

Article 13 - Association Rights

- 13.1 Authorized Association representatives shall have the right of reasonable access to District facilities for the purpose of contacting unit members and transacting lawful Association business. Upon arriving at a school or worksite, any such representative shall first report to the office of the site principal or supervisor and state the intended purpose and length of visit.
- 13.2 Authorized representatives of the Association shall not interfere with regularly scheduled work hours nor shall they contact bargaining unit members for association business during any portion of their negotiated workday except at the discretion of the principal or supervisor.
- 13.3 The Association may utilize District facilities at times other than normal working hours for meeting purposes; the time and place of such use shall be at the discretion of the principal or supervisor.
- 13.4 The Association may distribute organizational literature on District property, provided it conforms to the content regulations in Section 13.7 hereof, and does not interfere in any way with District business. No person shall distribute literature on District property in a place or manner which distracts bargaining unit members who are performing their duties. Literature may be distributed, or left for pickup, in staff rooms, mailboxes, and in other appropriate site locations as designated by the principal or supervisor.
- 13.5 The Association shall have the right to post notices of Association concern (consistent with Section 13.7 hereof) on bulletin boards. The District shall provide at least one-half of a bulletin board for such use in each school and worksite frequented by bargaining unit members.
- 13.6 The Association shall have reasonable use of the local site mailboxes to distribute organizational material which conforms to the content restrictions in Section 13.7.
- 13.7 Any literature to be distributed or posted must be dated and must identify the person and organization responsible for its promulgation. The Association and/or its representatives may use the District mailboxes to communicate with bargaining unit members. The District shall allow reasonable use of the delivery system of the District for Association business.
- 13.8 The District shall, each school year that this Agreement is in force, furnish to the Association upon request by the Labor Relations Representative, the full name, employee ID, contact information, District job title, and primary work site of all bargaining unit members.

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- 13.9 The District will furnish the Association with a complete agenda for each regular meeting of the Board of Education, excluding executive sessions, Rodda Act sessions, and personnel items. Agendas will be furnished, when possible, at least forty-eight (48) hours before regular Board of Education meetings.
- 13.10 The Association shall receive a copy of all adopted policies of the Board of Education.
- 13.11 The Association shall be granted by the Board of Education reasonable release time to be used by the Association negotiation team for negotiations. The CSEA shall have the right to designate five (5) employees, and negotiations will be conducted on mutually agreeable dates, primarily during the normal working day. Release time will be provided to the negotiation team to participate in negotiation sessions. Release time for planning or preparing for negotiations may occur one and one-half (1.5) hours immediately preceding a negotiations session.
- 13.12 At least fifteen (15) working days prior to notice of layoff, the District will provide the Association with a seniority list of those potentially affected employees, and this list will be updated thirty (30) days prior to the effective date of layoff.
- 13.13 The District will grant paid release time of five (5) days per year for the president or designee to attend the annual Association State Conference.
- 13.14 The Chapter shall have available for the duration of the contract a maximum of twenty-five (25) workdays of paid release time per fiscal year for the purpose of granting to the Chapter President time to conduct Chapter business. The Chapter President may assign part or all of his/her release time to Executive Board members for the purpose of conducting Chapter business. At the beginning of each school year, the CSEA President will provide a written list of the CSEA Executive Board members and their position to the Personnel Services Department and update when appropriate. The CSEA President or designee will discuss the release time with his/her supervisor at least one week in advance of the desired release time and, when possible, will attempt to schedule the release time on a day and at a time mutually convenient to the CSEA President or designee and his/her supervisor. If a mutually convenient date and time cannot be selected, the Superintendent's designee shall meet with the CSEA President to resolve the schedule.

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Any release time taken by the Chapter President or designee shall be taken in one (1) hour increments. The Chapter President or designee shall provide the Personnel Services Department with the pre-approved release time prior to use and actual hours used after completion of conducting Chapter business. Any direct costs incurred by the Chapter President while on release time for Chapter business shall be reimbursed to the District.

- 13.15 The district shall furnish CSEA a job description for each classification in the bargaining unit. Any proposed change in a job description shall be negotiated with the CSEA.