ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: **Union Organizing, Access And Activities** **Number: C 3**

Approved: **Date: 12/11/07**

I. PURPOSE

To define the Social Services Agency's (SSA) position regarding employee associations and union organizing, access, and activities.

II. POLICY

The SSA management and supervision are expected to enforce and adhere to the Meyers-Milias-Brown Act, County of Orange Employee Relations Resolution and all applicable Memoranda of Understanding (MOUs) regarding employee association/union organizing, access and activities. Interference, intimidation, harassment, coercion or discrimination against staff, which exercise their right to organize, is against the law. Failure to allow staff to exercise their right to organize is a violation of the County's Employee Relations Resolution and/or the Meyers-Milias-Brown Act.

III. PROCEDURE

A. Use of Bulletin Boards

1. Space shall be made available to Exclusively Recognized Employee Organizations (EREO) on Agency/Departmental bulletin boards within the representation unit. Postings may not interfere with the needs of the Agency/Department or be derogatory to the County, County management or staff, or other employee organizations. The EREO representative shall sign the issuance of each posted notice.
2. Notices, postings, flyers and other materials may not be taped, tacked, or affixed in any form to areas other than the designated space within the representation unit. Any bulletins, flyers, pamphlets, brochures, or other printed, written, or photographed materials that are found any place other than the designated bulletin board are to be promptly removed.

B. Use of County Facilities

1. EREO may distribute pamphlets, brochures, and membership information on County property only during non-working hours of the employees involved.
2. Only employee organizations verified in accordance with Section 7 of the County of Orange Employee Relations Resolution shall engage in organizing activities or distribute pamphlets, brochures, or similar literature in connection therewith on any County property.
3. The CEO Human Resources Department has granted SSA with the authority to approve EREO meetings on SSA property. EREO may, with prior approval from SSA Human Resources and Career Development (HRCD), hold meetings with their members, directors, or representatives on SSA property provided that the following guidelines are followed:

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a. Prior to the meeting, the EREO Association or union representative shall submit a written request to the designated SSA HRCD Analyst specifying location and date of such meeting. The request must also include the purpose of the meeting and be accompanied by a meeting agenda, notices to members, and any other written communications regarding such meeting. The designated HRCD Analyst shall approve or deny the request. If approved, (s)he shall notify the appropriate region/department of the meeting request.

b. Such meetings do not include fund-raising or political campaigning.

4. Public Address systems, computer systems, pony mail, or other County-provided communication methods, with the exception of limited use of the email system, shall not be used to discuss, announce, or promote any Employee Organization or union activities.

IV. REFERENCES

Government Code Sections 3502 & 3507
County of Orange Employee Relations Resolution Section 7, 10, 18 & 19

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