

# UCSF Access Guidelines<sup>1</sup>

Regulations Governing the Use of University Facilities and Access to University Employees by Employee Organizations and their Representatives

## I. Purpose

- A. The following regulations provide employee organizations and their representatives reasonable access to University grounds, facilities and employees while ensuring that activities will not disrupt daily work activities, teaching, research, and will not adversely affect delivery of patient care, patient welfare or visitor experience at the institution.
- B. These regulations do not apply to employee organizations or their representatives when they are representing employees in grievances filed under a Memorandum of Understanding (i.e., a collective bargaining agreement) or grievances and administrative reviews pursuant to the Personnel Policies for Staff Members' Complaint Resolution Procedure. In such cases, the appropriate contract or policy provisions shall apply. In the event these rules conflict with a Memorandum of Understanding, the Memorandum of Understanding shall control. In fact, many of the existing Memorandums of Understanding refer to these local access rules and regulations.
- C. As used in these Guidelines, the term "University" includes the UCSF Campus and Medical Center.
- D. These Guidelines apply to all University facilities and clinics operated by the Campus and the Medical Center.
- E. The University reserves the continued right to add to, delete from, or modify these regulations pursuant to its rights under the Higher Education Employer-Employee Relations Act (HEERA) and applicable collective bargaining agreement provisions.
- F. The University reserves the right to deny, in whole or in part, any request for access, as appropriate, provided that any restrictions on access are consistent with the University's rights under the HEERA and applicable collective bargaining agreement provisions.

## II. Background

There are numerous instances when employee organizations and their representatives desire to solicit, meet with, or otherwise establish contact with University employees. Since the atmosphere we have attempted to create is critical to the University's values, these regulations are promulgated to ensure the highest level of respect and service to our patients, students, visitors and staff, as well as employee organizations and their representatives.

## III. Definitions

- A. **Employee Organizations**  
Defined as independent organizations which exist for the purpose, in whole or in part, of dealing with University management concerning matters within the scope of representation under HEERA. Employee organizations are required to register with the Labor and Employee Relations office.

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<sup>1</sup> Local Access Guidelines for the Teamsters' CX Unit are subject to negotiations

B. Employee Organization Representative

Defined as any person acting in the interest of or on behalf of a registered employee organization, including both University and Non-University personnel.

C. Official University Activities

All patient care activities; academic classes, research and related activities; normal daily operations of University units; and programs or activities sponsored by University units in the course of fulfilling their University mission.

D. Restricted Areas

Areas designated for Official University Activities only. The activities of employee organizations and their representatives are restricted in these areas. Restricted areas include, but are not limited to:

1. Patient care, clinical laboratories and clinical areas, including, but not limited to:
  - o Chart rooms and rooms that function as or are in the nature of chart rooms
  - o Nursing stations
  - o Patient and/or visitor lounges including patient conference rooms, sitting rooms, and solaria
  - o Libraries or study areas
  - o Patient floor and operating room area corridors
  - o Patient rooms, operating rooms, laboratories, clinics, and other treatment and patient care areas
2. Academic and research areas while instruction, counseling/advising, or research is in progress
3. Research areas when the health, safety or security of individuals or the research could be adversely affected
4. Confidential and/or secured work areas, including, but not limited to the following areas: student and patient records, medical records, cashier's office, radiation areas, information services/computing, telecommunications, and central plant.
5. Private residential areas of students
6. Loading dock areas
7. Medical Center Way
8. The main entrance to the Medical Center at 505 Parnassus, including the semicircular driveway adjacent thereto, Mt. Zion Hospitals, in front of the main entrance to the Ambulatory Care Center, the entrances to other inpatient or outpatient clinics or additional hospitals or clinics that may be built or occupied in the future. This shall include patient drop off and pick up locations that may be at or near these front entrances.

E. Meeting Areas Available for Use by Employee Organizations and their Representatives

Employee organizations and their representatives may schedule meeting rooms to conduct meetings for gatherings, solicitations, and events when such meeting rooms are not in use for University purposes, such as teaching, learning, research, patient care, or other official University business. The Labor and Employee Relations contact number for scheduling Campus locations is (415) 353-4107. For Medical Center locations, the contact number is (415) 353-4012.

Meeting areas available for use can be found at the following website: <http://osl.ucsf.edu/space/index.html>. For information on how to schedule non-restricted meeting rooms, refer to section IX of these guidelines.

#### **IV. U.S. Mail**

U.S. Mail which is received by the University bearing an employee's name and an accurate address will be distributed to the employee in the normal manner. Employee organizations and their representatives are strictly prohibited from the use of the University's mail system. In locations where employee mail boxes exist, employee organizations and their representatives may reasonably use such boxes, provided the boxes are not located in a confidential and/or restricted area. If employee mail boxes are located in a confidential and/or restricted area, arrangements can be made with the Labor and Employee Relations office for the Campus or Medical Center to distribute the information in the same manner that other such information is distributed.

#### **V. General Rules**

- A. All persons on University property are required to wear the official identification provided for this purpose (i.e. name tag, identification badge, etc.) and to identify themselves upon request of University officials acting in the performance of their duties
- B. Employee organizations and their representatives are permitted to reasonably conduct employee organization business in non-work areas only during the employee's non-working hours; i.e., before or after work, or during meal and rest periods and when conducting such business is not disruptive to other employees who are on their work time. If such contacts are made while employees are at the University, they should occur only in non-restricted areas and in accordance with these Guidelines. The University reserves the right to exclude such individuals and organizations from certain non-restrictive areas under appropriate circumstances. However, when that occurs, the University will provide an employee organization and their representative with access to an alternate area in reasonable proximity to the work area. Additionally, the University may request employee organizations and their representatives to state the nature of their visit. Any work areas closed to the public will require that an employee organization and their representative obtain pre-approval from Labor and Employee Relations, at either the campus or medical center, before entering the area.

