

EMPLOYEE ORGANIZATIONS

It is the District's policy to assure access by employee organization representatives to District employees at reasonable times. The term "reasonable times" means employee rest periods, meal periods, and any time before or after an employee's working day when such employee is present upon District property, but is not expected to be performing services, or to be ready to perform services, on behalf of the District.

Employee organizations may contact employees, use designated bulletin boards at each location, distribute employee organizational materials, place materials in the regular intra-District mail service and employee mail boxes, and use facilities for organizational meetings in accordance with established procedures and limitations.

Specific provisions follow:

1. Distribution and Posting of Materials

- a. Employee organizations may distribute organizational literature on District property exclusive of work areas provided there is no interference with District business. No one shall be allowed to distribute materials in a manner which distracts employees while performing their duties. Literature and similar materials may be distributed only on site locations(s) designated by the President/Chancellor.
- b. Posting of organizational recruiting notices, posters and similar materials will be permitted only on designated bulletin boards or other appropriate areas as determined by the President/Chancellor. Space and time limitations may be invoked if necessary.
- c. Public Employees Union, Local 1 shall have the right to reasonable use of the District's internal mail system for purposes of communicating to its members on lawful activities. The use of the internal mail system must be in conformance with applicable PERB and US Postal Service laws and regulations.

2. Employee Organization Contact Procedures

In providing employee organizations reasonable access guaranteed by Chapter 10.7 of the Government Code the following rules shall apply:

- a. Employee organizations shall provide the Chancellor the name(s) of recognized employee organization representative(s) authorized to discuss organizational matters with District employees. Each notification shall include a statement agreeing to comply with the procedures noted above.
- b. Authorized employee organization representatives shall, upon arriving on campus or at the District Office, report initially to the President/Chancellor or designate, providing appropriate information regarding length, place and purpose of visit.
- c. Employee organization representatives may engage in recruiting activities on District property provided they do not interfere with employees during hours of duty assignment. Recruiting contacts shall not be made with employees while on duty. However, organizational representatives may contact employees who are off duty, before or after work, during coffee breaks or during the lunch break.

3. Use of District Facilities

- a. Employee organizations may use designated bulletin boards to announce meetings.
- b. Advance request for use of District facilities must be made, in accordance with established District procedure, whenever an employee organization wishes to schedule a District facility to conduct organizational meetings and related activities. No rental charge will be made for use of District facilities immediately before or after the work day. After 5:00 p.m. any additional cost to the District for service shall be charged to the employee organization using the facility.

4. Requests for District Information

- a. All requests for District information or documents necessary to organizational activities under these regulations will be directed to the Chief Human Resources Officer. Recognized employee organizations may obtain a roster of names and home addresses of District employees from the Vice Chancellor's office. Employees who desire that their addresses remain confidential to the District will be excluded from such a list. The District will require that such a list remain confidential to the employee organization. A fee of \$40.00 will be charged for each employee roster.