

March 1, 1995

**ADMINISTRATIVE MEMORANDUM NO. 67**

To: Vice Presidents, Deans, Directors, Department Chairs, and Other  
Administrative Officials

From: Gordon H. Lamb, President

Subject: Union Solicitation Guidelines

The following guidelines are issued by Northeastern Illinois University to inform employees, nonemployee union representatives, and other interested persons of the conditions applicable to union solicitation on University property.

1. Definitions

- a. Union Solicitation - Union solicitation is any communication by or on behalf of a labor organization seeking recognition as the exclusive representative of employees.
- b. Non-work Areas – Non-work areas are limited to parking lots, sidewalks, and public forums on the campus.
- c. Non-work Time – Non-work time is limited to periods of time before and after the employee's daily work schedule as well as lunch periods and rest breaks during an employee's daily work schedule.

2. Conditions

- a. Employees may conduct union solicitation only when both the employee who is soliciting and the employee who is being solicited are on non-work time
- b. Nonemployee union representatives may conduct union solicitation only in non-work areas and only when the employee being solicited is on non-work time.
- c. Employees and nonemployee union representatives may distribute union literature only in non-work areas and only during non-work time for any employee distributing or receiving such literature.

- d. Posting of union literature shall be permitted on University bulletin boards normally accessible to employees and used for the posting of employee information in accordance with University policies concerning the use of such bulletin boards and provided that such union literature is not defamatory.
- e. Nonemployee union representatives who enter the campus for the purpose of union solicitation or literature distribution must notify the Personnel Office of their presence on campus.
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