

Office of the Chancellor
Santa Barbara Campus

August 1, 1974

EMPLOYEE ORGANIZATIONS

I. REFERENCES:

- A. Office of the President Policies on Relations with Employee Organizations, dated February 27, 1974.
- B. Acting President Wellman's memorandum to Chancellors, dated September 25, 1967.
- C. Regulations on the Use of University Facilities by Employee Organizations, Santa Barbara, dated January 1, 1967; amended July 20, 1970.
- D. University of California Policies applying to Campus Activities, organizations, and students, dated October 29, 1973.
- E. UCSB Policies and Procedures Manual, Procedure 0610, Procedure for Registration of Student, Faculty and Staff Organizations.
- F. UCSB Policies and Procedures Manual, Policy P-6130, Policy on Strikes and Work Stoppages.
- G. UCSB Policies and Procedures Manual, Procedure 0614, Procedure for Approval of Fund-Raising Events.
- H. University of California Accounting Manual, Section P-196-26, Payroll: Employee Organization Dues Deduction.
- I. UCSB Policies and Procedures Manual, Policy P-8605, Use of University Mailing Lists.

II. POLICY:

A. General Principle:

Except as otherwise provided by this policy, University employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of employer-employee relations. University employees also shall have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the University. There shall be no discrimination against University employees exercising rights pursuant to the terms of this policy.

B. Application:

This policy applies to all employee organizations and all officers of employee organizations which have as a primary purpose the representation of University employees in their employment relations with the University. It applies to the activities of all such organizations regardless of the academic or nonacademic composition of their memberships. There are a number of professional and other associations which do not have as a primary purpose the representation of employees in their employment relations with the University, but which may at times participate in such activities. This policy applies to

such organizations and to the representatives of such organizations only in the course of their conduct of representational activities.

This policy does not apply to the activities performed by an employee solely as a member of the Academic Senate or to the activities of the Academic Senate itself.

C. Registration:

Employee organizations shall register in accordance with Procedure 0610.

D. Use of University Facilities and Time:

1. Rooms and Space:

Registered employee organizations are permitted use of campus rooms and spaces for meetings attended principally by University employees and held outside the approved working hours of the University employees attending, subject to the availability of space, approval of usage by the Personnel Manager or his designated representative, and payment of extra cost incurred by such usage. ("Approved working hours" include rest periods.)

- a. If non-University persons, except for registered representatives of the organization, are to speak at a meeting, the Personnel Manager or his designated representative must be so notified 48 hours in advance of the meeting.
- b. Scheduling and assignment of space must be arranged with the Campus Activities Office through the Personnel Office.

2. Posting of Information:

Employee organizations are permitted use of campus bulletin boards only for the purpose of communicating information to employees relative to the purposes and the functions of the organizations, subject to availability of space, compliance with campus posting regulations, and approval by the Personnel Manager or his designated representative concerning the types of material that may be posted. Continuing approval may be given for routine announcements. Posting regulations specify that material may be placed on general-purpose bulletin boards, moveable stands, and the kiosk in front of the Library with the following provisions:

- a. Bulletin boards and moveable stands in the residence halls area are regulated by the Residence Halls Association.
- b. All bulletin boards not identified as "general purpose" are provided for official University business. Such boards are assigned to specific departments for their use. Approved material may be posted on such boards with prior authorization from the department head when space is available.
- c. Kiosks in front of Campbell Hall and the Speech and Dramatic Art Building are regulated by the Committee on Arts and Lectures and the Department of Dramatic Art, respectively.
- d. Posted material must be identified by the name of the registered employee organization and ordinarily should be removed within

ten days of posting. The written approval for posting by the Personnel Manager or his designated representative must be noted on the posted material.

- e. Movable stands should not be located inside of buildings or where the free flow of traffic will be impaired.
- f. Material of any nature may not be posted on campus buildings or sidewalks or on any tree or fixed poles.
- g. Posters or announcements may not be placed on an automobile without the consent of the owner.

3. Distribution of Materials:

Registered employee organizations are permitted to distribute non-commercial materials after written approval by the Personnel Manager or his designated representative and only if such distribution does not interfere with University functions or interrupt the free flow of traffic, except:

- a. Literature shall not be distributed or tables set up in any building or within 25 feet of the entrances to buildings other than in the room in which the organization is holding a meeting.
- b. Prior authorization from the Residence Halls Association is required to distribute materials in that area.
- c. Distributed materials shall clearly indicate the name of the registered employee organization.

4. Mailing lists and Mail Service:

Employee organizations may use University mailing lists only in accordance with Policy P-8605. Employee organizations shall not be permitted the use of the University mail service.

5. Telephone Service:

Employee organizations shall not be permitted the use of the University's intercampus telephone system (tieline).

6. Membership Solicitation, Dues and Fund Raising:

Employee organizations are permitted to collect dues on campus only outside of approved working hours and are permitted to conduct membership solicitation and fund-raising activities only outside approved working hours of the department and subject to campus regulations and to the related requirements as indicated in Procedure 0614.

