



Frequently Asked Questions UNION ORGANIZING

1. What is a union organizer?

Some unions have staff representatives called “organizers.” These individuals are normally union employees looking to encourage employees to unionize.

2. Can a union organizer talk with me about union representation at my work location?

You have the right to accept literature from a union representative and set up a time to discuss union matters during your non-work time. You don't have to speak with a union representative. You may also ask a union representative to leave. Or you may contact your supervisor or Human Resources for assistance.

Union representatives, functioning in their capacity as the exclusive representative for bargaining unit employees, may have access to employees in appropriate areas on CWU property, as long as the union representatives comply with the access provisions noted in each contract. CWU policies and procedures and all CWU contracts state that employee rest and meal periods are non-work time. As with any conversations involving an outside entity, conversations and other activity may not negatively impact the productivity of employees while they are performing their duties for CWU.

3. Am I under any obligation to talk with a union representative?

No. Employees are under no obligation to talk with a union representative. Notify your supervisor or Human Resources if you have concerns with organizing contact.

4. What can I do about union representatives coming to my home?

CWU does not have control over the contact a union has with you outside of the work environment. When off work, you are an individual citizen and may choose your level of contact with a union as with any other individual or organization that comes to your home.

5. What are the rules if a co-worker approaches me during working time to discuss a union?

You have the right to conduct your work without being solicited by anyone regarding a union, regardless of their union stance. Notify your supervisor or Human Resources if you have concerns with any contact.

Human Resources

400 E University Way | Ellensburg WA 98926-7425 | Office: 509-963-1202
Mitchell Hall, First Floor | Email: HR@cwu.edu | Web: cwu.edu/hr

CWU is an EEO/AA/Title IX Institution. For accommodation email: DS@cwu.edu.

This is an electronic communication from Central Washington University.

6. Are unions allowed to use meeting rooms on campus?

Union representatives, functioning in their capacity as the exclusive representative for bargaining unit employees, may have access to employees in appropriate areas on CWU property. Union representatives must comply with the access provisions noted in each contract.

Current Collective Bargaining Agreements:

- [PSE-Public School Employees of Washington](#)
- [WFSE-Washington Federation of State Employees](#)
- [Teamsters](#)
- [UFC-United Faculty of Central](#)

If a union wishes to schedule a room, this is done on the same basis as any other outside entity and is subject to the same limitations. If a conference or other room has an associated charge for usage, a union would be charged on the same basis as any other outside entity/non-CWU group. If a room is allowed to be used free of charge for an outside entity/non-CWU group, unions should be afforded the same opportunity. See CWU policy regarding use of university property [CWUP 2-40-210 State Property](#).

7. Can I create or copy and distribute union or anti-union flyers at my work location?

Employees are allowed to conduct campaigning activities in the public areas or non-working areas during your own time and as long as you do not disrupt operations (see [WAC 391-25-430 Notice of election or card check](#)).

Note, however, that [RCW 42.52.160 \(Use of persons, money, or property for private gain\)](#) prohibits the use of state property for personal gain. Therefore, even if you are participating in union activities (on your own time) you may not borrow or use CWU property for purposes unrelated to official CWU activities or to authorize the use of CWU property under your control to anyone for purposes unrelated to official CWU activities. This includes computers, copy machines, meeting rooms, mailboxes and your time, etc.

For the distribution of any materials not related to work, it is important that you follow all Washington State, CWU, and department rules and policies.

8. Can I tell my supervisor what was said at a union meeting?

Employees may freely discuss facts, experiences, and opinions with whomever they choose. Please note, supervisors and managers are not to ask you about the meeting or your views about the union organizing. They can, however, listen and respond to your questions.

9. I am a supervisor of petitioned for employees. What do I do if an organizer wants to give me a union authorization card?

Supervisors should not accept, touch, or distribute any union authorization cards. Nor should supervisors actively participate in any organizing efforts regarding employees they supervise.

10. Who do I contact if I have questions or need assistance?

If you have additional or specific questions not addressed above, or if you have experienced issues regarding your right to make an informed decision, you may contact:

Eric Galbraith
Human Resource Partner
Phone: 509-963-2138
Email: eric.galbraith@cwu.edu

HR Front Desk
Phone: 509-963-1202
Email: hr@cwu.edu

11. What can I do if I have additional questions or concerns regarding union organizing and representation?

If you have additional or specific questions not addressed above, regarding your right to make an informed decision, you may want to contact Public Employment Relations Commission (PERC). PERC is the Washington State agency with responsibility over public sector labor relations and collective bargaining. PERC assists parties in resolving labor-management disputes.

Website and Resources:

- [PERC](#)
- [Employees' Right to Choose](#)
- [PERC Representation FAQ](#)

Contact Information:

- Customer Service, Phone 360-570-7300, info@perc.wa.gov
- Representation Administrators
 - Dario de la Rosa, Phone 360-570-7328
 - Emily Whitney, Phone 360-664-3047