

## **UCSB Dining Commons Access Regulations for Employee Organizations**

This document is in addition to the Campus Access Regulations for Employee Organizations effective October 14, 2016.

### I. Purpose and Scope

- A. The following access regulations provide guidance to allow employee organizations reasonable access to University Dining Commons and employees while ensuring no disruption to University activities and programs or interference in restricted areas.
- B. The University reserves the continued right to add to, delete from, or modify these regulations pursuant to its rights under the Higher Education Employer-Employee Relations Act (HEERA) and applicable collective bargaining agreement provisions.
- C. The University reserves the right to deny, in whole or in part, any request for access, as appropriate, provided that any restrictions on access are consistent with the University's rights under the HEERA and applicable collective bargaining agreement provisions.

### II. Definitions

- A. Dining Facilities - The Santa Barbara campus currently has four (4) residential dining facilities: Carrillo, De La Guerra, Ortega, and Portola. Each residential dining facility contains the following areas: employee entrance area, private offices, kitchens including but not limited to food preparation areas, dishwashing and food storage areas, private restroom/changing rooms, dining areas, and public restrooms.
- B. Employee Organizations – Independent organizations which exist for the purpose, in whole or in part, of dealing with University management concerning matters within the scope of employee representation under HEERA.
- C. Representative – Any person acting in the interest of or on behalf of an employee organization/union, including both University and non-University personnel unless otherwise specifically exempted.
- D. Employee Organization Business – All legal activities of an employee organization/union including, but not limited to, meetings, dues collections, soliciting, distributing, and organizing.

- E. Restricted Areas – Areas designated for Official University Activities only, including but not limited to private offices, private restrooms/changing rooms, and kitchens including but not limited to food preparation areas, dishwashing and food storage areas. The activities of employee organizations and their representatives are prohibited in these areas.
  - F. Public Areas- For the purpose of these access regulations, public areas are denoted in the attached maps for each of the dining facilities and also include the outdoor areas of the dining facilities that are adjacent to dining facilities.
- III. General Rules
- A. Access Prohibited in Restricted Areas: Employee organizations may not access the following areas: private offices, private restrooms/changing rooms, kitchens including but not limited to food preparation areas, dishwashing and food storage areas. Only employees currently working are permitted in these areas.
  - B. AFSCME will provide notice to UCSB Employee and Labor Relations as to who is the designated union representative/s.
  - C. Access Allowed in Remaining Areas Subject to Limitations.
    - i. The union/representative is allowed to enter the employee entrance area as designated by the University at Carrillo, De La Guerra, Ortega, and Portola to make contact with employees during non-work time, and utilize employee mailboxes and bulletin boards pursuant to Santa Barbara Campus Access Regulations for Employee Organizations (dated September 6, 2016) and their respective bargaining agreement;
    - ii. The union/representative is allowed to enter the dining facilities through the customer entrance during general operating hours (generally beginning at 7:15a.m. and ending at 8p.m.) under the following conditions:
      - 1. Notice
        - a. Scheduled visits: Designated Union representatives who are not University employees, or who are not employed at the residential dining facility visited, may visit the residential dining facility at reasonable times and upon electronic notice to the Employee & Labor Relations office. The University requests, where possible, that this notice be provided 24 hours in advance of the scheduled visit.

- b. Unscheduled visits: In the case of visits for the purpose of conducting unscheduled meetings with bargaining unit members, the union shall give notice upon arrival at the Santa Barbara campus in accordance with local procedures for the Santa Barbara campus. This local procedure includes electronic notice to the Employee & Labor Relations office and to the Director of Residential Dining.
2. The campus will keep the unions updated of the appropriate email addresses for purposes of electronic communications.
3. Entrance check-in
  - a. During meal hours: In the same manner as other guests, the designated union representative must check in with the card checker upon entering the residential dining facilities. The union representative must provide a business card to the card checker who will confirm the individual is a designated union representative.
  - b. During non-meal hours: Following electronic notice to the Employee & Labor Relations office and to the Director of Residential Dining, the University and the union will agree to a time in which a University representative can meet the designated union representative at the customer entrance of the residential dining facility. Upon arrival, and before entry, the union representative must tender a business card to the card checker who will confirm the individual is a designated union representative.
4. Designated meeting area: The University will provide, if notice of the approximate visit time is provided and to the extent possible, a designated table in which the union may meet with bargaining unit members on non-work time. After the card-checker confirms that the individual is a designated union representative, the floor manager will show the designated union representative to the designated meeting area. The designated union representative is not required to physically stay at the designated meeting area, but may do so.
5. Presence in the Dining Commons does not entitle the union representative admission to eat or drink items from the Dining Commons.