

	Employee Organizations		
College Facilities	Administrative Procedure 8-010	Page 1 of 2	Adopted 10/82 Revised 7/98 March 2006

1.0 Employee Organizations Objectives and Responsibilities

1.1 Organization Business During Scheduled Working Hours

- 1.1.1 Faculty or classified members of Columbia Basin College (CBC” or the “College”) who belong to employee organizations may conduct business related to such an organization provided that business does not interfere with the primary responsibilities that the members owe the college as a condition of employment.
- 1.1.2 The conduct of business of employee organizations by members of the administration staff shall not take place during the regularly assigned working hours of the staff members unless such use of staff time is specifically authorized by the president, vice president or the appropriate dean. Meetings called by the President, Vice President or dean with representatives of such organizations may be held during regular working hours.
- 1.1.3 The business of organizations representing classified staff shall not be conducted by any employee of CBC during his or her regular working hours except as may be provided by contract between the organization and the Board of Trustees or as may be specially authorized by the President of the College.

2.0 Definitions

- 2.1 An "employee organization" means an organization of any kind having as the primary purpose the improvement of terms and conditions of employment of employees holding faculty, classified staff, or exempt position appointments provided that the term "employee organization" shall not include Faculty Senate. For the purposes of this chapter, references to limits and scope of activities by employee organizations shall be construed to affect and limit the conduct of persons acting on behalf of employee organizations.

3.0 Use of College Resources

The Board of Trustees of CBC, pursuant to Chapter 28B.50 RCW has adopted the following rules and regulations relating to the use of College resources by employee organizations at CBC. The regulations set forth in this chapter are designed to control the use of College resources by employee organizations and their members when conducting the business of such organizations; provided, however, that nothing in this chapter shall be construed to limit the use of College resources by members of employee organizations when such members are acting in their capacities as employees of the College during the conduct of College business.

3.1 Use of Space

Employee organizations may schedule rooms for the conduct of meetings through the Business Office of CBC on the same basis as any other college organization as set forth in WAC 132S-50-020.

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.