

Article 3 UNION RIGHTS

§ 3.1 Definition of a Unit Member

The STNC Unit shall not include professional experts or student employees. Peer Assisted Learning Specialist (PALS) employees are not student employees and are included in the STNC unit (please see the SEIU/District Classified Unit Contract for definitions of professional experts and student employees).

§ 3.2 Dignity Clause

All employees are entitled to a workplace where, regardless of their classification, they are treated with dignity, respect and courtesy.

§ 3.3 Services Provided

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

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

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

§ 3.3.3 Permission to use projectors, computers, servers, media and teleconferencing equipment, typewriters or District 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.

§ 3.4 Hire Date and STNC Roster

§ 3.4.1 The District shall provide SEIU a roster of all bargaining unit members every August and January which would include unit member's name, hire date, hourly rate, job title, departmental assignment, job site, and time period of employment.

§ 3.5 Copies of Agreement

§ 3.5.1 District shall provide an electronic copy of this Agreement, and any amendments thereto, to all bargaining team members and CEC members.

Article 3 UNION RIGHTS (Continued)

§ 3.6 Classified Executive Council

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

The CEC will include up to two (2) STNC positions.

§ 3.7 Ratification

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

§ 3.7.2 The unit member 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.

§ 3.8 Negotiations

§ 3.8.1 SEIU shall have up to two (2) STNC Negotiators who shall be provided paid release time as specified in section 3.9. This release time is limited to the months within the current year's negotiations cycle, beginning in November for preparation.

§ 3.9 Contractual Release Time

§ 3.9.1 The District shall provide, on an annual basis, up to a maximum of 80 hours of paid release time for STNC unit members to prepare for and attend negotiations, CEC meetings, or for other STNC unit obligations.

§ 3.9.2 Contractual release time is required to be documented on a timesheet and submitted to the unit member's supervisor for approval.

§ 3.10 Monthly Bargaining Unit Report

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

- Full Name
- Job Classification
- 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

A member may opt-out by writing or emailing the Chapter President or SEIU Field Representative if they wish not to provide the following information to SEIU:

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

The SEIU Field Representative will provide the District with this information on a monthly basis.

§ 3.11 New Employee Onboarding

§ 3.11.1 The District shall provide a SEIU Chapter designee and SEIU Field Representative with the Monthly Bargaining Unit Report as specified in section 3.10.

§ 3.11.2 The District will include the SEIU Member Application and an informational welcome notice from SEIU in its onboarding forms to all new employees during the hiring process. SEIU may produce a video and the District will make it available to new unit members.

§ 3.12 Protecting Bargaining Unit from non-exclusive third parties.

The District shall promptly notify the Union of any third-party requests for contact and/or demographic information of bargaining unit members. The District shall promptly provide the Union with a copy of the request and any materials submitted with the request. The District shall provide the Union with at least five (5) working days to review the request prior to the employer responding to the request. The employer agrees to consider the Union's response prior to disclosing to a third party any contact and/or demographic information of the bargaining unit members.

§ 3.13 Meet and Confer

Pursuant to Government Code 3505, SEIU and the District shall meet and confer in good faith when changes in working conditions or other areas within the mandatory scope of bargaining are to occur.