

GSA POLICY & PROCEDURE

UNION ACCESS POLICY

POLICY

GSA Union Access Policy (effective July 1, 2008)

The General Services Agency ("GSA" or "Agency") acknowledges that exclusive representatives have a right to reasonable access to all work locations where their represented employees are employed to verify that the City is carrying out the terms and conditions of their collective bargaining agreements. Access to work locations shall not disrupt or interfere with the Agency's mission and services or involve any political activities. The following rules shall apply to all GSA work locations:

Except in emergency situations, upon arrival at the worksite (but no later than the start of the meeting), representatives must announce their presence to the site-designated contact person or designee (see attached list) and state the person(s) or employee group(s) with whom they are meeting. In the event that the site-specific person or designee cannot be reached in person, representatives shall either leave that person a message or contact the immediate first-level supervisor to announce their presence.

Representatives shall have access to areas that are designated public areas of the worksite. Representatives may have access to "employees only" or restricted areas after notifying the site-specific person or designee. Representatives shall not be hindered in the performance of their business, but agree to conduct their business in an efficient manner and not disrupt or interfere with the work of other employees who are not part of the meeting and/or discussion.

(For the DPW Yard at 2323 Cesar Chavez only, representatives shall contact the Radio Room at 695-2134 if the site-specific person or designee cannot be reached.)

Meeting Space

For any regularly scheduled meetings, such as chapter or monthly meetings, representatives may request to reserve available conference rooms and/or lunchroom facilities, if any, for the purpose of meeting with represented employees during designated break times. Subject to availability, such requests should be made at least seventy-two (72) hours in advance.

Emergencies

In emergency situations, representatives shall have immediate access to work locations in order to conduct legitimate union business; however, they must contact the site-specific person or designee after they have completed their representation work.

Dispute Resolution

Should an issue arise regarding this policy, the department and the union shall convene a meeting as soon as possible to resolve their differences.

Except as otherwise provided in the relevant provisions of the collective bargaining agreements, the Agency shall be provided, in writing, the names of all representatives.

Local 38 (Plumbers and Pipe Fitters) is the only exception to this policy until we renegotiate with the union. Their MOU has an access clause, which states "The Business Representatives of the Union shall have reasonable access to the job site during working hours for the purpose of conferring with members of the Union regarding the manner in which compliance with the terms of the Agreement are being met. The Union agrees that such contact will in no way interfere with the work of the Department."