

## ARTICLE 7 - ORGANIZATIONAL RIGHTS

### 7.1 Association Rights: The Association shall have the following rights:

7.1.1 Authorized representatives of the Association shall have the right of access to areas in which employees work during lunch periods and rest periods subject to District regulations.

7.1.2 The right to use without charge institutional bulletin boards, mail boxes and the use of the school mail system, the use of District phones and fax machines, excluding toll calls, use of copy machines at a rate of .10 cents a copy; and use of typewriter, or computer for union business. Copy machines, computers and typewriters will be used on non-work time. A copy of any notice posted shall be furnished to the Superintendent.

7.1.3 The right to use without charge institutional facilities and buildings under the same terms and conditions as any public or community organization pursuant to District regulations. Use may be refused if it would interfere with the educational program. Use of facilities request form must be on file.

7.1.3.1 A copy of all board agendas and job openings will be sent to all schools and other departments and will be placed in rest areas or posted at each site for use by unit members. The district shall make health and safety postings at all job sites where appropriate.

7.1.4 The Association agrees that no materials will be posted which contain false or defamatory statements regarding the school administration or Governing Board. Upon notice to the Association that posted materials are considered in violation of this section, said materials may be removed and destroyed.

7.1.5 The Association shall have the right upon request to one (1) copy of any budget materials submitted to the Governing Board.

7.1.6 The Association President or designee shall have a maximum of seven (7) school days of leave during the year to be utilized for Statewide Association workshops and Statewide Association conferences provided three (3) days notice is given to the Superintendent prior to said leave(s). An additional three (3) days may be used for Association business if approved by the Superintendent or designee in advance. Days granted the Association under this section are not accruable from year to year and are not intended for use related to local chapter conferences or preparation for negotiations.

7.2 Distribution of Contract: Forty-five (45) Days after this contract is ratified, the District will provide to the Association sufficient copies of this Agreement for distribution to each unit member. All newly hired bargaining unit members shall receive an annual (30) minute orientation with the Association President or Designee for the purpose of educating the newly hired bargaining unit members on CSEA member benefits. Newly hired bargaining unit members shall also receive, upon initial employment, from the District a "New Employee Packet" which shall contain the following:

Copy of this Current Agreement  
Insurance Booklet  
Bargaining Unit Member's Job Description

- 54 School Calendar
- 55 CSEA membership packet (provided by CSEA)
- 56 a. Employee Name
- 57 b. School Year
- 58 c. Immediate Supervisor
- 59 d. Number of Contract Days
- 60 e. Class
- 61 f. Step
- 62 g. Salary-Hourly and Monthly
- 63 h. Seniority Date (Hire Date)
- 64
- 65 7.3 Prior to the beginning of the school year the District shall post an updated seniority list
- 66 for all positions in the bargaining unit.