

Guidelines for University Supervisors Related to Access by Representatives of Labor Unions or Other Employee Organizations

The Governor's executive order (D 028 07) requires the Division of Labor to promulgate rules for election of employee group representatives, including certification by the Division of a duly elected employee organization. Until that certification occurs, there is no official representation. However, employee organizations, including unions, have a right to access university employees within certain parameters. The organizations at this point are gathering information on employee interest, which is necessary to apply to the Division of Labor for an election petition.

These guidelines provide information to supervisors about dealing with access issues. The university is issuing these guidelines until such time as the Division of Labor issues regulations to implement and administer the executive order. At that time, these university guidelines may be revised or rescinded as necessary.

1. All employees in the state personnel system have the right to participate in employee organizations, including staff council groups and external organizations such as labor unions. Discrimination based on organizational membership (or lack thereof) is prohibited.
2. Supervisors should avoid taking actions that could be construed as coercing an employee toward participating in a particular employee association or in employee organizations generally. Supervisors should also avoid actions that could be characterized as discouraging employee association participation. However, supervisors have a right to speak to employees about their own personal feelings (pro or con) regarding employee associations.
3. Supervisors may limit employee activity related to participation in employee organizations, including solicitations from and informational meetings hosted by organization representatives, during work hours as necessary to minimize disruption in the work place.
4. Association representatives may hold informational meetings on University facilities, consistent with relevant campus policies on use of facilities by visitors, but employees may be prohibited from attending such meetings during regular work hours without pre-approved annual leave. (See Sections VIII and IX of the CU-Boulder Policy on the Use of Facilities which can be found at: http://www.colorado.edu/policies/facility_use.html.) Supervisors should treat such leave requests in the context of work schedules and load. Supervisors should take care to treat all leave requests for this purpose uniformly, and should consider adopting a process for handling such requests within the unit.
5. Campus units may limit access by association representatives to employees in the work place and during work hours. Employee organizations may gain access to

public buildings but do not then have the right to enter private work areas, or to disturb employee work in public areas.

6. Organizations may have access to employee information, including names, job titles, department/campus, and university email address. Classified staff employee information will be provided through appropriate university offices. CU-Boulder supervisors who receive requests for such information should direct those [open records](#) requests to the Office of the Chancellor. The University will not provide employee home addresses or telephone numbers. Employees who complain about being contacted through home phones or addresses need to understand that this information did not come from the university.
7. Employee organizations requesting access to university communications systems should be directed to the CU-Boulder Department of Human Resources at 303-492-6893.

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