

## PPM 580: APPENDIX I – Procedural Requirements for Employee Organization Access to the Research and Extension Centers (RECs)

UC ANR Policy and Procedure Manual Section 580 Research and Extension Centers	
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<b>Responsible Office:</b>	<a href="#">Research and Extension Center System Administrative Office</a>
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<b>Scope:</b>	This policy applies to UCANR Research and Extension Centers (RECs)

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## **I. OVERVIEW**

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The California Higher Education Employer-Employee Relations Act (HEERA) permits the University of California (UC) to make reasonable procedural requirements regarding employee access to UC workplaces. This Appendix I of Section 580 of the UC Agriculture and Natural Resources (UC ANR) Policy and Procedure Manual describes the procedural requirements whereby employee organizations may gain access to Research and Extension Center (REC) workplaces.

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## **II. EMPLOYEE ORGANIZATION ACCESS TO REC WORK AREAS**

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- A. Employee organizations shall not interfere with, interrupt, or disrupt either normal REC operations or REC employees that are working.
- B. A REC employee shall not participate in activities relating to employee organizations during work time except:
1. When approved by the REC employee's REC Director; or
  2. When approved by the Staff Personnel Unit Executive Director; or
  3. When permitted to do so by UC policy or a collective bargaining agreement.
- C. Employee organizations shall have access to RECs for the purpose of conducting their business only as follows:
1. **Non-Work Areas**  
Employee organization representatives are permitted in REC non-work areas (such as designated break rooms or other non-work locations where employees congregate) during non-work status.
  2. **Work Areas**  
Employee organization representatives are permitted in REC employee work areas only when all of the following conditions are met:
    - a. The employee organization representative contacts the REC Director (or designee) to confirm that the targeted employee(s) are in non-work status, and that the specific work area is appropriate for conducting employee organization business;
    - b. The targeted employee(s) are contacted during non-work status; and
    - c. The employee organization representative does not interfere with, interrupt, or disrupt either normal operations or other REC employees who are on work time.

- d. Examples of REC work areas that are not appropriate for conducting employee organization business include, but are not limited to the following.
  - i. Academic areas while instruction, learning, counseling, or research is in progress.
  - ii. Research areas, such as laboratories, field research plots, greenhouses, and field experimental sites where health and safety, or security of individuals or the research could be adversely affected.
  - iii. Workshops, offices, or storage areas.
  - iv. Student and staff residential areas, lobbies, and other common areas accessible to the general public.
- e. For the purposes of access and participation in employee organization business, "non-work status" is defined as time outside working hours, whether before or after work, or during meal or rest periods, when the employee is free from work obligations to use the time as he or she wishes.
- f. An employee organization representative may be excluded from a work area if the REC Director (or designee) makes another nearby area available for the conduct of employee organization business.
- g. For the security and welfare of all individuals at the RECs, RECs may designate areas that are not open to the public or to unauthorized employees.
  - i. Examples of such secured areas include, but are not limited to, records areas, cashier stations, private offices, residences, shops, computer areas, radiation areas, animal care areas, research agricultural areas, warehouses, laboratories, chemical storage rooms, mechanical/equipment rooms, and hallways and other space associated with such secured areas not accessible to the general public.
  - ii. An employee organization representative must comply with the REC visitor policy, or get permission to enter from the Staff Personnel Unit or the Employee and Labor Relations office, as appropriate based on the REC location.

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### **III. USE OF REC FACILITIES BY EMPLOYEE ORGANIZATIONS**

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- A. The process for reserving a meeting room is subject to each REC's location procedures.

- B. An employee organization may use a meeting room only for a meeting attended principally by UC and/or REC employees.
- C. Employee organizations may not reserve meeting rooms for purposes of "meeting and conferring" during normal REC work hours.
- D. The use of meeting rooms is subject to the availability of space.

