

ORGANIZING OF NON- STUDENT ACADEMIC RESEARCHERS: GUIDELINES FOR SUPERVISORS/PRINCIPAL INVESTIGATORS

What part do Supervisors/Principal Investigators play in the process?

Supervisors/Principal Investigators have two legitimate interests in the representation process:

- To ensure that academic researchers have the opportunity to make an informed choice.
- To ensure that the representation process does not interfere with research by academic researchers:
 - Supervisors/Principal Investigators may not interfere with or opine on academic researchers' right to choose whether or not to be represented by a union.
 - This prohibition applies only to Supervisors/Principal Investigators – academic researchers are free to debate amongst themselves the pros and cons of unionization at appropriate times and in appropriate places.

Communicating with academic researchers: What is permitted?

Supervisors/Principal Investigators may present factual information to academic researchers so they may make an informed choice. As long as the Supervisors'/Principal Investigators' communication is factual and not speculative, the Supervisors/Principal Investigators may:

- Correct the record regarding incorrect and/or ambiguous statements, to the extent any exist.
- Provide information about how the representation process works.
- Provide information about exclusive representation.
- Provide, as the election process moves forward, FAQ sheets and other informational material to academic researchers.

Meeting with academic researchers

- Supervisors/Principal Investigators may meet one- on- one or schedule meetings with groups of academic researchers. Attendance at meetings must be voluntary.
- A neutral location for meetings (e.g., conference room or classroom) is best. Avoid meeting in your office or the academic researchers' work area.
- Stress that the University's policy is to assist academic researchers in making an informed choice based on the facts of representation, not to influence or interfere with that choice. Encourage academic researchers to look at the facts, speak freely and ask questions.
- If you do not know the answer to a question, or are not sure, check with your campus Labor Relations office before you respond.

**GUIDELINES FOR SUPERVISORS/PRINCIPAL INVESTIGATORS
DURING THE ORGANIZING OF
NON- STUDENT ACADEMIC RESEARCHERS**

Supervisors/Principal Investigators May:	Supervisors/Principal Investigators May NOT:
<ul style="list-style-type: none"> ➤ YOU MAY inform academic researchers of the benefits that they currently have and may compare them to the benefits available to academic researchers at other institutions. ➤ YOU SHOULD continue to operate normally during this period. You need not tolerate insubordination or other misconduct on the job. You may continue to take corrective action when necessary, as warranted by the circumstances. ➤ YOU MAY advise academic researchers that their involvement in union organizing activity or campaigning will not subject them to retaliation, involving, for example, merit pay adjustments, promotions, or transfers. 	<ul style="list-style-type: none"> ➤ YOU MAY NOT threaten retaliation against academic researchers for exercising their rights under the Higher Education Employer- Employee Relations Act (HEERA). ➤ YOU MAY NOT interrogate academic researchers about union activities or preferences. ➤ YOU MAY NOT make promises to academic researchers in exchange for their support of or opposition to union organizing or activities. ➤ YOU MAY NOT conduct surveillance of union activities. This includes taking photographs or video recordings of union activities. ➤ YOU MAY NOT attend union organizing rallies or meetings. ➤ YOU MAY NOT display supportive buttons, emblems, etc. ➤ YOU MAY NOT support or oppose one union in preference to another. ➤ YOU MAY NOT make discretionary changes to working conditions for academic researchers.

**UNION ACTIVITIES DURING THE ORGANIZING OF
NON- STUDENT ACADEMIC RESEARCHERS**

Unions May:	Unions May NOT:
<ul style="list-style-type: none"> ➤ Distribute leaflets outside any entrance to work- site as long as the union is not being obstructive. ➤ Solicit academic researchers in meeting rooms they have arranged for meetings during non- work time. ➤ Talk to academic researchers in the workplace on non- work time, in cafeterias or lunch rooms without interfering with operations. ➤ Post on general-use bulletin boards. ➤ Send mail to the workplace through U.S. mail. ➤ Send email to academic researchers' work email addresses by means of non-University email. 	<ul style="list-style-type: none"> ➤ Violate access regulations. ➤ Organize in the work place (areas where work is being done) on "work time"; "work time" does not include breaks and meal periods, or before/after work. ➤ Wander through work areas asking academic researchers to take breaks so they can talk to them. ➤ Use University business equipment for conducting union organizing. ➤ Threaten or impose reprisals on academic researchers if they choose not to participate in the union. ➤ Discriminate against or coerce academic researchers because they exercise HEERA rights.