

ADMINISTRATIVE REGULATIONS
ON ACTIVITY OF EMPLOYEE ORGANIZATIONS

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3000.1 The Administrative Dean, Human Resources, will be responsible for the administration of this policy and will ensure equal treatment of all employee organizations.

3000.2 Scope and Limitations

A. Employee Organizations Defined: (for collective bargaining matters only)

For purposes of these regulations, "employee organization" shall mean: "... any organization which includes employees of a public school employer and which has one of its primary purposes representing such employees in their relations with that public school employer. 'Employee organizations' shall also include any person such an organization authorizes to act on its behalf." (Government Code Section 3540.1(d))

B. Reasonable Access Defined:

For purposes of these regulations, "reasonable access" shall mean access to District employees at their discretion and at such times when they are not performing their duties as employees of the Long Beach Community College District.

C. Limitations:

District supplies and materials shall not be used for organizational activities as they relate to collective bargaining.

3000.3 Meetings

Employee organizations may request permission to hold collective bargaining related meetings on campus, in such campus locations and at such times when desired facilities are available for use. Such request shall be made through the Administrative Dean, Human Resources, no later than three days prior to the date of intended use. Employee lounges and dining areas during peak times of use shall not be deemed appropriate locations for meetings held either by employee organizations or the District.

3000.4 Distribution, Posting, and Mailboxes

A. Distribution:

Employee organizations may distribute, or leave for individuals to pick up, organizational literature on district property provided they do not interfere with district business. No one shall be allowed to distribute handouts in a manner which distracts employees who are on the job performing their duties. Literature and similar materials may be left for

individuals to pick up at designated locations. Employee organizations distributing materials are responsible for maintaining neatness and order and for removal of excess or outdated materials.

B. Posting:

Posting of organizational materials will be permitted on institutional officially designated collective bargaining bulletin boards. Space and time limitations may be invoked if there is an excessive volume of materials posted.

C. Mailboxes:

Employee organizations shall be permitted direct access to employee mailboxes (See policy on District mailboxes).

D. Distribution of Posting or Organizational Materials:

At the time of distribution or posting, a copy of the materials distributed to faculty at large shall be given to the Administrative Dean, Human Resources; a copy of materials distributed to the classified staff shall be distributed at the same time to the Director of Human Resources.

3000.5 Requests for District Information

All requests for District information or documents necessary to organizational activities under this regulation will be directed to the Administrative Dean, Human Resources.