

Regulations Governing the Use of University Facilities and Access to University Employees by Employee Organizations and Their Representatives

In these regulations, the term *representative* is used to define any person acting in the interest of or on behalf of an employee organization, including both University and non-University personnel, unless otherwise specifically excepted.

The term *employee organization business* is used to define all legal activities of an employee organization, including, but not limited to, meetings, dues collection, soliciting, distributing, and campaigning.

These regulations do not apply to employee organizations or their representatives when they are acting as representatives in individual grievances or administrative appeals pursuant to applicable provisions of personnel policy or labor agreement.

I. Facilities

- A. General classrooms and meeting rooms, when not in use for University purposes, such as teaching, learning, research or meetings, may be scheduled by an employee organization subject to the same time, place, and manner regulations as registered campus organizations using such facilities, provided the request is for non-working hours.
- B. Employee organizations and their representatives may reasonably use general purpose bulletin boards. A list of general purpose bulletin boards is available, upon request, from the Labor Relations Unit. The use of departmental bulletin boards by employee organizations and their representatives is permitted, but not required. Those departments permitting bulletin board access should coordinate that decision with their Employee Relations Specialist. In addition, no literature or other material may be affixed at any time to facilities, such as, but not limited to, walls, ceilings, floors, light fixtures, doors, elevators, and stairways.
- C. United States Mail, which is received by the University, bearing an employee name and an accurate address, will be distributed to the employee in the normal manner. Employee organizations and their representatives are strictly prohibited from the use of the Campus Mail system. In locations where employee mailboxes exist, employee organizations and their representatives may reasonably use such boxes, provided the boxes are not located in a confidential and/or restricted work area. A departmental representative may place material in employee mailboxes, rather than permit direct access by an employee organization representative.
- D. Employee organizations and their representatives are prohibited from using University facilities and equipment, such as, but not limited to, automobiles, computers, projectors, telephones, office supplies, photocopying and reproduction equipment, and typewriters. Any exceptions to this regulation require the expressed written consent of the Manager of Labor Relations or a designee.

II. Access to Employees

- A. Employee organizations and their representatives are permitted reasonable to conduct employee organization business in non-work areas during the employee's non-work time. For the purpose of these regulations only, rest periods are not considered work time.
- B. Employee organizations and their representatives are prohibited from conducting employee organization business during an employee's work time.

- C. Employee organizations and their representatives are permitted in employee work areas only when:
1. Employees are not on their work time;
 2. the conducting of employee organization business is not disruptive; *and*
 3. the work area is appropriate for such business. Work areas deemed to be inappropriate and, thus, prohibited from use for such business, include, but are not limited to, the following areas:
 - a) academic areas while instruction, learning, counseling, or research are in progress;
 - b) research areas when the health, safety, or security of individuals or the research could be adversely affected; and
 - c) private residential areas of students.
- (Note: Employee organizations and their representatives may be excluded from an otherwise appropriate work area if the supervisor makes available a facility which is in reasonable proximity to the work area.)
- D. Access to confidential and/or secured work areas, such as, but not limited to, student and record, areas, cashier's office, radiation areas, computer operations, *etc.*, is limited solely to employees who are assigned to such areas or others who have specific authorization to be in such areas.
- E. Employees are prohibited from participating in and conducting employee organization business during their work time.

Under no circumstances may these regulations be interpreted or applied so as to impede, disrupt, or interfere with the normal operations of the campus.

The University reserves the continued right to add to, delete from or modify the above regulations made pursuant to HEERA S.3568 and 3581.7.