

A. Bulletin Boards

One bulletin board will be maintained in the staff lounge of each school for the exclusive use of employee organization communications in accordance with the intent of Government Code Section 3543.1(b). Each posted item shall carry the date of posting and the name of the person posting such item.

B. Use of School Facilities

1. The employee shall have the right to make use of facilities for Association business by prior arrangement with the building administrator.
2. The employee may use school equipment when such equipment is not otherwise in use, subject to the approval of the building administrator.
3. The employee shall have the right to use for Association business the District mail service, teacher mailboxes, telephones for local calls and email.

C. Association Business

1. Employees within the District may contact other employees on Association business prior to and after the normal working day of the employee and during duty-free lunch periods or designated recess. However, no formal Association meetings shall be held during designated recesses.
2. Association representatives, not employed by the District, shall first obtain permission to contact employees from the building administrator or the superintendent. No employee Association business may be conducted during the normal workday of the employee(s) except during duty-free lunch periods.

ARTICLE 3
ASSOCIATION RIGHTS - Continued

D. Information to the Association

The District shall supply the Association with a list at the beginning of every school year, and whenever new hires occur during the school year the following information in digital excel format for all bargaining unit members:

1. Name
2. Home Address
3. Phone Numbers - work, home and cellular
4. School Site
5. Grade Level/Assignment
6. Date of Hire
7. Seniority Date
8. Full time Equivalent (FTE) status
9. Employment Status (i.e., Probationary, Permanent, Temporary, etc.)
10. Type of Credential (i.e., Clear, Preliminary, Short-Term Staff Permit, Provisional Internship Permit "PIP" or College Internship, etc.)
11. Indication of any Unit Member on Leave of Absence
12. An indication of whether the District is deducting dues for membership

E. New Employee Orientation

The District shall inform new employees of their employment status, rights, benefits, duties and responsibilities, and other employment-related matters.

The District shall provide new employees orientation, prior to the start of the school year and within seven (7) days of hire if taken place during the school year. New bargaining unit members shall be paid their hourly per-diem rate, based on their annual salary, for the duration of these required orientation/onboarding meetings when orientations occur outside the contract year and/or day.

1. Scheduling of Orientation

The District shall provide written notice of the date, time and location of all bargaining unit member orientations/onboarding meetings, by certified or electronic mail, to the Association President and Vice President no later than twenty (21) calendar days in advance of the annual orientation meetings (s) or ten (10) days in advance of other orientation/onboarding meetings that may occur throughout that year.

ARTICLE 3
ASSOCIATION RIGHTS - Continued

In the event the District is unable to comply with the stated advance notice, the District shall, at the request of the Association, reschedule the orientation/onboarding meeting and provide the advance notice. If, however, the District provides proof that there was an urgent need critical to the District's operations that was not reasonably foreseeable, the Association shall be provided as much notice as possible.

2. Association Orientation Time Provided

The Association shall be provided no less than sixty (60) minutes of uninterrupted time to communicate with bargaining unit members at all new bargaining unit member orientations/onboarding meetings. Such time will not be provided at the end of a meeting day unless the Association requests to be placed at the end of the agenda. District administration will excuse themselves during Association time.

- (a) The Association is entitled to invite California Teachers Association (CTA) endorsed vendors and CTA staff to the Association portion of new bargaining unit member orientations/onboarding meetings and will have access to District audio visual equipment for Association presentations.
- (b) The Association shall have District - paid release time to attend and participate in new bargaining unit member orientations/onboarding meetings for up to two (2) bargaining unit members, selected by the Association, if any orientation/onboarding meetings is held during contractual work hours.