7. Use of University Time:

Employees shall not conduct activities relating to or attend meetings of employee organizations during approved working hours except as necessary in the conduct of formal appeals of employees or with the specific written approval of the Personnel Manager or his designated representative.

E. Visits of Employee Organization Representatives:

Representatives of employee organizations shall notify the Personnel Manager or his designated representative in advance of any occasion that they will be

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visiting the campus or other UCSB property. Such notice shall include a statement of the reason for the visit. Representatives of employee organizations may make contact with individual employees on campus as follows:

1. Such contact shall not interfere with or disrupt the work of the University or violate safety requirements of the campus.
 2. Contacts with individual employees will be made outside of approved working hours. Representatives of employees organizations are permitted to contact individual employees who have selected them as representatives in an appeal during on-duty hours after approval by the Personnel Manager or his designated representative. The employee organization representative shall notify the Personnel Manager or his designated representative who will coordinate the contact with the employee's department.
 3. Representatives of employee organizations who are University employees may use University time for consultations with University management on employment matters. Meetings may be requested either by representatives or University management. Representatives of employee organizations will contact the Personnel Manager or his designated representative who is responsible for scheduling and coordinating such meetings.
 4. Representatives of employee organizations will contact the Personnel Manager or his designated representative to arrange meetings between representatives of employee organizations and campus officials and, as appropriate, University-wide administrative officers, to discuss matters relating to the employment of represented members.
 5. Employee organizations, including those that represent employees on more than one campus, which seek meetings on issues which transcend the jurisdiction of the Chancellor shall first seek discussion of the issues at the campus level by contacting the Personnel Manager or his designated representative.
 6. When representatives of employee organizations wish to meet with an administrative representative to discuss matters which come within the purview of the Academic Senate, the administrative representative and appropriate officers of the Senate shall confer to determine the nature and extent of Senate involvement in consideration of or participation in the discussions. The Personnel Manager or his designated representative will coordinate such discussions.
- F. Payroll Deduction for Employee Organization Membership Dues and Insurance Benefit Plans:
1. The registered employee organization must file with the Personnel Office a signed Form 1644, Request for Designation as an Employee Organization Eligible for Payroll Deduction (see Attachment A). The Personnel Office will obtain approval for authorization from the Director of Personnel.
 2. Payroll deductions for membership dues and insurance benefit plans must be individually authorized or the authorization withdrawn by completion

of Form 1642, Employee Organization Payroll Deduction Authorization (Attachment B). The payroll deduction forms are submitted in duplicate to the Personnel Office serving the employee's department. The amounts which may be authorized for deduction are those regular periodic dues and insurance premiums authenticated as duly established by the organization. They may not include initiation or similar fees or amounts in excess or less than the membership standard which could constitute as assessment or voluntary contribution since such amounts do not constitute "periodic dues uniformly required as a condition of membership."

3. An employee organization may be declared ineligible for payroll deductions by the Personnel Manager at any time that it fails to meet the eligibility requirements, including full compliance with applicable State laws and University policies, rules and regulations. The Personnel Manager may grant a period of time not to exceed one week for compliance. Any extension of the time limit must have the approval of the Director of Personnel and will be considered only if requested by the Personnel Manager. The Personnel Manager shall initiate the withdrawal of approval of eligibility for payroll dues deduction after a formal hearing is held if the determination to withdraw eligibility is sustained. The employee organization shall state its position in full and the proceedings shall be recorded at the hearing. Upon completion of the hearing and failure of compliance by an employee organization beyond an approved time limit, the Personnel Manager shall notify the employee organization of the action taken or to be taken.

G. Other Provisions:

1. The Chancellor reserves the right to refuse the use of University facilities by non-University speakers at meetings if he deems such use to be incompatible with the objectives of the University.
2. The Open Discussion areas on campus are intended for student use as part of the educational objectives of the campus and are not available to employee organizations. Meetings may be scheduled as provided in paragraph II.D.1. above.
3. Employee organizations which are not yet registered with the Personnel Office may not use University facilities.
4. Employee organizations to which use of University facilities has been granted shall assure that they are not used for either commercial or religious purposes.
5. The name of the University may not be used in any manner which implies that the University supports or agrees with any of the activities, positions, purposes, ideals or goals of any individual or organization acting within this policy.
6. Administration of this policy is the responsibility of the Personnel Office. Questions regarding policies on relations with employee organizations should be directed to the Personnel Manager or the designated representative.

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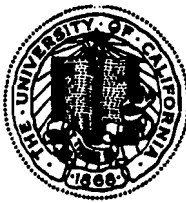
SUBMITTED BY:

EFFECTIVE DATE:

August 1, 1974

III. ATTACHMENTS:

- A. Request for Designation as an Employee Organization Eligible for Payroll Dues Deduction, Form 1644.
- B. Employee Organization Payroll Deduction Authorization, Form 1642.



