

Article 5 ORGANIZATIONAL RIGHTS

§ 5.1 Services Provided

SEIU shall have the following rights in addition to the rights contained in any other part of this Agreement:

§ 5.1.1 Use without charge of institutional bulletin boards, daily bulletin, mailboxes, and the use of the school mail and email system for the posting or transmission of information or notices concerning SEIU matters;

§ 5.1.2 Access to unit members at their place of assignment when such access will not interfere with assigned duties of unit members;

§ 5.1.3 Permission to use projectors, computers, servers, media and teleconferencing equipment, typewriters or school facilities, when not otherwise used for educational purposes, without charge for SEIU meetings, subject only to submission of the standard application for Civic Center permit in accordance with Board rules and regulations.

§ 5.2 Hire Date and Classification Roster

§ 5.2.1 District shall provide SEIU upon request a roster of all bargaining unit members every August and January which would include unit member name, hire date, grade and step placement, salary placement, job title, departmental assignment, job site, and percent of full time equivalency. A copy of the Human Resources Agenda, as adopted by the Board of Trustees, shall be forwarded to SEIU as soon as possible.

§ 5.3 Copies of Documents

§ 5.3.1 District shall provide SEIU with one (1) copy of the Annual Budget, two (2) copies of the Agenda and Minutes of all Board Meetings, and copies of other material relevant for SEIU to fulfill its duties and obligations as the exclusive representative of bargaining unit members covered by this Agreement.

Article 5 ORGANIZATIONAL RIGHTS (Continued)

§ 5.4 SEIU Conferences

§ 5.4.1 District unit members shall be provided with a total of twenty-four (24) hours paid release time and a reasonable number of unpaid release hours at District discretion per fiscal year to attend SEIU conferences. Prior approval must be obtained for this release time from the unit member's supervisor and the Vice President of Human Resources.

§ 5.5 Copies of Agreement

§ 5.5.1 District shall provide a copy of this Agreement, and any amendments thereto, to all bargaining team members, CEC members, and upon request, those employees who are not able to access an on-line version of the Agreement. SEIU shall pay for one-half of the expenses for printing the Agreement. SEIU and the District shall agree as to final format and where the contract shall be printed.

§ 5.5.2 The District will regularly schedule orientation meetings for new employees. All new employees shall be required to attend the orientation. The employee will be compensated for attending the orientation.

The District shall notify SEIU of regularly scheduled orientation meetings, and allow a Union Steward to make a brief presentation. Alternatively, SEIU may produce a video and the District will make it available to new bargaining unit members.

§ 5.6 Classified Executive Council

§ 5.6.1 The District recognizes the Classified Executive Council (CEC) as the governing body of the Santa Rosa Junior College Classified Chapter of SEIU, Local 1021.

§ 5.6.2 Beginning with the academic year 2006-2007, the District will provide a total of 0.5 FTE of re-assigned time to the CEC President. Beginning July 1, 2006 SEIU will redirect 0.08% of the 0.48% in Article 7.1.3 of the 05/06 SEIU/District contract to provide SEIU's portion of the 0.5 FTE reassigned time, and the District will provide the remaining funds. In the event that the CEC President's position is less than 0.5 FTE, the remaining re-assigned time shall be distributed in a manner requested by the CEC. Notification of the designated classified staff member(s) and amount of re-assigned time shall be submitted to the District by July 1 of each year. Additional re-assigned time may be mutually agreed upon for special studies or projects.

Article 5 ORGANIZATIONAL RIGHTS (Continued)

§ 5.6 Classified Executive Council (Continued)

§ 5.6.3 The District will provide the department of the designated classified staff member(s) identified in § 5.6.2 with the funding necessary to provide coverage for the 0.5 FTE of re-assigned time or in the amount needed to adequately offset the impact on the department of the re-assigned time.

§ 5.6.4 In addition, one (1) hour per month of release time will be provided for members of the Classified Executive Council to attend business meetings. An additional two (2) hours for a total of three (3) hours per month of release time will be given to members of the Classified Executive Council who must commute from other District locations to the Santa Rosa Campus to attend business meetings.

