



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

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CHIEF OF HUMAN RESOURCES**

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**Action By:
Information Only**


TO: Principals
FROM: Timothy Kubrick / Chief of Human Resources
SUBJECT: **LABOR UNION/ASSOCIATION ACCESS**

The District collectively bargains with four labor unions/associations: Palm Beach County Classroom Teachers Association (CTA); Service Employees International Union/Florida Public Services Union (SEIU/FPSU); Association Educational Secretaries and Office Professionals (AESOP); and Police Benevolent Association (PBA). As such, there are certain rights that the District has agreed to provide these groups.

It is unlawful for an administrator to interfere with or restrain employees in the exercise of their right to participate in union activities. All Principals/Administrators are required to grant the union/association access to non-work areas during the employees' non-work time. Please observe the following protocols in granting this access:

1. Upon arrival, the union/association representative must check into the school office. They may not be permitted to walk unescorted on the campus as they have not been cleared under the Jessica Lunsford Act. If a union representative has a district-issued badge, it is for identification purposes only.
2. You must provide the representative with a non-work area to meet with employees (i.e. employee lounge, cafeteria, conference room, etc.).
3. Visits with employees shall be restricted to non-duty time, such as lunch/dinner, breaks, or, in the case of teachers, relief time or planning time.
4. The Union/Association representative may ask to see a specific employee or ask that his/her presence be announced by posting a notice on the employee bulletin board or announced over the intercom during non-student hours, indicating the place that the representative will be available. It is inappropriate for an administrator to deny access to a Union/Association representative unless to allow access would unduly disrupt the operations of the facility.

If there is ever a question as to whether a Union/Association representative is permitted on a campus or facility, the administrator should call the Department of Labor Relations at 561-357-7607 prior to making a decision.

Approved: 
Michael J. Burke, Superintendent