
Administrative Procedure
Chapter 7 – Human Resources

AP 7140 COLLECTIVE BARGAINING

References:

Government Code Sections 3540 et seq.

The Vice President, Human Resources, shall be responsible for the administration of this procedure.

Scope and Limitations

Employee Organizations Defined: (for collective bargaining matters only)

For purposes of this procedure, "employee organization" means any organization that includes employees of a public school employer and that has as one of its primary purposes representing those employees in their relations with that public school employer. "Employee organizations" shall also include any person of the organization authorized to act on its behalf." (Government Code Section 3540.1 subdivision (d))

Reasonable Access Defined:

For purposes of this procedure, "reasonable access" shall mean access to District employees at the discretion of the employee and at such times when the employee is not performing their duties as employees of the Long Beach Community College District.

Limitations:

District supplies and materials shall not be used for activities of employee organizations unless specifically bargained for within a collective bargaining agreement.

Meetings

Employee organizations may request permission to hold meetings related to collective bargaining on campus, in such campus locations and at such times when desired facilities are available for use. Such requests shall be made through the Vice President Human Resources, no later than three business 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.

Distribution, Posting, and Mailboxes

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organizations distributing materials are responsible for maintaining neatness and order and for removal of excess or outdated materials.

Posting:

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

Mailboxes:

Employee organizations shall be permitted direct access to employee mailboxes (See BP/AP 6537 Use of District Mailboxes).

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 Vice President Human Resources; a copy of materials distributed to the classified staff shall be distributed at the same time to the Executive Director of the Personnel Commission.

Requests for District Information

All requests for District information or documents necessary to organizational activities under this procedure will be directed to the Vice President Human Resources.

Also see BP/AP 2610 Presentation of Initial Collective Bargaining Proposals, BP/AP 6537 Use of District Mailboxes, the applicable collective bargaining agreements, and the Personnel Commission Rules.

Approved: December 20, 1976

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(Replaces former LBCC AR 3000)