§ 5.7 Committee Assignments/interview Committees

§ 5.7.1 The District recognizes and affirms the value of classified representation on District standing, ad-hoc, and interview committees, and will affirmatively encourage an atmosphere that provides classified employees with a reasonable opportunity to participate on District committees.

§ 5.7.1.1 Whenever possible, participation will rotate inter- and intra-departmentally, encouraging more classified employees to participate in standing, ad-hoc and interview committees, and to minimize the impact of staff participation on any particular department.

§ 5.7.2 One classified appointment per screening and selection committee shall be made by the Classified Senate President, or his/her designee.

§ 5.7.2.1 All other Classified committee appointments shall be made by the Classified Executive Council President, or his/her designee.

§ 5.7.2.2 Prior to appointment, the employees in the bargaining unit shall indicate in writing (or email) to their supervisor and to the individual who will be appointing him/her that she/he has discussed the appointment with his/her supervisor.

§ 5.7.3 No Employee in the bargaining unit may serve on more than one (1) campus standing or ad-hoc committee, stand-alone task force or work group and one (1) screening and selection committee per semester. Exception to this provision must be granted in writing by the supervisor.

Article 5 ORGANIZATIONAL RIGHTS (Continued)

§ 5.8 Ratification

§ 5.8.1 At a time to be mutually agreed upon by SEIU and the District, each bargaining unit member may have one (1) hour of release time for the purpose of attending a ratification session.

§ 5.8.2 The employee will provide their immediate supervisor with written notification of absence. When possible, this notification will take place at least 24 hours prior to time of release.

§ 5.9 Negotiations

§ 5.9.1 SEIU Negotiators (including the Vice President/Negotiator) will be provided release time, up to a maximum of 10 hours per month for negotiations prep-time. This release time is limited to the months within the current year's negotiations cycle, beginning in November for preparation.

§ 5.10 Contractual Release Time

§ 5.10.1 Contractual release time is required to be documented on a Notice of Absence form (NOA) and submitted with supervisor's signature to Human Resources.

§ 5.11 Monthly Bargaining Unit Report:

Santa Rosa Junior College District (the Employer) shall provide SEIU 1021 (the Union) a Bargaining Unit Report in electronic malleable format (excel) on a monthly basis of all current employees covered by this Agreement, which shall include each employee's:

- Full Name
- Job Title
- Department
- Membership Status (member, non-member)
- Work Location (where the member works, not just their mailing address)
- Work phone number
- Personal phone number
- Work e-mail
- Personal e-mail
- Home address

Article 5 ORGANIZATIONAL RIGHTS (Continued)

§ 5.11 Monthly Bargaining Unit Report (Continued)

A member may opt-out in writing that they wish not to provide the following information:

- Home address
- Personal Phone Number
- Personal E-mail

§ 5.12 New Employee Orientation:

- A. The District agrees that each newly hired employee shall be required to participate in an in-person new employee orientation during regular working hours, onsite and without loss in compensation conducted during the District's monthly onboarding and benefits session. SEIU will be allotted time for a thirty (30) minute presentation at this monthly onboarding and benefits session.
- B. A newly hired employee who does not attend their in-person monthly new employee orientation shall be required to attend the following orientation as a make-up session. All of the same terms apply to the make-up session as outlined in section 5.12.
- C. The District will include SEIU Member Application and an informational welcome notice from SEIU in its onboarding forms to all new employees during the hiring process.
- D. The District shall grant the SEIU designee(s) release time (up to one (1) hour) without loss in compensation to attend and conduct these meetings.
- E. The District shall provide SEIU with at least ten (10) days' notice of any new employee orientation and send an electronic list of confirmed participant(s) at least forty-eight (48) hours in advance. This list may change as participants add after the confirmation list is sent.
- F. If SEIU requests the District representative(s) be absent from the room during the sessions, meetings or trainings conducted by SEIU with newly hired employees, SEIU's allotted thirty (30) minute presentation will be scheduled as the final item of the District's monthly onboarding and benefits session.