

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Severance Petition Campaign - Bargaining Unit 1	REFERENCE NUMBER: 2006-020
DATE ISSUED: 07/07/06	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Relations Officers
Personnel Officers
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Labor Relations Division

CONTACT: Jeannette Williams Gipson
(916) 324-0431 or (916) 324-0476
Fax: (916) 322-0765
Email: jeannettewilliamsgipson@dpa.ca.gov

A severance petition campaign has begun, prompting the following reminders about neutrality and access rules. The campaign involves the SEIU, Bargaining Unit 1, Information Technology employees. Mr. Lyle Hintz, an individual representative, proposes the Information Technology employees sever from Bargaining Unit 1 and be assigned to a newly created Information Technology, Bargaining Unit 22.

Strict Neutrality

Please remind your department's managers, supervisors, and confidential employees of their responsibility to uphold the State's position of strict neutrality during a severance petition campaign. As excluded employees, they are prohibited from participating in any campaign activity.

Worksite Access

Generally, any employee organization attempting severance is entitled access to State employees for purposes of organizing, as long as such access is during non-work time and in non-work areas.

- Non-work time is defined as lunch periods, regularly scheduled rest periods, and time before and after work.
- Non-work areas are defined as cafeterias, employee break rooms, building foyers, and other locations accessible to the general public and SEIU.

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Campaign literature may be left in places where employees congregate, such as cafeterias, as long as these areas are accessible to the general public. The use of bulletin boards is subject to your departmental policy, consistent with the non-work time/non-work area requirements described above; such use may not diminish the space currently offered to SEIU. The use of internal mail systems to distribute this campaign literature is prohibited.

If you have questions regarding specific requests for access, please call or email DPA's Labor Relations Division or Jeannette Williams Gipson at the number or email listed above.

/s/Julie Chapman

Julie Chapman
Acting Chief of Labor Relations