

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.08	PAGES: 1 of 2
	RELATED ORDERS: MOUs	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 23, 2015	
	REVISION DATE: December 23, 2015	
CHAPTER: Personnel	SUBJECT: On-Duty Contact by Union Representatives	

I. **PURPOSE:** To set policy and procedure for On-Duty Contact by union representatives.

II. **POLICY:** Any authorized union representative shall have access to the personnel they represent, with prior approval of the Sheriff.

III. **PROCEDURE:**

A. **SWORN PERSONNEL:**

1. **On-Duty Contact:** Any authorized union representative shall have the right to contact personnel in the represented unit in County facilities during business hours on union matters providing prior arrangements have been made and the Sheriff has granted permission. When contact at the work location is precluded by confidentiality of records, work situation, health and safety of employees or the public; or by disturbance to others, the Sheriff shall have the right to make other arrangements for a contact location removed from the work area. Spontaneous arrivals during business hours at County facilities of union representatives to contact personnel without prior approval shall not be allowed.
2. **Meetings:** Meetings of a representative of the union and personnel shall not be permitted during duty hours other than a lunch period, except as provided herein or as provided by respective Memorandums of Understanding. The Sheriff may, with at least 48-hours prior notice, allow meetings of a representative of the union and personnel in County facilities at convenient times and dates. No contacts shall be permitted during working hours with personnel regarding membership, collecting monies, electing officers, or other similar internal union business. The Sheriff shall reasonably make conference rooms and other meeting areas available for union meetings during off-duty time periods. The union shall provide timely advance notice of the meetings and pay any additional costs for security, supervision, damage, and cleanup and shall comply with Alameda County regulations for use of the facilities.

B. PROFESSIONAL PERSONNEL:

1. **On-Duty Contact:** Any authorized union representative shall have the right to contact personnel in the represented unit in Alameda County facilities during business hours on union matters providing prior arrangements have been made and the Sheriff has granted permission. When contact on the work location is precluded by confidentiality of records, work situation, employees' or the public's health and safety, or by disturbance to others, the Sheriff shall make other arrangements for a contact location removed from the work area during the same workday or the following workday.

2. **Meetings:** Meetings of a representative of a recognized employee organization and personnel shall not be permitted during working hours, except as provided herein or as provided by the respective Memorandum of Understanding. The Sheriff may, upon timely application, allow meetings of a representative and/or steward of a recognized employee organization and personnel during the lunch period in Alameda County facilities. If conducting group orientation sessions for new employees, the Sheriff shall permit a union representative or steward to meet with new personnel for a period not to exceed ten (10) minutes. A steward who attends an orientation session shall be permitted release time for this purpose. No On-Duty contact shall be permitted during working hours with employees regarding membership, collecting monies, electing officers or other similar internal employee organization business.