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# Union Representatives' Access to County Facilities

## 355.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth the guidelines for union representatives' access to county facilities. This policy applies to all employees.

### 355.1.1 DEFINITIONS

Definitions related to this policy include:

**Representative** - A paid union representative.

**County Facility** - Land, buildings, and building space owned or leased by the county or dependent districts (districts whose governing board is the Riverside County Board of Supervisors) for governmental purposes.

## 355.2 AUTHORITY AND REFERENCES

- Memorandums of Understanding (MOU);
- Board of Supervisors (BOS) Policy H-20, Non-County Use of County Facilities for Special Events and Other Interim Uses;
- County of Riverside Employee Relations Resolution;
- County Administrative Office.

## 355.3 POLICY

Union representatives have the same access rights to county facilities as those granted to other public organizations, except for the limited work access rights for grievance representation.

## 355.4 PROCEDURE

To access or use county facilities, union representatives:

- (a) Provide advance notice to and obtain permission from the designated Assistant Chief/ Chief Deputy or designee.
- (b) Disclose purpose for use of facility.
- (c) Use the facility in such a way to not unreasonably interfere with county business or use an excessive amount of time.

Date(s) revised:

03/07/2019

01/01/2002

# Riverside County Probation Department

Policy Manual

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Created: 06/01/1992

Attachments: None