

EMPLOYEE RIGHTS AND PRIVILEGES:
PERSONNEL MANAGEMENT RELATIONS

DGB (R)

RELATIONS WITH
EMPLOYEE ORGANIZATIONS

Employee organizations shall be treated consistently and without favoritism shown toward any organization, in accordance with the following procedures:

1. Employee membership in any organization shall be a matter of free choice.
2. The central and campus school administration position regarding such organizations shall be neutral and shall neither encourage nor discourage membership in any employee organization.
3. Faculty meetings called and conducted by the principal shall be for school-related matters. An employee organization matter shall not be part of the agenda.
4. Organization meetings of campus or department members may be held in campus/facilities either before or after work/school hours. The time and date of such meetings will be at the discretion of the principal or appropriate director.
5. Group meetings or individual conferences for purpose of membership recruitment conducted by elected officers, professional staff, or appointed officials of any employee organization shall not be permitted on district premises during work hours. District facilities may be used for such purposes before or after work hours, with permission of the principal or director. This provision applies to staff development days as well as to regular school days. Employees may participate in educational programs of employee organizations during work hours only with the prior approval of the Superintendent or designee. [See DMD]
6. Bulletin boards shall be placed on each campus or in each department designated by the campus principal for use by employee organizations. All materials must be submitted to the principal's or executive director's office for dating and shall remain posted for a reasonable time. A member of an employee organization, acting as an "agent of the organization," shall be allowed to place information on the bulletin board or in employee mailboxes. A copy of material being distributed shall be given to the principal or executive director prior to distribution. A copy of the material may be sent to principals or executive directors by e-mail prior to distribution to comply with this provision. The employee organization member who is an employee of the District must place this information in employee mailboxes prior to the scheduled beginning of the workday or following the scheduled workday end. Non-employee members of employee organizations may place information in employee mailboxes during the school day except during the lunch period. They are not to be in the building prior to the

scheduled workday or at the scheduled workday end; nor are they to be in the building during the lunch hour. They must check in with the principal's or executive director's office when arriving in the building. Members of employee organizations must wear their NEISD identification badges at all times while distributing materials to campuses or worksites. Non-employee members of employee organizations must obtain an NEISD identification badge by complying with district requirements, including a criminal background check, prior to being allowed to distribute materials. Flyers not distributed in mailboxes shall be left in areas designated by the principal or executive director.

7. All requests to distribute or display recruitment materials must be coordinated by administrators through the Executive Director of Human Resources. During the New Teacher Academy, teacher organizations may place recruitment materials and other organizational information on a designated table in the hallway. Non-teacher employee organizations will be allowed to display organizational recruitment materials at an annual meeting determined by the executive director on a table in a location out of the way of department registration areas. The executive director will determine the location of the table. The distribution of materials cannot interfere with the sign-in distribution of the workshop materials by the departments. The distribution of materials and/or the promotion of the organization shall not take place during the course of the workshop. The materials may be displayed beginning no earlier than 30 minutes prior to the scheduled meeting time. All materials must be removed and organizational promotions must end prior to the time the employee meeting is scheduled to begin.
8. Use of the interdistrict (pony) mail system by employee organizations shall be prohibited. [See Board Policy DGB (LEGAL)] Use of e-mail shall be regulated by the District's Employee Acceptable Use Guidelines. [See CQ (R) and CQ (EXHIBIT A)]

ISSUED DATE: 1/29/99

REVISED: 04/19/10