



Employee Organization Access Guidelines

State Personnel Board Rules include the following principles regarding relationships with employee organizations:

Board Rule 1-18. Employees have the right to associate, self-organize, and designate representatives of their choice. Membership in any employee organization or union is not a condition of state employment. No employee may be coerced into joining or not joining and solicitation of members shall not occur during work hours without the approval of the appointing authority. The employee's representative may confer, with prior consent from the supervisor, on employment matters during work hours. Such conferences should be scheduled to minimize disruption to productivity and the general work environment. A supervisor's consent shall not be unreasonably withheld.

Board Rule 9-3. Discrimination against any person is prohibited because of race, creed, color, gender (including sexual harassment), sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job related factors. This applies to all employment decisions.

The Colorado Community College System wishes to establish an orderly process for effectuating these Board Rules regarding access of employee organizations to provide general information to both our classified and non-classified employees. This policy does not apply to the relationship between a supervisor and an individual employee where the employee is seeking permission to confer with his or her employee organization representative during work hours. It does not affect either the employee's or the supervisor's respective duties to reasonably balance access and productivity in any given situation in accordance with Board Rule 1-18.

For purposes of this policy, "employee organization" includes the term "union" and has the same meaning as "labor organization" in C.R.S. 24-34-401(6) (Colorado Antidiscrimination Act) and "employee organization" in C.R.S. 24-50-104 (1)(b) and (total compensation statute).

ACCESS PROCEDURES

1. Subject to any limitations imposed by law or real property lease, representatives of employee organizations will have reasonable access to non-secure common areas of college facilities; for example these may include main entrances and exits, cafeterias, break rooms, parking lots, outdoor walkways and other similar areas for purposes of talking to and distributing literature to employees, so long as such activities do not interfere with normal operations or access. The specific locations available to representatives on each campus will be determined by the college. In addition, employee organization representatives may not access employees at their desks or assigned work stations, as it may unreasonably interfere with the performance of the employee's work assignment.
2. Employee organizations shall request access to college facilities at least 48 business hours in advance via the college or system Human Resource Director's office. The System Office or College will allow access on any given day or time if such access does not unreasonably interfere with previously scheduled activities or work.
3. Subject to the limitations in this policy, employees are free to meet with employee organization's representatives and participate in employee organization activities during non-work hours and lunch or meal periods in the areas specifically designated by the college as described in number 1 above.
4. The State Personnel Board has held that employee organizations may have group meetings with employees at the job site. Therefore, employee organizations may reserve conference or meeting rooms within college facilities for the purposes described in paragraph 1, provided such usage does not conflict with college business needs, is coordinated through established reservation systems, and any applicable room charges are paid by the using employee organization. In the event of a scheduling conflict, college business shall have priority. Employee organizations and their members shall be treated in the same manner as similarly situated organizations and members within the college (e.g. employee council). Applicable room charges means any usage fees owed by the college to a third party (e.g., building landlord), or any incurred costs related to room usage and charged to all non-governmental users on an equitable basis (e.g., utilities, custodial, or other support services).
5. Employee organizations granted access to college facilities shall not disrupt work operations and shall conform to worksite safety and security regulations. Employee organization representatives will conduct themselves in a professional manner and shall respect the request of any employee who does not wish to engage in a discussion or accept literature.
6. Employees or employee organizations may submit complaints or suggestions regarding implementation of these access guidelines in writing to the College or System Office Human Resources Director via email or letter. The College will investigate all complaints and take appropriate action.

7. Emails to College employees containing information about their organizations, events, meetings and state employee related news sent through their work email accounts shall be subject to the following restrictions:
 - Volume (broadcast) emails, defined as emails of broad general interest to multiple state employees not concerning a specific employment matter between an employee and his or her representative or other specific topic related to a small group of individuals, must be delivered after 6:00 PM.
 - Volume email content must be informative and factual in nature. No political endorsements or opposition, and no emails commenting on managers, administration officials or other employee organizations will be sent through the state email system.
 - To ensure the security of the email system, emails may not contain attachments.
 - A state employee organization may only send one volume email per month.
 - Employees may opt out of an employee organization's email list at any time and the employee organization must promptly respect those requests. All emails must contain a statement notifying state employees that they can choose not to receive future emails from the sender organization along with directions for how state employees can opt out.
8. Phone calls to state employees at their work phone numbers from representatives of employee organizations regarding information about their organizations, events, meetings and state employee related news shall not be permitted. Calls are only permitted if the matter is between an employee and their representative in regards to a specific employment related matter, or if the representative is personally calling to inquire about the educational services offered by the college.
9. Mail received at the business location specifically addressed to employees shall be delivered in the following manner:
 - The employee listed on the address label must be an employee of the college or system office who receives mail via the campus mail system and has a receptacle on campus for receiving such mail.
 - Materials received with incomplete addresses will not be delivered and will be returned to sender per US postal regulations.

Failure to comply with these guidelines may result in the college or system office discontinuing access, via the methods listed in these guidelines, to employees by the employee organization.

