



### 3.2 Use of Mail Service

- 3.2.1 Employee organizations may use the facilities of the campus post office for intra-campus distribution of written organizational material to their membership or to the college community at large, provided that official College communications shall be given priority of distributions.
- 3.2.2 Employee organizations may not use College postage or postal permits for the mailing of organizational materials off campus.

### 3.3 Telephone Usage

- 3.3.1 Employee organizations may use College telephones for intra-campus calls.
- 3.3.2 In accordance with the rules of the Department of General Administration, members and officials of employee organizations may not use College telephone for calls off campus on the state controlled access network (SCAN), or the statewide area telephone system (WATS) when such calls concern business of the employee organization. Such calls shall be considered to be calls for purposes other than state business.

### 3.4 Reproduction of Material

Employee organizations may use the facilities of the College central duplicating and photocopying units by paying the regular charges established for such services.

### 3.5 Use of Secretarial and Other Support Services

Employee organizations may not use for organizational purposes the services of College secretaries, typists, or other supporting staff during the College duty hours of such staff.

### 3.6 Use of Office Equipment and Supplies

College supplies may not be used by any employee organization. Office equipment, such as desks, typewriters, computers and other paraphernalia normally utilized by a faculty member during the course of his regular working hours may be used by the employee organization when such equipment is not in use for College activities.

### 3.7 Travel Expense

Travel expenses of staff members on employee organization business shall not be paid by the College. College vehicles shall not be used for employee organization business.