

ARTICLE 10 UC-AFT RIGHTS

A. MEETINGS

The UC-AFT and the University designee(s), at the request of either party, shall meet to discuss problems of mutual concern. Up to three (3) UC-AFT representatives shall receive a reasonable amount of time, without loss of compensation, for meetings with Office of Labor Relations representatives. Whenever practicable, meetings concerning a local campus problem will be held on the affected campus.

B. MASTER EMPLOYEE LISTS

The University will provide the UC-AFT with a monthly list of all bargaining unit librarians, showing: names, job title, title codes, most recent date of hire, campus department address, work location, personal cellular phone number, personal email address, dues indicator and home address provided the librarian has agreed to release their home address.

C. MASTER LIST UPDATES

The University will provide the UC-AFT with a weekly change report containing any changes to the information, the names of librarians who have resigned, retired, or have been terminated, as well as information on new hires.

D. COPIES OF THIS AGREEMENT

Within 90 days of ratification of this Agreement, the University shall prepare a complete, corrected version of the document, which shall be approved by the UC-AFT. Following this approval, two (2) hard copies of record shall be prepared, one for each party. A downloadable electronic pdf version shall be posted on the University of California website. The University shall notify all Unit 17 librarians of the URL for the Agreement. Any Unit 17 librarians hired after the effective date of this Agreement shall be given the URL for this agreement during the on boarding process.

E. USE OF FACILITIES

Subject to the campus time, place, and manner rules for employee organizations, the UC-AFT shall be able to use general classrooms and meeting rooms when not in use for University purposes. Information tables may be used in accordance with the campus time, place, and manner rules for employee organizations. The UC-AFT shall have the right to post union notices on bulletin boards in accordance with campus time, place, and manner rules. Such notices shall be no larger than 8.5 x 14 inches, shall contain the name or letterhead of the UC-AFT and shall be dated. Such material may be removed after thirty (30) calendar days. No literature or other material may be affixed to furniture, walls, floors, ceilings, elevators, stairways, light fixtures, doors, window coverings, or similar objects or fixtures.

Distribution of materials shall be subject to the time, place, and manner rules of the campus and shall be made by librarians outside of their work time and during meal times.

F. MEMBERSHIP SOLICITATION

The UC-AFT and its members shall not attempt to solicit or sign up members during work time.

G. U. S. MAIL DELIVERY AND USE OF MAILBOXES

United States mail which is received by the University bearing a name and specific campus address will be distributed to the librarian in the normal manner. Where employee mailboxes exist for Unit 17 members, the Union shall have reasonable use of them. Where such mailboxes are in a restricted work area or where mailboxes do not exist for employees, the University will distribute Union mail by the normal method.

H. USE OF MAILBOXES

In locations where employee mailboxes exist, the UC-AFT may reasonably use such boxes in accordance with existing campus procedures.

I. INFORMATION REQUESTS

UC-AFT requests for personnel and budgetary information and reports relating to employment conditions of librarians shall be fulfilled to the extent required by law. The UC-AFT will bear all appropriate costs associated with additional copies or other information requests.

J. UC-AFT LEAVE

In the event that a Unit 17 librarian is elected statewide president of the UC-AFT, said librarian may apply to the appropriate UC campus administrator for an unpaid leave at 50% for a year's duration. The request shall be submitted at least 60 days prior to the commencement of the leave. The request shall not be unreasonably denied.

K. UNION STEWARDS

The UC-AFT will provide the Office of Labor Relations with a list of designated Unit 17 stewards, not to exceed one steward for each campus. It is understood that as professional, exempt employees, librarians designated as union stewards are provided with reasonable flexibility in the use of their time to complete assigned responsibilities.

L. NEW EMPLOYEE ORIENTATION

1. When the University hires a new bargaining unit employee, the University shall notify the Union fifteen (15) days in advance, if practicable, of the date the on-boarding process

shall take place, which is generally the first day of employment. The University shall provide the Union (designated local union representative at each campus) with the date, time and location for the Union's access to the new employee.

2. The on-boarding process is defined as the process which commences on the date the new bargaining unit employee reports to work and signs the employment paperwork such as an I-9 form, patent and oath and receives an employee identification number.
3. Following the on-boarding, the University shall arrange for a space for the Union to meet with the new bargaining unit member for a maximum of thirty (30) minutes. However, the new bargaining unit member does not have to meet with the union if the employee does not want to do so.
4. The Union's availability will not be taken into consideration when the on-boarding meeting is scheduled.
5. Should the Union fail to arrive at the designated location at the designated time, no make-up meeting shall be scheduled nor shall the new bargaining unit employee be required to wait past ten (10) minutes into scheduled time period.
6. The new bargaining unit member shall be on paid work time for a maximum of thirty (30) minutes for the time they are meeting with the union.