

---



---

## ACCESS BY EMPLOYEE ORGANIZATIONS

### I. REFERENCES:

- A. UCSB Policies and Procedures Manual, Policy P-5604, Policy on Facility Scheduling During the Regular Academic Year.
- B. UCSB Policies and Procedures Manual, Policy P-5606, Policy on Facility Scheduling During the Summer Months.
- C. Campus Regulations Applying to Campus Activities, Organizations, and Students.

### II. POLICY:

On University grounds open to the public generally, all persons may exercise the constitutionally protected rights of free expression, speech, assembly, worship, and distribution and sale of non-commercial literature incidental to the exercise of these freedoms; such activities shall not interfere with the orderly operation of the campus and must be conducted in accordance with campus time, place, and manner regulations.

Employee organizations may have reasonable access to University employees. Such activity should comply with the following regulations and not disrupt daily work activities, teaching, and research in any fashion. This policy does not apply to employee organizations or their representatives when they are representing employees in grievances and administrative reviews pursuant to Staff Personnel Policies 280 or 290, Section 140 of the Academic Personnel Manual, and Section 103.2 of the Standing Orders of The Regents of the University of California. In such cases, the policy provisions prevail.

#### A. Definitions:

*Employee Organization:* Any organization in which University employees participate which interacts with the University concerning grievances, labor disputes, wages, hours, and other terms and conditions of employment. Academic bodies such as the Academic Senate are not considered employee organizations for the purposes of this policy.

*Employee Organization Business:* All legal activities of an employee organization; for example, meetings, dues collection, solicitation, distribution of employee organization literature.

*Representative:* Any person acting in the interest or on behalf of an employee organization, including both University and non-University personnel.

*Restricted Areas:* Work areas deemed to be inappropriate for employee organization business and thus prohibited from use include but are not limited to:

1. Academic areas while instruction, counseling/advising, or research are in progress.
2. Research areas.
3. Private residential areas of students.
4. Confidential and/or secured areas, such as but not limited to: record areas, cashier's office, computer operations, telecommunications, Facilities Management, etc.

*Open Discussion Areas:* Lawn between University Center and lagoon, Storke Plaza, and lawn directly behind Administration Building.

#### B. General Rules:

1. Representatives of employee organizations are authorized to make contact with employees only during nonworking hours; i.e., immediately before and after work, and during lunch and rest periods. In addition, employees may attend organization-sponsored events only before and after work, and during lunch and rest periods. For the purpose of these regulations only, rest periods are not considered work time.

- 
2. All persons on University property are required to identify themselves, for reasonable cause, upon request of University officials acting in the performance of their duties.
  3. Violations of these regulations and other disruptions of normal business activity should be reported to the Employee Relations Office (x4263 and x4121).
- C. *Distribution of Literature:*
- No Literature or any other materials may be affixed to walls, floors, ceilings, elevators, stairways, trees, poles, etc. Materials shall not be placed on parked vehicles.
1. **Bulletin Boards/Kiosks:**

Written materials may be posted on general purpose bulletin boards, boards set aside for employee use in nonrestricted areas, or on general purpose kiosks, when the following criteria are met:

    - a. Letterhead or signature of responsible party and/or name of employee organization is visible.
    - b. Only one copy of material is posted.
    - c. All materials must be removed within 10 days of posting.

Representatives of employee organizations may post materials at any time providing business activity is not interrupted.
  2. **Handbilling:**

Representatives of employee organizations may distribute leaflets, bulletins, or authorization cards to consenting employees in areas that are generally open to the public and that are at least 25 feet from the entrances/exits of campus buildings and parking lots, and that are also a safe distance from the curbing of campus roads, provided litter problems are avoided. Materials shall not be placed on parked vehicles.
  3. **Mail:**
    - a. Mail sent to University employees through the U.S. Postal Services, where postage has been prepaid by the employee organization, will be delivered.
    - b. Employee organization representatives have reasonable access to department mailboxes where they exist in non-restricted areas.
    - c. Use of the inter-campus mail system by employee organizations is prohibited.
- D. *Employee Lounges:*
- Where rooms in non-restricted areas have been designated as employee lounges, solicitation of consenting employees is permitted during, before, and after work, during lunch hour and rest periods.
- E. *Meeting Rooms:*
- Use of general facilities by employee organizations should be scheduled in accordance with UCSB Policy P-5604, Policy on Facility Scheduling During the Regular Academic Year and Break Periods, or UCSB Policy P-5606, Policy on Facility Scheduling During the Summer Months. Facilities assigned to departments should be scheduled through the Employee Relations Office. Room use fees will vary depending on the specific room(s) being secured.
- F. *Prohibited Activities:*
1. Employee organizations and their representatives are prohibited from using University facilities and equipment such as, but not limited to: automobiles, computers, projectors, telephones, office supplies, and typewriters. Photocopying and reproduction equipment may be used, at the University's convenience, when all associated costs are paid by the employee organization.

2. Interference with entrances to buildings and University functions or work activities; disturbances of office, classes, study facilities, and patient care and research; and harm to property are prohibited.
3. Use of sound amplification equipment must be approved by the Dean of Student's Office. Sound amplification equipment may only be used in open discussion areas as defined above. In addition, amplification is restricted to the hours between 12 noon and 1 p.m. in Storke Plaza and the Cheadle Hall Lawn.