

# ORGANIZATION ACCESS

## MESA STATE COLLEGE PROTOCOL

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.*

Mesa State College wishes to establish an orderly process for effectuating these Board Rules regarding access of employee organizations to provide general information to classified employees within the state personnel system. This policy shall apply equally to all other organizations' access to campus facilities.

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 Executive Order D02807. The term "organization" means all other groups of people identified by a shared interest or purpose, including, but not limited to political parties, religious sects, and private business enterprises.

This policy specifically excludes student organizations, as those organizations are governed by the Student and Academic Policies Guide.

## ACCESS PROCEDURES

1. Subject to any limitations imposed by law or real property lease and as set forth in this procedure, representatives of employee organizations and other organizations will have reasonable access to non-secure common areas of state facilities for purposes of talking to and distributing literature to employees, so long as such activities do not interfere with normal operations or access. Hallways, cafeterias, break rooms, building entrances and exits, interior campus sidewalks, and guest reception areas are excluded from this access. Organization representatives may make a written request that they be allowed to set up an information table in such areas where employees may go for information. Such requests must be approved in advance by the President or designee.
2. For State-owned facilities, organizations shall provide at least three business days advance notice via email to the President's office and to the head of any affected facility in accordance with a contact list provided by the College. For facilities leased to the State, in addition to the required notice to the College above, organizations shall provide the landlord or designated agent (property manager) whatever advance notice it may require. Organizations are solely responsible for working out such arrangements with non-State entities.
3. Subject to the limitations in this policy, employees are free to meet with organization representatives and participate in organization activities during non-work hours and lunch or meal periods in the areas described in paragraph 1 or on non-state property (whether owned or leased).
4. Employee organizations and other organizations may reserve conference or meeting rooms within state facilities for the purposes described in paragraph 1, provided such usage does not conflict with state business needs, is coordinated through established reservation systems, and any applicable room charges are paid by the using organization. In the event of a scheduling conflict, state business shall always have priority. Applicable room charges means any usage fees owed by the institution 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. Organizations granted access to state facilities shall not disrupt work operations and shall conform to worksite safety and security regulations. Organization representatives will conduct themselves in a professional manner and shall immediately respect the request of any employee who does not wish to engage in a discussion or accept literature.
6. Emails to and from College employees are subject to the Mesa State College Electronic Communications Policy and Professional Personnel Employment Handbook Use of Electronic Services policy. These policies provide that the College's electronic services, including e-mail, are for business purposes. Any personal use must be limited, and there is no reasonable expectation of privacy regarding the contents of the e-mails.
  - Employee organizations and other organizations covered by this policy must not use employee's work email to solicit or otherwise correspond with employees at work.
  - The College may block electronic access of organizations to prevent violations of this policy.
7. Employees or organizations may submit complaints or suggestions regarding implementation of this access protocol in writing to the Human Resources Director via email or letter. The College will promptly investigate all complaints and take appropriate action.