

3.10
EMPLOYEE RELATIONS
AND ORGANIZATIONS
CHAPTER 2
POLICY 3.10

Cabinet Approval: 3/6/84
Board of Trustees Approval: 7/11/84

I. PURPOSE

To outline the College policy with respect to employee relations and to employee organizations.

II. DEFINITION

Employee Organization. For the purpose of this policy the term "employee organization" means those organizations, which are composed of full-time "faculty," and/or "staff" employees at Salt Lake Community College.

III. INTERPRETATION OF POLICY AND PROCEDURES

Questions relating to any aspect of College personnel practices, or to the interpretation and application of this policy relating to employee relations and organizations, and any proposals for changes therein, should be addressed to the Director of Personnel Services.

IV. BASIC POLICIES

- A. Shared Responsibility. College personnel at all levels share responsibility to promote and preserve a physical environment and a learning climate conducive to successful performance of the College's mission.
- B. Obligations of Administrators to Employees. Under the direction of the President, College administrative officers should:
1. Establish fair and orderly procedures for administering personnel relations which:
 - a. Satisfy applicable legal requirements, including but not limited to the Affirmative Action Program and nondiscriminatory employment policy of the College.
 - b. Assure respect for the dignity of each employee and encourage interpersonal cooperation and support.
 2. Appoint competent supervisors who are concerned for the needs and career development of employees within their areas of responsibility.

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3. Inform employees about the progress of the College and whenever possible give advance notice of changes that would affect their job.
4. Establish and communicate job requirements and departmental standards/rules, as appropriate.
5. Provide clear and accepted channels for the consideration of suggestions, grievances or complaints.
6. Provide maximum job security which fair treatment and good planning can provide.
7. Provide compensation and benefits consistent with appropriated and available funds.
8. Maintain safe working conditions.
9. Provide opportunities and help when possible for employees to advance and achieve commensurate with ability.

C. Obligations of Employees. College employees are expected to:

1. Render satisfactory performance in their assigned positions, consistent with established job requirements and College/departmental standards/rules.
2. Observe established College and departmental policies, practices and procedures in the performance of assigned responsibilities and in the presentation of suggestions, complaints, or grievances to College supervisors and officials.

V. EMPLOYEE ORGANIZATIONS POLICY

- A. Every employee is recognized to have the right to join, or to refuse to join, an employee organization.
- B. College administrators and supervisors may not intentionally either reward, penalize, threaten or promise either to reward or penalize, an employee for joining or refusing to join an employee organization.
 1. College administrators may meet and confer on matters of College business with one representative group of each of the two employee organizations (Faculty, Staff) if the group has a simple majority of the eligible/total membership in the organization.

2. A College administrator, supervisor, or employee enjoys the right of freedom of expression upon the College campuses, and thus is free to express personal opinions and views regarding employee organizations and College policy with respect to them, provided the expression
 - a. is not accompanied by and does not use or imply the use of any form of intimidation, coercion, or inducement to secure assent to the personal views expressed, and
 - b. does not include or imply that the person represents or is authorized to express views for or on behalf of the College or any officer of the College unless authorized to do so.

A deliberate violation of the requirements of this rule, or a deliberate misrepresentation of facts with the intent to discredit the College, may be treated as misconduct on the part of any College officer or employee.

VI. ORGANIZATIONAL ACTIVITIES ON CAMPUS

- A. College facilities and services are available to employee organization and its members and guests, to the same extent and upon the same impartial terms and conditions as they are available to other College organizations, subject to applicable scheduling requirements. However, the College may choose to withdraw the use of facilities and services to any organization at any time. In accordance with this policy, College supervisors are expected to assure compliance with the following requirements:
 1. An employee organization and its members are subject to all College policies, as applicable.
 2. Use of College facilities and meeting rooms for meeting of an employee organization will be permitted on a non-preferential basis consistent with the general College policies. Such meetings should not be scheduled for times or in locations that will interfere with or disrupt normal instructional or working arrangements. This includes the participation of persons invited or expected to attend or other persons who may be affected.
 3. College services and facilities may be made available to the three employee groups representing a simple majority of the respective employee organizations, i.e., faculty, professional, or classified staff. However, College bulletin boards, services, equipment, or materials and supplies, including campus mail services, reproduction equipment, printing facilities, telephones, vehicles, stationery and other office supplies, are not to be used for the private purposes or for the benefit of an employee organization or its members, except to the extent that general College policies permit such use.

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4. A College employee organization is discouraged from soliciting memberships, dues, contributions in any manner that would disrupt normal work schedules.
5. By written request to the College Payroll Office, an employee may arrange to have dues to an employee organization withheld from paychecks, on an authorized payroll deduction basis, in accordance with and subject to uniform College policies and practices applicable thereto.