REQUEST FOR DESIGNATION AS AN EMPLOYEE ORGANIZATION ELIGIBLE FOR PAYROLL DUES DEDUCTION

(local name, number and location) hereby requests designation as an employee organization eligible for payroll deduction of membership dues and in exchange for the granting thereof, agrees to abide by the following terms and conditions:

- 1. (local name, number and location) certifies that a majority of its members are staff employees of the Regents of the University of California.
2. The purpose of the organization in its relations with the University of California is limited to representation of University staff employees in matters of wages, hours and working conditions.
3. Payroll dues deductions are voluntarily and individually authorized and withdrawn in writing by the employee.
4. The administrative costs of payroll dues deduction as from time to time established by the University shall be paid by the employee organization.
5. The employee organization shall comply fully with applicable State laws and University policies, rules, and regulations.
6. One certified copy of the current Constitution and By-Laws of the employee organization shall be filed with the Personnel Office and one copy with the Personnel Division of the Office of the President.
7. In consideration of forbearance by the University of California of its right to require a waiver from University employees of any liability for inadvertence or error, as a condition of making payroll deductions for the payment of dues to (name of organization) pursuant to the President of the University's authority to permit such payroll deductions, and of benefits accruing to (name of organization) as a result of such forbearance, the (name of organization) hereby agrees to save the Regents of the University of California, and the officers and employees thereof harmless from liability for any errors in withholding or transmitting dues, subject to payroll deduction for (name of organization), except for liability to (name of organization) for monies actually withheld, but not transmitted. Frequency of (name of organization) transmittal and method of payment of University established administrative costs shall be as from time-to-time determined by the responsible University official.

The name of the employee organization as it is to appear on checks drawn by the Accounting Officer is _____

The mailing address to be used in remitting payments and for other correspondence is _____

(signature of authorized officer) (date)

(date received by Personnel Office) (approved by)

(date information forwarded to Accounting Office)

UNIVERSITY POLICIES, RULES AND REGULATIONS

1. Policies on Relations with Employee Organization dated July 14, 1966.
2. Memorandum on Policies on Relations with Employee Organizations, Wellman to Chancellors, dated 9-25-67.
3. _____ Implementation Procedures & Regulations dated _____.
4. Regents' Resolution on
 - A. Picketing the Radiation Laboratory or any activity relating to national defense.
 - B. Picketing any campus or activity of the University, dated July 6, 1954.
5. Regents' Policy on Strikes dated 12-6-66.
6. Regents' Resolution on Campus Violence dated 3-20-70.
7. Memorandum on Registration of Employee Organizations, Walker to Personnel Managers, dated 7-7-70.



**Employee Organization
Payroll Deduction
Authorization**
UI642 (R 9/73)

Please Print or Type

Retention:

Accounting: 1 year after inactive

Action <input type="checkbox"/> Begin Withholding <input type="checkbox"/> Cancel Withholding		Campus	Date
Employee Name (Last, first, middle)	Department	Employee Title	Sec. Sec. No.
Home Address (Number, street, city, state, zip code)		Action of this form is to become effective the pay period beginning	
Organization Name (including local name and number)		Current Amount of Monthly Dues	
I authorize The Regents of the University of California to withhold or cease withholding, as checked above, from my earnings as an employee, the monthly dues required as a condition of membership in the above designated organization, and the monthly premium costs of insurance and benefit plans and programs sponsored by the organization. I understand and agree that one total monthly deduction will be made by the University as determined by the organization, based upon current dues, and premium rates for any insurance and benefit plans and programs for which the organization has received and approved signed applications from me. The University will remit the amount deducted to the official designated by the organization for payment of monthly dues and premiums. In authorizing such deductions, I understand that changes in monthly dues and premium rates may be made after notice is given to the University by the organization which such deductions are remitted.		Insurance Premiums	
		Total Deductions	

This agreement shall remain in effect until revoked by me, allowing up to 30 days time to change the payroll records in order to make effective this assignment or revocation thereof. This assignment does not include dues or insurance premiums to cover any time prior to the payroll period in which the initial deduction is made. It is understood that this authorization may be revoked by the University in the event that the eligibility of the employee organization is withdrawn. Upon termination of employment with the University, this authorization will no longer be in effect. Payroll deductions, including those legally required and those authorized by an employee are assigned priorities. In the event there are insufficient earnings to cover all required and authorized deductions, it is understood that deductions will be taken in the order assigned by the University and no adjustment will be made in a subsequent pay period for membership dues or insurance premiums not deducted by reason of insufficient earnings.

Accounting Office Use Only

Employee Signature	Pers. Office Eligibility Review	Loc.	Employee No.	Date Processed	T.C.	Acct. No.	Deduct. Amt.	Ded. Code
		1 2 6	11 13	17 18-19 21		26 50	55 56 57	56