

August 28, 1979

CHANCELLORS
LABORATORY DIRECTORS
VICE PRESIDENT KENDRICK
EXECUTIVE ASSISTANT WILSON

Guidelines for Relations with Employee Associations/Advisory Groups

Enclosed are new Guidelines for Relations with Employee Associations/Advisory Groups which are effective immediately. The guidelines are issued to help achieve consistent treatment of employee associations/advisory groups as differentiated from employee organizations (unions) under the provisions of the HEERA.

Also enclosed is a list of the associations/advisory groups which our records indicate are currently recognized by the University. Please advise my office if the list needs updating for your location.

Archie Kieingartner
Vice President

Enclosures (List outdated, hence, not included)

cc: Assistant Vice President Stover
Assistant Vice President Blakely
Director Mannix
Associate Counsel Odle

Guidelines for Relations with Employee Associations/Advisory Groups

Academic and staff employee associations/advisory groups are established as Organizations which aid the administration in gathering the views of affected employees regarding professional activities, operations, salaries, benefits, personnel policies and practices, and other matters of concern to employees and administrators in the University. Also, the associations may serve as sources of interested employees to help staff task forces and advisory committees, participate in the academic review process (where appropriate), and help publicize policy, procedures, and other information of interest to employees.

Unlike employee organizations (unions) the associations do not exist, in whole or in part, for the purpose of dealing with the University concerning grievances or labor disputes or representing members in their employment relationship. Associations may not: (1) act as advocates or represent individual employees or groups in negotiations, grievances, complaints, or other disputes with management; (2) encourage employees to join or elect unions or interfere with the right of employees to make an informed choice; or (3) advocate economic, political, public, or other pressures upon the University, disrupt operations, or otherwise injure the valid interests of the University. Should an employee association/advisory group engage in any of the above advocate activities, it could then be identified as a union and become subject to the Guidelines for Relations with Employee Organizations. All management support and endorsement must then be withdrawn.

Distinguishing between union activity and association/advisory group activity is important also because under the Higher Education Employer-Employee Relations Act (HEERA), management is prohibited from (1) dominating or interfering with the formation or administration of any union, or contributing support to it; (2) encouraging employees to join one union in preference to another; or (3) consulting with any academic, professional, or staff advisory group on any matter within the scope of representation for employees who have an exclusive representative or for whom a union has filed a request for recognition or certification. Therefore, as a matter of law, the University does not support or endorse one union in preference to another, either directly or through an association which is under a union's influence.

In order to achieve status as an Employee Association/Advisory Group and to receive approval and support from the administration, associations must be registered and provide:

1. The name and mailing address of the organization;
2. The names, departments, and work telephone numbers of the principal officers;
3. A copy of the bylaws and/or official statement of purpose.

Management support of approved associations may include:

1. Recognizing and encouraging association activity and officers, exchanging information of interest, and considering as fully as reasonable communications from association members;
2. Allowing a reasonable amount of time on pay status to be devoted to legitimate association activities by officers and members;
3. Allowing associations to use University facilities, supplies, and equipment (telephone, meeting rooms, duplicating equipment, mail service, paper, etc.) at no cost; and
4. Funding appropriate operating expenses.

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