

**RULES FOR EMPLOYEE ORGANIZATIONS ACCESS TO EMPLOYEES; USE OF FACILITIES, BULLETIN BOARDS, MAILBOXES AND OTHER MEANS OF COMMUNICATION**

This policy fulfills the requirements of Government Code, Chapter 10.7, Division 4 of title 1, Section 3543.1.

**Use of Facilities**

Any meetings of employee organizations held on district premises involving individuals from more than one site shall be subject to district regulations governing the use of school facilities, Policy 1330, and such meetings, as in the case of all public meetings, must be open to observers.

School or department staff meetings shall not be used for employee organization business! Employee organization meetings shall be held outside regular duty assignment hours. Staff meetings called by the principal, department head or designee shall be considered part of the regular duty assignment hours.

**Access to Employees**

Representatives of employee organizations shall not contact employees regarding organizational mailers when the employees are performing assigned duties.

Representatives of employee organizations wishing to meet with employees on district premises may do so, subject to the following conditions:

1. That the site or department administrator or designee be contacted during the work day preceding the desired visit to obtain permission and provide information as to the length, place and purpose of the visit.
2. Upon arrival at a school or department site, representatives of the employee organization shall report initially to the administrator or designee before the actual visit.

Employee organizations shall provide the Superintendent or designee in writing the name of employee organization representatives authorized to discuss organizational matters with district employees other than those in their own school or department. Such notification shall be accompanied by a statement signed by art official of the organization that all authorized employee organization representatives are aware of these regulations and agree to compliance.

Representatives of employee organizations shall comply with district, school or department administrator rules, regulations, and methods of operation as enforced by the site administrator.

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**Use of Institutional Bulletin Boards**

Each site administrator or department head shall designate a portion of one bulletin board for use by each employee organization. Only the designated bulletin board shall be used for posting communication, Posting in other areas will not be permitted.

Employee organizations posting materials on the designated bulletin board are responsible for maintaining neatness and order and for the removal of excess or outdated materials.

Five copies of all organizational materials to be posted on the designated bulletin board shall be provided to the Superintendent or designee.

One copy of all organizational materials to be posted on the designated bulletin board shall be provided to the site or department administrator or designee.

All employee organization material to be posted shall include the name of the organization, the name of the responsible officer of such organization, and a date.

**Use of Institutional Mailboxes**

Institutional mailboxes may be used by representatives of employee organizations for purposes of distributing organizational material subject to any requirements of the Private Express Act and to the following conditions:

1. Prior to distributing materials, one copy shall be furnished to the site or department administrator and copies furnished to the Superintendent or designee.
2. Distribution of materials in mailboxes shall be done by designated member of the employee organization outside regular duty assignment hours.
3. All employee organization material distributed in institutional mailboxes shall include the name of the organization sending the communication and the name of responsible officer of such employee organization.

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**Use of Other Means of Communication**

Intra-district delivery service may be used to transport employee organizational printed material as long as it does not effect the efficient operation of the service. If this material is not to be posted or distributed in institutional mailboxes, five copies shall be provided to the Superintendent or designee prior to distribution.

District telephones may be used for employee organization purposes subject to the following conditions:

1. Prior permission to use telephones shall be obtained from the site or department administrator or designee.
2. Employee organizations shall be responsible for the cost of telephone calls to locations other than district facilities.

Employees acting for, in the scope of, or on behalf of, employee organizations shall not make use of any district equipment, supplies or materials.

The Superintendent or designee may authorize the duplication of employee organization materials subject to payment which will cover district costs.

Prior to distributing any other organization materials on district promises, one copy shall be furnished to the site or department administrator and five copies furnished to the Superintendent or designee.