

## **CLASSIFIED EMPLOYEE ACCESS POLICY (Effective 02/11/08)**

There are four separate institutions that share the campus facilities and each institution has its own Human Resource office. These institutions are Metropolitan State University of Denver, the Community College of Denver, The University of Colorado Denver, and the Auraria Higher Education Center. Collectively, the Human Resources Directors have agreed to common procedures for accessing the classified employees located on the campus. We acknowledge that the relationships between the campus and employee organizations are growing and changing and that modifications will be necessary as additional guidance is received from the Governor's Office and the State Department of Personnel. Our goal is to provide a consistent and fair approach to accessing Auraria Campus employees.

**Room Reservations:** Organizations wishing to schedule a room on the Auraria Campus should contact Auraria Campus Event Services at 303-556-2755. Please refer to the Auraria Campus Event Services Policies and Procedures located on the web at <http://www.tivoli.org/eventservices/index.html>. This will provide you with procedures for room scheduling and cost. Organizations should not use the name of an employee to reserve a room in order to defray room reservation costs.

**Employee Attendance at Meetings:** Employees may attend meetings during non-working time (lunch, breaks or before/after hours) or they may request annual leave to attend meetings during their regular work schedule.

**Use of Campus Mail:** Organizations who choose to send employees promotional brochures at their work address, may send them via USPS and not through campus mail. If an organization would like to know department work hours and/or typical lunch breaks, they should contact the appropriate Human Resources Director listed below. The Human Resource Office will research this information and provide the organization with the details.

**Organization Notification to Campus:** Employee organizations shall provide an employee access plan at least one business day advanced notice via email to the applicable Auraria Campus Human Resource Director (listed below). This employee access plan shall include the location, dates, times, copy of all hand-out materials to be exhibited or provided to Auraria Campus employees, and the method to be used to communicate with said employees. This request shall include a single contact person on behalf of the employee organization, including daytime or cell numbers, mailing address and email address.

**Prohibited Activities:** In order to respect and balance the needs of the individual employees and the agencies located on the Auraria Campus, the following activities are prohibited:

- Phone calls to state employees at their work phone numbers regarding information about their organizations, events, meetings and state employee related news. Calls are only permitted if the matter is between an employee and their representative with regard to a specific employment related matter.
- Contacting employees or their supervisors either in person, via email or via telephone during work hours.
- Requesting that front desk personnel schedule meetings or distribute promotional materials on your behalf.

### **Use of school Email:**

Emails sent to Department employees containing information about organizations, events, meetings and state employee related news sent through the respective work email accounts, are subject to the following restrictions:

- Emails will be sent at least one day in advance to the applicable Human Resources Director for review and approval.
- Volume (broadcast) emails, defined as emails of broad general interest to multiple state employees not concerning a specific employment matter between an employee and his or her representative or other specific topic related to a small group of individuals, must be delivered after 6:00 PM.
- Volume email content must be informative and factual in nature. No political endorsements or opposition, and no emails commenting on managers, administration officials, instructors or other employee organizations will be sent through the state email system.
- To ensure the security of the email system, emails may not contain attachments.
- A state employee organization may only send one volume email per month.
- Employees may opt out of an employee organization's email list at any time and the employee organization must promptly respect those requests. All emails must contain a statement notifying state employees that they can choose not to receive future emails from the sender organization along with directions for how state employees can opt out.

Failure to comply with these email procedures may result in electronically blocking all future broadcast email of the non-compliant organization as an improper interference with public business.

Lastly, please understand that employee organizations granted access to state facilities shall not disrupt work operations and shall conform to worksite safety and security regulations. Employee organization representatives will conduct themselves in a professional manner and shall respect the request of any employee who does not wish to engage in a discussion or accept literature. If you have additional questions or would like clarification on the information contained in this memo, please don't hesitate to contact: MSU Denver, Judy Zewe at 303-556-5031 or [jzewe@msudenver.edu](mailto:jzewe@msudenver.edu); AHEC, Cynthia Hier at 303-556-4702 or [hierc@ahec.edu](mailto:hierc@ahec.edu); CCD, Patrick Gomez, 303-352-3007 or [patrick.gomez@ccd.edu](mailto:patrick.gomez@ccd.edu);