- **Join OSA** offers you the opportunity to download and print out a dues checkoff authorization to voluntarily join the union. The page explains the importance and benefits of union membership.
- **Legal Panel** describes OSA's services for members' personal, non-work related legal matters – real estate, bankruptcy, divorce and family matters, wills, etc.
- **Driver Training Course** is the place to sign up for our annual fall class.
- Our **Business Writing Class**, given annually, covers the skills you need to improve the quality, clarity and effectiveness of your writing.
- **Pre-Retirement Seminar** offers you the chance to sign up for our annual seminar for members considering retirement. It's an introduction to the issues and problems of life-after-work.
- OSA's **Long Term Care Seminar**, offered once a year, provides an overview of Long Term Care options available through the City and other sources.
- The union's **Medicaid Seminar**, offered once a year, provides an overview of navigating the complexities of Medicaid eligibility for home care and other services.
- **Quality of Work Life Committees** are active in many City agencies. The union is always looking for members to become involved. Download a form here to take part at any time.
- **Transfers** describes the process through which individuals can ask for a transfer from one agency or job to another and offers a form to set the process in motion. The union periodically brings together members interested in switching jobs.
- **World Trade Center Health Issues** provides a range of information on treatment options for 9/11-related health conditions, as well as workers' compensation and disability pension concerns for those who were affected by the WTC disaster.



Retirees

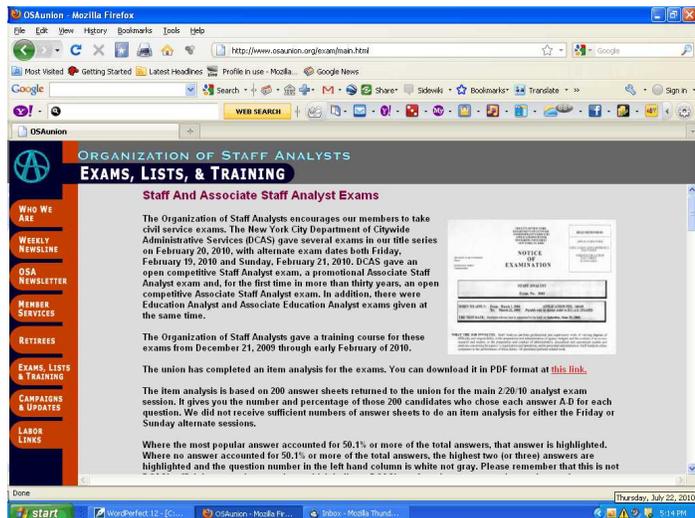


The Organization of Staff Analysts' Retirees Club has its own section on the website. Formed in 1992, OSARC began with five members and has grown to more than 1000 in 2010. Monthly OSARC meetings bring speakers of special interest to the membership.

OSARC has a monthly newsletter sent on an introductory basis to all newly retired union members, and then only to those members who have paid their OSARC dues. However, three issues of the *OSARC Newsletter* – for January, April and September – are posted on the website in PDF format, along with several forms you can download and print out – an OSARC membership form, an information form all new retirees should complete and return to the union, and a Medicare Part B Reimbursement Form.

Exams, Lists and Training

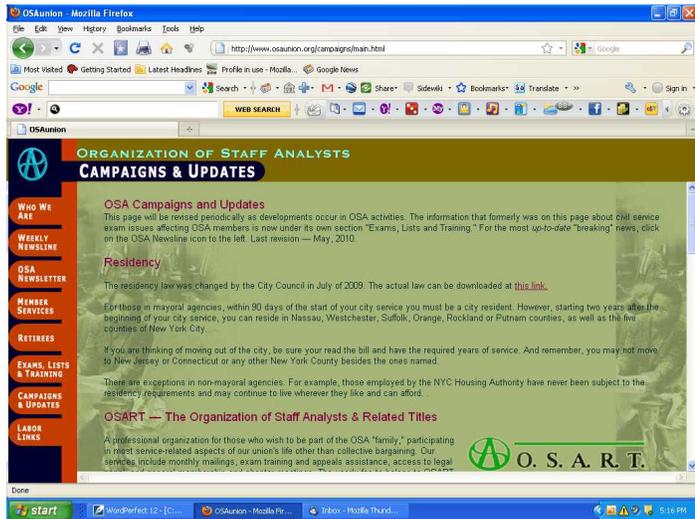
Updated periodically, this page provides information about civil service exams in titles represented by the union, including training the union offers to prepare you for the exams. It is also the place for information about civil service lists and their movement. As of August 2010, the page contained information about the Staff and Associate Staff Analyst exams given in February of 2010, as well as details about the status of the Staff Analyst Trainee and Associate Staff Analyst exam lists established in 2008. Information was also available about the movement of the Administrative Staff Analyst list that expired in May, 2010.