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#### **IV. DISTRIBUTION OF WRITTEN MATERIALS BY EMPLOYEE ORGANIZATIONS**

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##### A. Bulletin Boards

1. An employee organization shall have access to general purpose bulletin boards and shall have use of those bulletin boards subject to the REC's standard practices and procedures.
2. The REC Direct may, at their discretion, designate use of a specific bulletin board for the posting of material related to an employee organization's business.

##### B. University Mail Service

Employee organizations shall not send materials through UC's mail service.

##### C. U.S. mail

U.S. mail received by RECs that bears a specific employee's name will be distributed to that employee in the normal manner.

##### D. Leaflets

1. Employee organizations may distribute noncommercial literature in a manner congruent with the REC's standard practices and procedures.
2. Nothing may be affixed to walls, ceilings, floors, light fixtures, doors, elevators, or stairways.

##### E. REC Employee Mailboxes

Literature may be placed in mailboxes that are labeled with employee names.

1. If the mailbox area is open to the public, employee organizations may place literature in the mailboxes.
2. If the mailbox area is not open to the public, employee organizations may give literature that is labeled with employee names to the REC Director (or designee or Employee and Labor Relations), who will place the literature in the mailboxes.

##### F. Literature racks

For RECs with literature racks, employee organizations may make use of the racks subject to the same requirements as any "other community organization" with the approval of the REC Director (or designee).

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## **V. USE OF SUPPLIES AND EQUIPMENT**

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- A. Employee organizations shall not use UC supplies and equipment, including, but not limited to, automobiles, computers, projectors, office supplies, copy machines, and typewriters.
- B. The use of UC telephones, fax machines, electronic mail, and other electronic means of communication by an employee organization or its representatives for employee organization business shall conform to applicable UC policy.

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## **VI. ADMINISTRATION OF ACCESS RULES**

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- A. If employee organizations violate UC policy, collective bargaining agreements, local REC procedures, and/or any other relevant rules or regulations, sanctions may be imposed upon the employee organization for a specified period of time.
- B. If UC employees violate UC policy, collective bargaining agreements, and/or local REC practices and procedures, those employees are subject to corrective action as described in the applicable personnel policy or collective bargaining agreement.
- C. The following procedure shall be used in the event of a violation of UC policy, collective bargaining agreements, local REC practices and procedures, and/or any other relevant rule or regulation.
  - 1. The REC Director will report the violation to the Staff Personnel Unit using the REC Access Violation Report (Appendix B).
  - 2. If the violation significantly disrupts the REC operations, the REC Director may, at their discretion, contact the Police Department, Employee and Labor Relations, or appropriate authorities.
  - 3. If the violation affects the health and safety of REC personnel, employee organization representatives, or the general public, or involves damage to REC property, the REC Director shall contact the Risk & Safety Services Director and submit an Incident Report.
  - 4. If it appears likely that an access violation has occurred, the Employee and Labor Relations office will notify the employee organization and investigate the case.
  - 5. If the Employee and Labor Relations Manager determines that a violation has occurred, the Manager will determine the appropriate sanction to be imposed and communicate those decisions to the employee organization.

6. An employee organization may appeal a determination that a violation has occurred to the Vice Provost of Research and Extension or to the Human Resources Executive Director. If the appeal is postmarked or received within three (3) business days of the date of the sanction notice, the sanction shall be stayed during the appeal.
7. The Vice Provost for Research and Extension the Human Resources Executive Director shall review the appeal and determine whether to uphold or reverse the finding, and whether to affirm, reduce, or reverse the sanction.

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## **VII. FURTHER INFORMATION**

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- [UC ANR Staff Personnel Unit](#)
- [UC ANR Policy and Procedure Manual Section 580, RECs](#)
- [UC ANR Policy and Procedure Manual](#)
- [UC ANR Staff Personnel Unit Contact Us](#)
- [Employee and Labor Relations office](#)
- [UC ANR Policy and Procedure Manual Section 580, Appendix II](#)
- [UC ANR Risk and Safety Services](#)