



HUMAN RESOURCES  
EMPLOYEE & LABOR RELATIONS  
ONE SHIELDS AVENUE  
DAVIS, CALIFORNIA 95616  
Tel. (530) 754-8892  
Fax. (530) 752-1289

## **SUMMARY OF CAMPUS RULES FOR LABOR DEMONSTRATIONS/PICKETING**

The University recognizes your right to picket. However, the existence of a labor dispute does not license you to violate the campus' access regulations.

To that end, you are expected to comply with the following:

1. A permit must be obtained before amplified sound may be used.
2. Picketing must be peacefully conducted.
3. Picket lines shall form on sidewalks and in areas consistent with the campus' access regulations.
4. Pickets must keep moving and shall not become unruly.
5. People working in, or having business with the institution have the right to pass freely and to enter the institution without being impeded, stopped, or threatened.
6. Pickets must not impede vehicular traffic into the institution, or along the campus perimeter.
7. Any individual not involved in picketing, who does not wish to talk to pickets, is not required to do so and may pass freely without being stopped, impeded, intimidated, threatened or coerced.

### **REFERENCE POLICY & PROCEDURE 380-21**

#### **SECTION IV. ACCESS TO AREAS IN WHICH EMPLOYEES WORK**

Employee organization representatives shall have access to areas in which employees work for the purpose of conducting employee organization business only as follows:

Work areas. Employee organization representatives are permitted in employee work areas only when all of the following conditions are met:

- a. The employee is contacted during non-work time.
- b. The contact shall not interfere with or interrupt normal operations, or disrupt employees who are on work time.
- c. The work area is appropriate for conducting employee organization business. The following are some examples of work areas that are not appropriate.
  1. Immediate patient care areas, clinical laboratories, and clinical areas.
  2. Academic areas while instruction, learning, counseling, or research is in progress.
  3. Research areas when the health, safety, or security of individuals or the research could be adversely affected.
  4. Student residential areas.

#### **SECTION V. USE OF UNIVERSITY FACILITIES**

##### **C. DISTRIBUTION OF WRITTEN MATERIALS**

###### **1. Bulletin boards**

An employee organization may use general purpose bulletin boards as described under the heading "University Bulletin Boards" in [Section 310-25](#). The use of department bulletin boards is prohibited. Nothing may be affixed to walls, ceilings, floors, light fixtures, doors, elevators, stairways, or other facilities.

###### **2. University mail service**

An employee organization shall not send materials through the University mail service.

###### **3. U.S. mail**

U.S. mail received by the University that bears an employee's name and address will be distributed to the employee in the normal manner.

4. Leaflets

An employee organization may distribute noncommercial literature in accordance with the rules on outdoor and indoor distribution in [Section 310-25](#), Distributing, Posting, and Exhibiting Information and Literature.

5. Mailboxes

Literature may be placed in mailboxes that are labeled with employee names.

- a. If the mailbox area is open to the public, an employee organization may place literature in the mailboxes.
- b. If the mailbox area is not open to the public, an employee organization may give literature that is labeled with employee names to the department manager. The department will place the literature in the mailboxes.

6. Literature racks

In a location where a literature rack exists, an employee organization may use it, if it has been approved for this purpose by campus or UCDHS Employee & Labor Relations.

**REFERENCE UCD POLICY & PROCEDURE 310-25 – DISTRIBUTION OF INFORMATION AND LITERATURE**

**SECTION III PROCEDURES**

1. OUTDOOR DISTRIBUTION

- a. Any person may hand-distribute literature on University outdoor areas open to the public generally, except that materials may not be distributed in outdoor areas surrounding on-campus student residential facilities without prior permission from the Student Housing Office. The Student Housing Office shall grant or deny permission based on a clear definition of what constitutes the residential outdoor areas and the standards developed for evaluating requests for approval of distribution.
- b. Outdoor table distribution on literature is restricted to designated areas near the Memorial Union. Reservations for outdoor table space must be made through the Student Activities Office, and tables must be attended.

NOTE: Tables are available for use by reservation through the Custodial Division of Physical Plan (2-1831). Fees may be charged for handling and setup.

- c. Materials may not be distributed by placing copies on or in vehicles (including bicycles) on University property.

2. INDOOR DISTRIBUTION

- a. Materials may be distributed at tables in the first floor lounge of the Memorial Union when arrangements have been completed by and table space has been reserved through the Student Activities Office.
- b. Materials may be distributed during meetings only by University individuals and groups and only when the department head or organization has approved such distribution.
- c. With prior permission of the department head, free literature such as pamphlets and brochures may be left in waiting areas, lobbies, or lounges assigned to a specific department.
- d. Only materials relating to University business may be distributed by placing copies in departmental mailboxes. (See Staff Personnel Manual Appendix 7 concerning distribution of materials in employee mailboxes by employee organizations.)

- e. Materials may not be distributed in on-campus student residential facilities or left in stacks near student residence mailboxes without prior permission from the Student Housing Office.

## **REFERENCE POLICY & PROCEDURE 270-20 – USE OF UNIVERSITY PROPERTIES**

### **SECTION III. RESERVATION OF UNIVERSITY PROPERTIES**

The timeline in which properties are reserved is based on the Scheduling Matrix, which is maintained by CES and approved by the CES Work Group. Properties may not be reserved outside of the Scheduling Matrix without prior approval by the Director of CES.

1. The Main Quad, MU Patio, Recreation Pool, Alpha Phi picnic grounds on Levee Road, and the intramural sports fields are reserved through CES. Events for which space has been reserved take precedence over other uses of that space. All other outdoor areas are generally reservable provided the event does not have a negative impact on University operations in the vicinity. Event sponsors must obtain advance approval from all departments who are potentially affected by the event. Contact CES (530-752-2813) for an outdoor space approval form.
2. Amplified sound may be used at outdoor events provided an approved amplified sound permit is obtained through CES prior to the event. Refer to guidelines for use of amplified sound (<http://www.cevs.ucdavis.edu/Public/content.cfm?CONTENT=67>) and the downloadable permit (<http://ces.ucdavis.edu/forms/sound>).

If you have any questions regarding the above, please call the Campus Employee and Labor Relations Office at 530-754-8892.