

REGULATIONS GOVERNING THE USE OF  
UNIVERSITY OF CALIFORNIA SANTA CRUZ  
FACILITIES AND ACCESS TO UNIVERSITY EMPLOYEES  
BY EMPLOYEE ORGANIZATIONS/UNIONS 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/union, including both University and non-University personnel unless otherwise specifically exempted.

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

These regulations do not apply to employee organizations/unions and/or their representatives when they are acting as representatives pursuant to the complaint resolution, grievance and arbitration procedures contained in University policies, Memoranda of Understanding and Standing Orders of the Regents. In such cases, the policy or contract provisions govern.

I. FACILITIES

- A. General classrooms and meeting rooms, when not in use for University purposes such as teaching, learning, research, patient care or meetings, may be scheduled by an employee organization/union subject to the same time, place and manner regulations as apply to other off-campus organizations using such facilities except that employee organizations/unions-need not be sponsored by a campus unit. However, the use of rooms must be scheduled through the campus Labor Relations Office and the employee organization/union must complete a Room Use Form. Extra costs for maintenance incurred by the use of facilities shall be borne by the using agency, paid in advance to the University cashier in accordance with fees established by the Unit responsible for maintenance of the space to be used.
- B. Employee organizations/unions 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 Office. The use of bulletin boards which are not general purpose bulletin boards by employee organizations/unions and their representatives is prohibited at all times. In addition, no literature or any 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. Employee organizations/unions shall be permitted to distribute free informational materials to employees relating to the organizations' representational purposes. Such distribution shall take place outside of the recipients' normal work time.
- D. United States mail which is received by the University bearing an employee name and accurate address will be distributed to the employee in the normal manner. Employee organizations/unions and their representatives are strictly prohibited from the use of the campus mail system. In locations where employee mailboxes exist, employee organizations/unions and their representatives may reasonably use such boxes, provided the boxes are not located in a confidential and/or restricted work area. If employee mail boxes are located in a confidential and/or restricted area, arrangements can be made with the Labor Relations Office on an as needed basis to distribute employee organization/union mail on the same basis as other non-University unstamped mail is delivered.
- E. Employee organizations/unions and their representatives are prohibited from using University facilities and equipment such as, but not limited to, automobiles, computers, projectors, office supplies, photocopying and reproduction equipment and typewriters. Use of University telephones, electronic mail, and other electronic communications by employee organizations/unions and their representatives shall conform to applicable University policy and collective bargaining agreement provisions. Any exception to this regulation requires the express written consent of the campus Labor Relations Manager or his/her designee.
- F. Employee organizations/unions and their representatives, when conducting employee organization/union business on campus, must be able reasonably to identify themselves upon request by campus authorities.

## II. ACCESS TO EMPLOYEES

- A. Employee organizations/unions and their representatives are permitted reasonably to conduct employee organization/union business in non-work areas during employees' non-work time. For the purposes of these regulations only, established rest periods are not considered work time.
- B. Employee organizations/unions and their representatives are strictly prohibited from conducting employee organization/union business during an employee's work time.
- C. Employee organizations/unions and their representatives are permitted in employee work areas only when:
  - 1. employees are not on their work time; and

2. the conducting of employee organization/union business is not disruptive to other employees who are on their work time; 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. student health center patient care and clinical areas;
  - b. academic areas while instruction, learning, counseling, or research are in progress;
  - c. research areas where safety or security of individuals or the research would be adversely affected;
  - d. private residential areas of students.

(NOTE: Employee organizations/unions and their representatives may be excluded from any otherwise appropriate work area if the supervisor makes available a facility which is in reasonable proximity to the work area.)

- E. Access to confidential and/or secured work areas such as, but not limited to, student and patient record areas, cashier's office, computer operations, etc., is limited to employees who are assigned to such areas or others who have specific authorization to be in such areas.
- F. Employees are prohibited from participating in and conducting employee organization/union business during their work time.
- G. A list of designated break areas by Building and Unit is available upon request from the Labor Relations Office.

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 pursuant to the HEERA Sections 3568 and 3581.7.