Campaigns & Updates

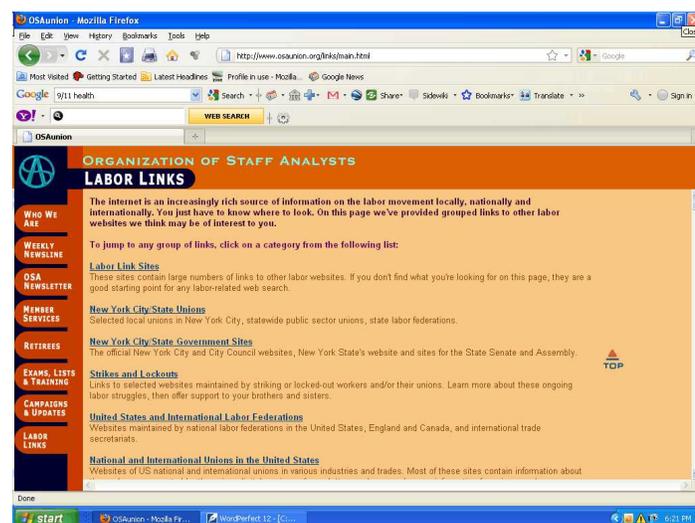
Updated periodically, this page provides a quick overview of the status of organizing campaigns, when the union is engaged in one, as well as other union activities. For example, as of August 2010, the page contained:

- Information about changes in the residency requirements for OSA members (and most City workers) that became law in 2009.
- A description of OSA's related professional association, OSART – the Organization of Staff Analysts & Related Titles – which provides many of OSA's services, other than collective bargaining, to those not yet organized by OSA or who are interested in taking OSA-provided training for Analyst series civil service examinations. A link for downloading and printing an OSART membership application is available.
- Each year, OSA honors an individual, group of individuals or an organization that has made a significant contribution to City labor with our “Labor Hero of the Year Award.” In this section, you can view each of the advertisements placed in the civil service newspaper, *The Chief*, during Civil Service month.



Labor Links

The Labor movement locally, nationally, and internationally is making increasing use of the Internet for communications and organizing. In this section of the OSA site, we provide links to a variety of labor organizations and resources we think OSA members might find of interest. This page may take a little longer to load because of the large number of graphics. Once the page loads, you will find descriptions at the top of the page for Labor Link Sites, New York City Labor Unions, New York City/State Government



Sites, Strikes and Lockouts, National and International Unions in the United States, United States and International Labor Federations, Labor Related Sites, and General Search Tools. If you click on one of these internal links, you will jump down to the section of the page with information on that subject.

Labor Link Sites

These sites contain links to other labor websites. If you don't find what you're looking for on OSA's labor links page, they are a good starting point for any labor-related web search.

New York City/State Unions

Selected local unions in New York City, statewide public sector unions, state labor federations.

New York City/State Government Sites

The official NY City, City Council, and NY State websites and the sites for the NYS Senate and Assembly.



Strikes and Lockouts

Links to selected websites maintained by striking or locked-out workers and/or their unions. Learn about these labor struggles and offer your support.

United States & International Labor Federations

Websites maintained by national labor federations in the United States, England and Canada, and international trade secretariats.

National & International Unions in the U.S.

Websites of US national and international unions in various industries and trades. Most of these sites contain information about the workers represented by the union, digital versions of newsletters and press releases, information for union members on political action and benefits, and links to that union's locals around the country with a web presence.

Labor Related Sites

Sites maintained by organizations providing labor resources and support for the labor movement, as well as major federal government sites with labor content.

General Search Tools

If you still can't find what you're looking for, these search tools may help.

A Quick Review

- Looking for the latest information of interest to Analysts?
Start with the Weekly Newslines page.
- Trying to find detailed information for Analysts?
Start with the OSA Newsletter page.
- Need Welfare Fund forms?
Go to Member Services, then OSA Welfare Fund Forms.
- Need Welfare Fund plan information?
Go to Member Services, then OSA Welfare Fund Benefits.
- Want to join the Organization of Staff Analysts' Retirees Club? Go to the Retirees section.
- Looking for the website for NY City or other unions?
Go to Labor Links.
- Want information about civil service exams and lists in our title series? Go to Exams, Lists and Training.



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