

**CERTIFICATED PERSONNEL
CLASSIFIED PERSONNEL**Employee Organization Access

It is the policy of the Humboldt County Office of Education that employee organizations shall have the right of access to employees at reasonable times. The term "reasonable times" as used herein means employee rest periods, employee meal periods, and any time before or after an employee's working day when such an employee is present upon the agency's property, but is not expected to be performing services or to be ready to perform services on behalf of the Office of Education.

Representatives of employee organizations may contact employees in any lounge facility, meeting room, office or classroom of the Office of Education provided that nothing herein shall be deemed to permit such access to any employee at a time set aside for consultation or preparation, or at any time that students or parents are present in the classroom. It is further provided that if access occurs in the proximity of other *Office of Education* employees who are otherwise performing duties, such access shall not be utilized in a manner that will disturb, disrupt, or otherwise interfere with the work of the other employee(s).

Chapters or committees of employee organizations shall be allowed the reasonable use of the facilities of the Office of Education for meetings during the non-duty hours of the employees involved, when such facilities are available and when said meetings would not conflict with the business of the office.

Access pursuant to this policy shall in all instances be subject to the right of the individual employee not to be harassed, restrained, intimidated, or coerced.

Employee organizations shall have the right to reasonably utilize designated bulletin boards normally used by the Office of Education for communication with its employees. One copy of all materials to be posted shall be provided to management of the particular facility in which such posting is to take place prior to posting. Nothing herein shall be deemed to permit the posting of defamatory or obscene materials, and such materials will be removed without notice. The employee organization and its representatives shall be responsible for the maintenance of materials posted on bulletin boards and for the prompt removal of any out-of-date materials. All postings for bulletin boards must contain the date of posting and an expiration date, generally not to exceed 30 days from date of posting. The organization posting said materials shall be identified on all copies subject to posting. Materials which are undated or unidentified are subject to immediate removal by the employer.

Notwithstanding the foregoing provisions, distribution of organizational literature is prohibited in working areas at all times and the placing of handbills and other written materials in or on vehicles parked on premises assigned to the Office of Education is prohibited.

Employees shall not solicit either for or against a bargaining agent nor distribute materials during working time.

No Office of Education funds, services, supplies, or equipment shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Education or the office of Superintendent of Schools. (Education Code 7054)

Legal Reference:

EDUCATION CODE

7054 Political activities

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act