



Department of Military & Veterans Affairs

Policy Statement

Policy Title: State Employee Organized Labor Representative Access Policy

Source: The Adjutant General

Effective Date: July 1, 2008

Approved By: H. Michael Edwards, The Adjutant General

Replaces: None

Applies to: All State Personnel and Supervisors of State Personnel

A. Introduction

In accordance with Board Rule 1-18 where employees have the right to associate, self-organize, and designate representatives of their choice.

B. Definition

An organization of workers who wish to speak with and/or to provide an outreach, provide information, and to inform of benefits to employees within Department of Military & Veterans Affairs property or worksite.

C. Policy

In order to provide for employee access to benefits and information, the Department of Military and Veterans Affairs has established a systematic manner for the provision of organized labor accessibility at work locations of Military & Veterans Affairs employees.

If an organized labor representative or group requests the opportunity to visit with Military & Veterans Affairs State employees, the following provisions will apply:

Coordination

Due to the secured sites at the majority of Military & Veterans Affairs employee work locations, careful coordination must be conducted through the Director of Human Resources. The Director of Human Resources will secure a date, a room, and will send out a pre-approved e-mail announcement of event/meeting. As many DMVA locations require a "sponsor" for entry of non-employees onto military sites, the dates and durations of meetings must be attended with the Human Resource Director. Therefore, last-minute requests and specific dates are subject to the availability of the Human Resource Director and may be limited in duration.

- Due to e-mail overload, such e-mails may only be sent four times a year and between the hours of 6:00 p.m. to 5:00 a.m. Labor organizations understand that due to the secured nature of our organization and the dual e-mail systems within DMVA, that at times, attachments and e-mails are filtered by the system and are not always received by employees.
- Employees may opt out of a labor organization's e-mail list at any time. The labor organization will promptly respect those requests. All e-mails must contain a statement notifying state employees that they may choose not to receive future e-mails from the sender organization along with directions for how state employees may opt out. If an employee elects to opt out from receiving a labor organization's e-mail, this will also apply to any mail solicitation materials sent through the United States Postal Service as well (includes both work and home addresses).
- Failure to comply with these e-mail procedures may result in electronically blocking all future broadcast e-mails of the non-compliant organization as an improper interference with public business.

Labor Organization Mail Solicitation

Labor organizations may elect to send employees promotional brochures at their work address, but only may do so via the United States Postal Service. If an employee opts out of receiving informational e-mails, opt-out will also apply to mail solicitation as well.

Complaint Procedure

DMVA employees or labor organizations may submit complaints or suggestions regarding implementation of this access protocol in writing to the Human Resource Director via e-mail at tamy.calahan@dmva.state.co.us or letter to: Department of Military & Veterans Affairs, Human Resource Director, 6848 South Revere Parkway, Suite 260, Centennial, CO 80112. All complaints received will be promptly investigated and appropriate action will be taken.