



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

<b>Subject: Use of Campus Email Distribution Lists for Information and or Document Distribution to Represented Employees by the Union</b>	
<b>Department: Academic Personnel, Budget &amp; Human Resource Management and Employee Relations</b>	Reference No.:
<b>Division: Academic Affairs &amp; Administration &amp; Finance</b>	Issue Date: <b>March 2006</b>
<b>References: Arbitration decision CSU Case No. 3-01-012 California Government Code Section 8314 Access to and Use of CSULB Computing Resources</b>	Revision Date:
<b>Web Links: <a href="http://www.calstate.edu/LaborRel/3-01-012_cfa.pdf">http://www.calstate.edu/LaborRel/3-01-012_cfa.pdf</a> <a href="http://www.csulb.edu/misc/adminguidelines/pdf/academic_senate/accessus_e_computingres.pdf">http://www.csulb.edu/misc/adminguidelines/pdf/academic_senate/accessus_e_computingres.pdf</a></b>	Expiration Date: <b>NA</b>

**This administrative guideline is written pursuant to arbitration decision in CSU Case No. 3-01-012, between the California Faculty Association and California State University, Chico.**

**CSULB shall provide reasonable access to represented employees email lists, for the purpose of allowing the Union to submit official communications for distribution as provided in the collective bargaining agreements.**

**1. Pursuant to California Government Code Section 8314, it is unlawful for an employee to use or permit others to use public resources for:**

- a. "Personal purpose" means those activities the purpose of which is for personal enjoyment, private gain or advantage, or an outside endeavor not related to state business. "Personal purpose" does not include the incidental and minimal use of public resources.
- b. "Campaign activity" means an activity constituting a contribution as defined in Section 82015 or an expenditure as defined in Section 82025. "Campaign activity" does not include the incidental and minimal use of public resources.
- c. "Public resources" means any property or asset owned by the state or any local agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and state-compensated time.
- d. "Use" means a use of public resources which is substantial enough to result in a gain or advantage to the user or a loss to the state or any local agency for which a monetary value may be estimated.

**2. Access to the intra-campus mail service will be for 'official' union communications and the content of the email correspondence must constitute 'legitimate university-related business' in compliance with state law, university policies and collective bargaining agreements.**

**3. In determining whether a communication is acceptable, the university may not censor material on the 'basis of content' or 'views of those contributing to its creation.' The guidelines for restricting distribution shall be based on the following:**

- a. Threats, Harassment – users may not use the system to threaten or harass others;
- b. Respect for Privacy – users must respect the privacy of others;
- c. Sharing of Account – users may not let other use their accounts;
- d. Academic Honesty – users must respect the intellectual property of others and adhere to University standards of academic honesty;
- e. Illegal/Incompatible Uses – users may not use the system for purposes "inconsistent, incompatible, or in conflict with state or federal law, CSU policy or university policy";
- f. System Disruptions – users may not intentionally disrupt the system or obstruct the work of others;
- g. Operational Procedures – users must respect and abide by the University's operational procedures.
- h. Solicitation – system may not be used to solicit employees on behalf of any cause, enterprise or organization that is not directly related to the business of the CSU, CSULB or union business.



## CALIFORNIA STATE UNIVERSITY, LONG BEACH

#### 4. The procedures to be followed for disseminating communications using official university email listings is as follows:

##### **California Faculty Association and Academic Student Employees:**

**Step 1:** The designated bargaining unit president will send the official correspondence to be transmitted to bargaining unit employees to the Associate Vice President, Academic Personnel or designee. If the correspondence is in relation to an event or action, the correspondence should be sent one week prior to the intended distribution date.

Exceptions may be made on a case-by-case basis depending on the availability of the Associate Vice President.

**Step 2:** Upon receipt of such correspondence, the information will be reviewed by the Associate Vice President, Academic Personnel or designee for compliance with the above guidelines.

**Step 3:** After the Associate Vice President, Academic Personnel or designee determines that the information to be distributed is acceptable under these guidelines, the email will be transmitted within a reasonable time frame, normally within two business days, to the represented employees who have an email address / account established in the Human Resource information database.<sup>1</sup>

##### **All other Collective Bargaining units:**

**Step 1:** The designated bargaining unit president will send the official correspondence to be transmitted to bargaining unit employees to the Assistant Vice President of Human Resources Management or designee. If the correspondence is in relation to an event or action, the correspondence should be sent one week prior to the intended distribution date. Exceptions may be made on a case-by-case basis depending on the availability of the Assistant Vice President. All correspondence must include the union's and / or originator's name on all materials and the bargaining unit should be identified as the sender on all messages for distribution to represented employees. Attachments may be used in addition to email text.

**Step 2:** Upon receipt of such correspondence, the information will be reviewed by the Assistant Vice President of Human Resources Management or designee, for compliance with the above guidelines.

**Step 3:** After the Assistant Vice President of Human Resources Management or designee, determines that the information to be distributed is acceptable under these guidelines, the email will be transmitted within a reasonable time frame, normally within two business days, to the represented employees who have an email address / account established in the Human Resource information database.<sup>2</sup>

**FORMS:** NA

---

<sup>1</sup> Not all CSULB employees will have a campus email account. However, employees are able to add a home email account using *myCSULB.edu* that can be used in distributing such information.

<sup>2</sup> Same as footnote 1.