

Certificated/Classified Personnel

EMPLOYEE ORGANIZATIONS' COMMUNICATIONS/CONTACTS

In compliance with Chapter 10.7 Section 3543.1(b) of Division 4 of Title I of the Government Code, employee organizations shall have the right of access at reasonable times to areas in which employees work, the right to use institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulation, and the right to use institutional facilities at reasonable times for the purpose of meetings concerned with the exercise of the rights guaranteed by this chapter. The right to use institutional mailboxes is made subject to any requirements of the Private Express Act.

Right of Access at Reasonable Times to Areas in which Employees Work

1. Authorized employee organization representatives who are not members of the immediate school or department staff shall, upon arriving at a school or department site, report initially to the principal, department head or designee, providing appropriate information regarding length, place and purpose of visit.
2. Representatives of employee organizations shall not contact employees when employees are performing assigned duties.
3. Employee organizations shall provide the Superintendent or designee the name of employee organization representatives authorized to discuss organizational matters with district employees other than those in their own school or department.
4. Such notification shall be accompanied by a statement that all authorized employee organization representatives are aware of these regulations and agree to compliance.

Right to Use Institutional Bulletin Boards

1. Ten copies of organizational materials to be posted on designated bulletin boards shall be provided to the Superintendent or designee.
2. One copy of the material to be posted shall be provided to the principal, department head or designee.
3. Posting of organizational materials shall be permitted only on designated employee bulletin boards. Posting in other areas will not be permitted.

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designated employee bulletin boards are responsible for maintaining neatness and order and for the removal of excess or outdated materials.

Right to Use Institutional Mailboxes

1. If organizational materials are to be distributed to a majority of the membership in the organization, ten copies of the materials to be placed in employee mailboxes shall be provided to the Superintendent or designee and one copy shall be provided to the principal, department head or designee.
2. Organizational representatives may be asked to assist in placement of materials in employee mailboxes.

Right to Use-District Distribution Facilities

1. If organizational materials are to be posted or distributed through the means of district distribution facilities, ten copies of the material shall be provided to the Superintendent or designee, accompanied by district-authorized "Request for Distribution" form.
2. The material shall include the name of the organization sending the communication, the name of the responsible officer of such organization, and a date.
3. Materials authorized for distribution shall be properly packaged and unsealed, if envelopes are used, and shall be deposited at a location selected by the Superintendent or designee.
4. Unless otherwise authorized by the Superintendent or designee, the number of distributions of materials for an employee organization through the use of district facilities shall not exceed four per month per employee.
5. The total number of sheets of organizational materials that may be distributed through the use of district facilities shall not exceed sixty per month per employee.

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6. Organizational materials to be distributed through the use of district facilities which exceed the size of district transmittal envelopes require the express authorization of the Superintendent or designee.
7. Distribution of district materials shall have priority over distribution of organizational materials. Distribution of organizational materials shall be subject to the workload of the publications and transportation departments.

Right to Use District Plant Facilities

1. 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.
2. Meetings of employee organizations held on district premises, involving individuals from more than one site, shall be subject to the regulations governing the use of school facilities. Use of facilities are subject to the Civic Center Act which requires that such meetings must be open to observers.

Right to Use District Equipment, Supplies and Materials

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

Legal Reference:

GOVERNMENT CODE

3540-3549.3 Meeting and negotiating in public educational employment