

**Buffalo & Erie County Public Library**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Union Membership**

**CHAPTER: III**

**SECTION: 1**

**EFFECTIVE DATE: 1/81**

**REVISION DATE: 6/06, Modified for the B&ECPL effective 1/1/15, 11/15/21**

*This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.*

**I. JOINING OR RESIGNING FROM A UNION**

In accordance with the Public Employees Fair Employment Act (Taylor Law)<sup>1</sup> union membership is not a requisite for employment. However, any employee with permanent status or who is otherwise eligible for union membership and whose title is not designated as Managerial or Confidential may join a union if they so choose.

The B&ECPL will neither encourage nor discourage membership in any union or with any certified employee representative. Further, we quote a standard "PLEDGE AGAINST DISCRIMINATION AND COERCION" from a current bargaining agreement:

"The employer agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Employer or any employer representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union."

Employees should contact their respective union representative for information on joining the union. Human Resources will advise an employee of which bargaining unit their current position is assigned to.

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<sup>1</sup> It is important to note that the employees of "Free Association" Libraries within the B&ECPL system are not public employees.

## II. UNION DUES

### A. Union Dues

1. In accordance with all bargaining agreements, the B&ECPL is required to deduct union dues from the pay of each employee who signs a membership dues check off authorization card.
2. The B&ECPL will forward all amounts so deducted to the appropriate bargaining agents, together with a list of the names of the persons from whose pay deductions have been made and the deductions from each.

### B. Deductions

1. Payroll deductions are made for those employees who have signed and submitted a membership dues check off authorization card. Union membership also confers union voting privileges.
2. The union shall certify in writing to the B&ECPL the current rate of membership dues and shall give the employer thirty (30) days notice prior to the effective date of any change.

## III. TIME OFF FOR UNION BUSINESS

### A. Union Business

It is the policy of the B&ECPL that no union activity is to occur during work hours except as specifically provided for in the respective collective bargaining agreements. Examples of forbidden work time union activity without prior employer approval include, but are not limited to, the following:

1. Discussing union meetings or activities during work hours.
2. Union officials using work time to campaign for union offices.
3. Using B&ECPL equipment or vehicles for union purposes.

### B. Guidelines

1. This general policy will be applicable to all unions either currently certified or any union challenging a recognized union.
2. Employees who willfully disregard this policy may be subject to disciplinary action.

3. Any union representative must give reasonable advance notice to their immediate supervisor when union business requires that they will be absent from their normal work station.
4. A union representative who wishes to contact a bargaining unit employee during working hours must first contact the employee's immediate supervisor to assure the availability of the employee at a mutually satisfactory time and place.
5. It is understood that all employees who are conducting union business in accordance with the following procedures will do so without loss of pay or benefits, or charge to accumulated leave time.

#### C. Procedures

For specific information on procedures pertaining to time off for union business, please see the appropriate collective bargaining agreement.

#### IV. MEETING SPACE/ACCESS TO PREMISES

The B&ECPL will accord to the recognized collective bargaining agents the privilege of using space in library buildings, without charge, for the purpose of holding meetings, subject to the provisions of the respective bargaining agreements and the guidelines below.

Rules regarding meeting space and access to library premises can be found in the collective bargaining agreements that cover library employees. All users must abide by the specific library's meeting room policies and make reservations accordingly. Directions for utilizing the LibCal Room Reservation system for room reservation at Central and Buffalo Branches can be found on the intranet.

#### V. BULLETIN BOARDS

##### A. Provision of Space

In accordance with collective bargaining agreements, the Buffalo & Erie County Public Library shall provide bulletin board space reserved exclusively for the employee organizations that have been certified as collective bargaining agents. All material that is posted on such boards must be signed by an officer of the bargaining agent and reviewed by the Assistant Deputy Director of Human Resources.

## B. Guidelines

1. No material shall be posted that is profane or obscene, which is defamatory to the B&ECPL or its representatives, or which constitutes election campaign material for or against any person, organization, or faction thereof.
2. Any bulletin board space designated for the exclusive use of any bargaining agent will be clearly identified by a label, sign, or other device.
3. Where locked bulletin boards are provided, duplicate keys will be held by one (1) individual designated by the bargaining agent and the Assistant Deputy Director of Human Resources.
4. The B&ECPL has agreed to provide bulletin boards in accessible and suitable locations.
5. The B&ECPL retains ownership of all bulletin boards unless otherwise provided by contract.
6. It is suggested that any matter posted on any bulletin board be dated, and be removed when it is no longer timely.
7. Further information regarding bulletin boards may be found in collective bargaining agreements.

## VI. LABOR MANAGEMENT COMMITTEE

### A. Meetings

It is agreed that labor and management representatives will meet on a monthly basis or at other mutually satisfactory times to discuss predetermined work related issues. Such meetings are attended by the Assistant Deputy Director of Human Resources (or their designee), Union Unit President (or their designee), and any other department or union representative(s) as previously agreed to by both the Assistant Deputy Director and the Union Unit President. Total attendance will not exceed the number of representatives specified in bargaining agreements.

### B. Guidelines

1. Discussions at Labor-Management meetings are limited to topics that

are not grievable. However, it is deemed to be in the best interest of both labor and management to openly discuss work related issues of mutual interest in order to maintain and improve good working relationships.

2. Labor Committee attendees must give reasonable advance notice to their immediate supervisors that it is necessary to be away from their work stations.
3. In the event such meetings are scheduled within their regularly scheduled working hours, employee representatives will not suffer loss of time and pay.
4. The agenda of items to be discussed at any committee meeting must be exchanged by both parties at least seven (7) calendar days before such meeting, unless this provision is waived by mutual agreement.
5. Any agreement reached among the parties in attendance at a given meeting will not abrogate or negate any provisions of the applicable collective bargaining agreement.