

POLICY ON RELATIONS WITH EMPLOYEE UNION ORGANIZATIONS

Employees have the right, under Section 202 of the Taylor Law, to form, join and participate in, or to refrain from forming, joining or participating in, any employee organization of their own choosing. Employee organizations have the derivative right to undertake to persuade public employees to engage in organizational activities, including the signing of authorization cards and election petitions.

The College's position is one of neutrality during organizational campaigns, pre-election periods and the election process. Management/confidential employees will not use their official positions to help or hinder employee organizational campaigns or activities, nor will management/confidential employees permit employees under their supervision to use their official position to help or hinder such activities.

The College will not harass, coerce, promise or give special treatment to employees in an effort to influence them to join or support a particular employee organization or to participate in its activities. Management/confidential employees will not distribute material or any information to any employee organization nor interrogate any employee concerning his or her organizational activities.

Organizational activities by employee organizations will be conducted so as not to interfere with the safe and efficient conduct of operations and discharge of work responsibilities by College employees. The College will take appropriate action to prevent the violation of these guidelines by any person acting on behalf of an employee organization. All incumbent and challenging employee organizations will have equal access to employees for campaign purposes, i.e., soliciting memberships, distributing literature, obtaining signatures on authorization cards and petitions and related activities, and posting of information.

Organizational Requests for Lists of Employee Names, Addresses and Related Information:

Requests for such information shall be immediately forwarded to the College General Counsel. He/she will arrange to provide such information to any authorized employee organization except where, in his/her sole opinion, there is reasonable evidence that the information is being requested for purposes other than organizational activities. Appropriate charges may be levied by the College to cover costs incurred.

Organizational Requests for Use of College Facilities for Union Meetings¹:

The approval of the Office of Legal Affairs is required for the use of any College facility for organizing purposes by any union, any group of employees wishing to organize or any union presently representing College employees. Such requests must be made at least one week in advance. The College General Counsel, at his/her sole discretion, may withhold approval where meetings are not scheduled within the time period during which an incumbent organization's representation status is subject to challenge under Section 208 of the Taylor Law.

Organizational Activities by College Employees:

Discussions between and among employees concerning organizational activities, the solicitation of organizational support, and the distribution of membership and authorization cards and organization literature during non-working hours and non-working areas, such as lounges, are permissible provided these activities do not, in the opinion of the Office of Legal Affairs, inhibit the movement of people or vehicles, impair the safe and efficient conduct of the College's operation, nor interfere with work-related responsibilities or job performance.

Organizational Activities by Other Persons Representing Bona Fide Employee Organizations:

Subject to the prior written approval of the College General Counsel, such persons will have access to employees for the purpose of soliciting memberships, distributing literature, obtaining signatures on authorization cards, and other organizational activities in parking lots, entrances to buildings, and other areas to which members of the public are admitted, provided that these activities do not, in the opinion of the Office of Legal Affairs, inhibit the movement of people or vehicles, impair the safe and efficient conduct of the College's operation, nor interfere with work-related responsibilities or job performance.

Use of Bulletin Boards, Posting of Organization Materials, and Use of College Communications Systems:

Meeting notices and other organizational materials may be posted on College bulletin boards, with the prior approval of the Office of Legal Affairs, but will not be hung upon, posted or otherwise affixed to the walls, doors, windows or other equipment of facilities and buildings owned or leased by the College.

¹ Unions currently representing College employees wishing to use College facilities to conduct union business other than for organizing purposes must request prior written approval from the President's Office and such request must be made at least one week in advance of the requested use date.

The College inter- and intra-agency office mail, e-mail, messengers, copiers, fax machines, telephones or any other electronic equipment or supplies will not be used for the distribution or duplication of organizational materials.

Procedure During Municipal Union Election:

When a union is conducting elections for Executive Officers, candidates have the right to use union designated bulletin boards to post campaign literature. Campaign literature will not be allowed on other than union designated bulletin boards. Any campaign literature that has been posted in other than the designated places, (i.e., office walls and buildings) must be removed and, in addition, employees posting such literature may be subject to disciplinary action.

Candidates have the right to enter College property and meet with College employees during non-work hours in non-work areas. Therefore, candidates can meet with College employees during coffee breaks, meal breaks and after working hours. Candidates must meet in areas such as public lobbies, lunch areas, or other non-work areas. Candidates will not be permitted to interfere with employees when such employees are performing their jobs and conducting their duties.

Non-bargaining unit employees must not take a position with regard to the candidates. Management's function during elections is simply to remain neutral and follow the guidelines set forth in the policy.

The College inter- and intra-agency office mail, e-mail, messengers, copiers, fax machines, telephones or any other electronic equipment or supplies will not be used for the distribution or duplication of union materials.

*Board of Trustees
Adopted 8/20/09*