

## ARTICLE FOUR – UNION REPRESENTATION

- 4.1 Union representatives shall be allowed time away from their duty stations without loss of pay when required to attend meetings with the College. The College and the Union shall also meet from time to time if both parties agree that such meeting will serve constructive purposes.
- 4.2 In addition, the Union President shall have up to twenty-five (25) hours release time per month, with a maximum of ten (10) per week, for conducting Union-initiated business. The Union Vice-President shall be granted up to ten (10) hours release time per month with a maximum of five (5) hours per week, and the Union Vice President may also be granted up to ten (10) hours additional release time (for a total of twenty hours of release per month) from the Union President's allocation of twenty-five (25) hours per month with a maximum of five (5) hours per week. The Grievance Chair shall have up to twenty (20) hours release time per month with a maximum of five (5) hours per week. There shall also be a maximum of three (3) stewards at five (5) hours per month each; no more than 10 hours per month from any one department.
- 4.3 Representatives shall notify supervisors in advance when they will be away from their work stations pursuant to this provision. Such notice will include the reason for such absence.
- 4.4 Office space on campus shall be available to the Union subject to the terms and conditions of the Rental Agreement provided by the College.
- 4.5 The Union will be allowed use of reasonable space on bulletin boards to post information regarding Union business. Specifically, such notices will include information about time and place of meetings, Union social and charitable activities, and posting of official Union publications. The Union will be allowed reasonable use of in-house mail and email facilities. The College reserves the right to restrict the use of bulletin board space, and College mail facilities if such use becomes libelous or slanderous to the College or its agents.
- 4.6 The College shall, upon written request, provide to the Union any information reasonably necessary for its functioning as the exclusive representative. The Union shall reimburse the College for costs which it would not otherwise incur.
- 4.7 The College shall provide the Union notice of proposed changes in personnel policies. Any time the College determines that matters of employment relations not covered by this Agreement should be amended, or new policies affecting personnel adopted, the College will provide the Union fourteen (14) working days' notice and an opportunity to respond prior to the time the amendment or new personnel policy becomes effective. This provision is not subject to the grievance procedures of this Agreement.
- 4.8 No department or division charter, work team agreement or other such agreement regarding a bargainable issue shall be enacted by the College so as to have an impact on bargaining unit members without the express consent of the Union in the form of a Memorandum of Agreement.