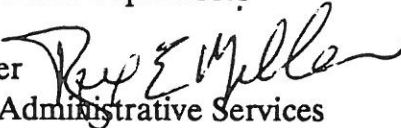


CITY OF ROCKLIN

MEMORANDUM

DATE: February 2, 1993

TO: All Managers and Supervisors

FROM: Rex E. Miller 
Director of Administrative Services

RE: Administrative Guidelines: Employee Attendance at Union Meetings
During Working Hours

This memo is being issued to provide you with guidelines to follow in the event any of your represented employees desire to attend a union meeting during regular work hours.

- 1) Use of City Facilities.
Generally, we will permit union meetings to be held in City facilities as long as the facility is available and use of the facility by the union will not conflict with any City-sponsored activity. Permission to hold the meeting should be requested in writing from the Director of Administrative Services (for Miscellaneous employees) or from the Police Chief or Fire Chief (for employees represented by the Rocklin Police Officers' Association or Rocklin Firefighters' Association).
- 2) Scheduling Meeting Times.
Ordinarily, the union will schedule their meetings outside of "regular" work hours (before 7:30 a.m., during the lunch break, or after 5 p.m.). Please see paragraph 4) below for information on union meetings for Police and Fire personnel.
- 3) Meeting Attendance.
When the union has scheduled a meeting which may conflict with an employee's work schedule, a manager may allow the employee to attend if the department's operations will not be significantly impacted by the employee's absence. Attendance at the meeting must be charged to leave without pay. Travel time to and from the meeting is also considered unpaid leave.

Important: Employees must request and receive permission to attend a union meeting scheduled during working hours from a management employee (not a member of the bargaining unit) prior to attendance at the meeting.

4) Police Department & Fire Department.

Because Public Safety personnel operate on 24 hour/7 day schedules, the rule (No. 2) above concerning holding meetings outside regular work hours cannot be enforced. The Police Chief and the Fire Chief can, however, require that meetings be scheduled at times likely to have the least impact on emergency and enforcement services. Also, either Chief may allow on-duty personnel to attend the meeting in paid status when, in their judgment, such attendance will not impair the City's ability to respond to emergency situations.

If you have any questions concerning these guidelines, please contact Bonnie Ward, Personnel Officer.