#### **VI. Bulletin Boards**

Written materials may be posted on general purpose bulletin boards or pre-designated employee organization bulletin boards only; bulletin boards specifically designated for official University business may not be utilized by employee organizations and their representatives. No literature or other materials may be affixed anywhere else, such as walls, floors, ceilings, elevators, or stairwells at any time. Postings concerning activities other than Official University Activities are subject to removal 30 calendar days from date of posting.

- A. Postings must be no larger than the standard letter size of 8 ½ x 11 inches.

- B. Postings must be on letterhead and/or include the name of the responsible organization and/or individual.
- C. Postings must be dated with the current month and year of posting.

## **VII. Employee Lounges and Break Areas**

Where employee lounges and break areas exist in non-prohibited areas, one-to-one solicitation of consenting employees is permitted.

## **VIII. Picketing/Demonstrating/Leafleting**

- A. Employee organizations and their representatives may engage in reasonable activities such as leafleting and setting up literature tables in non-restrictive areas. Such activities shall not interfere with or disrupt operations or impede ingress and egress at University facilities. Specific limitations are outlined below and are illustrative, not all inclusive:
  - 1. Picketing and demonstrations shall be limited to public access areas only and may not take place on University property. The University's Police Department and/or Medical Center security will be responsible for enforcement.
  - 2. While these areas are restricted as defined in Section III.D. above, it bears repeating that at no time shall there be picketing, demonstrating, leafleting or other activities at 505 Parnassus, Mt. Zion Hospitals, in front of the main entrance to the Ambulatory Care Center, the entrances to other inpatient or outpatient clinics or additional hospitals or clinics that may be built or occupied in the future. This shall include patient drop off and pick up locations that may be at or near these front entrances. Interference with entrances to University buildings, functions and activities; disturbance of University offices, classes, study facilities, and patient care and research; and harm to University property are prohibited.
  - 3. At no time shall there be leafleting, demonstrating, picketing or the interference of ingress and egress at University parking structures or lots.
  - 4. Employee organizations may utilize special use areas for activities such as distributing information and table set-up when such activities are sponsored by Labor & Employee Relations and are consistent with use of University space policies and guidelines as described in the University of California Policies Applying to Campus Activities, Organizations and Students. Special use areas are available at the Parnassus and Mission Bay (Genentech Hall, Koret Quad and other Mission Bay sites) campuses, or any other location that may be identified by the University for special use in the future.
  - 5. In addition to special use areas, employee organizations, with prior reservation and approval from Labor & Employee Relations, may set up tables for use as literature booths, voting venues, etc, only in the following areas:
    - o Laurel Heights 2nd floor corridor adjacent to the View Cafe
    - o Mission Center Building lobby
    - o Medical Sciences 1st Floor lobby
    - o Mt. Zion entranceway to the cafeteria and/or the dining room, if available
  - 6. While public sidewalks are available for public use, they must be kept available for normal pedestrian traffic at all times.

7. Drums, megaphones and/or amplified noises or sounds shall not be permitted in front of patient entrances to Long, Moffitt and Mt. Zion Hospitals, the Ambulatory Care Center, other inpatient or outpatient clinics and additional hospitals or clinics that may be built or occupied in the future. Such mechanisms may be permitted in other designated picketing and demonstration areas to the extent they do not disrupt business operations or violate local ordinances.

## **IX. Scheduling the Use of Meeting Areas/Tables & Chairs**

Employee organizations and their representatives shall follow the procedures below to schedule access to Non-Restricted Meeting Areas:

- A. Complete the Room Reservation Request form and fax to Campus Labor & Employee Relations at (415) 514-6715 or Medical Center Employee Relations at (415) 353-4029 to request a meeting room or table/chair set-up for a particular area. Requests must be submitted at least ten (10) calendar days in advance of the event, whenever possible. In the event of conflicting requests, scheduling will be based upon the date the written request was received on a first come, first served basis. Requests must include the following information:
  1. Name of the organization or individual making the request
  2. Name and/or purpose of the event
  3. Date and day of the event
  4. Start and end times of the event
  5. Expected attendance
  6. Contact Information for the person in charge of the event
- B. When additional resources are required (such as table and chair set-up, etc.) and costs are incurred, Labor & Employee Relations contacts Facilities Management for a Work Order, which will initiate the process to bill Labor & Employee Relations. Labor & Employee Relations will submit an invoice to the employee organization requesting the reservation. An employee organization's failure to reimburse the University for costs associated with a reservation request may result in future requests being denied.
- C. When a room is utilized at a time not on the normal open/close schedule, charges may be levied for environmental conditioning, special cleaning, and opening/closing.

## **X. Prohibited Activities**

Employee organizations and their representatives are prohibited from using University facilities and equipment, including, but not limited to, automobiles, computers, projectors, office supplies, and photocopy and reproduction equipment. Use of University telephones, electronic mail and other electronic communications by Employee organizations and their representatives, who may also be University employees, must conform to applicable University policy and collective bargaining agreement provisions. Any exception requires the express written consent of the Labor and Employee Relations Manager/Director for either the Campus or Medical Center or his/her designee.