

You may be aware of the efforts that are currently underway on the part of the UAW and AFSCME to organize staff. New Hampshire Labor law provides guidance for managerial and supervisory staff with respect to their conduct during such organizing drives. The purpose of this outline is to let you know about activity both on your part and that of the organizers which the law says is permissible and that which is prohibited. In an effort to inform staff of the unionization process and their rights and privileges, I have also included a question and answer document which staff will receive very soon. The University administration recognizes the right of employee groups to organize in a manner that is consistent with NH labor laws. At the same time, we are concerned about the impact of unionization of employee groups on the welfare of our community. If you have any questions or are in doubt about a situation, please contact your HR Partner at 2-0500.

A. Discussions with Employees under Your Responsibility During the Drive

YOU MAY...

1. express your own opinion about the advantages or disadvantages of unionization and about unions in general.
2. talk about past and present benefits that the University has provided, including current compensation and fringe programs.
3. relate your own prior experiences with unions and other organizing drives.
4. listen to any statement or opinion that an employee volunteers about the union or its activities.
5. insist that your employees avoid discussing union activities when they are expected to be performing their work tasks. Coffee breaks, lunch hours, etc. are periods when employees are not required to be performing work tasks and therefore are free to discuss union organizing and related matters.

YOU MAY NOT...

1. interrogate employees as to whether or not they have signed cards for a union.
2. ask employees whether they are for or against unions.
3. inquire as to how they would vote if there were to be an election.
4. try and get them to reveal the names of other employees who are active in the union drive.

5. seek to obtain information about union meetings, such as place, time and who was there.
6. promise employees additional benefits, such as raises or special consideration, if they are against the union.
7. tell employees to stop discussing unions on their own time, such as during Meals, coffee breaks, etc.
8. prevent employees from wearing union buttons or similar insignia expressing their feelings.

B. Location of Discussions about the Union

YOU MAY...

1. have any of the above **permitted** conversations individually at the desk of or in an employee's own office or in some open area of the department or on University grounds.
2. talk with your department as a group during working time. However, in order to coordinate your meeting with the University's own information program, no such meeting should be scheduled without prior discussion with Human Resources.

YOU MAY NOT...

1. call any employee individually into your office or any closed area that is customarily known as a management or supervisory location and discuss the union situation, even if your remarks are recognized above as permissible.
2. visit an employee at his or her home and discuss the union unless you have regularly been there before on a social basis.
3. try to attend union meetings held for employees.
4. prevent employees from talking or soliciting one another to support one of the unions in such public areas as cafeterias and other meal areas or rest rooms.

C. Changes in Status of Employees

YOU MAY...

1. discipline or discharge employees for the customary reasons covered by USNH policy and, after following the standard applicable University procedures. If there is a need for immediate action, you should contact your HR Partner to discuss appropriate action.

YOU MAY NOT...

1. suddenly stop allowing employees certain personal privileges to which they have become accustomed, such as time off, etc. In short, if you have been permissive with employees, do not suddenly "get tough" and eliminate all personal privileges.
2. transfer employees to more difficult assignments unless there is a regular and equitable procedure for this. This is particularly important if the transfer affects employees who have been openly active in the union drive.
3. discriminate against union supporters in terms of overtime assignments, desirable work, prospects for promotion, pay increases, recommendations for upgrading of job classifications, or RIFs.