

GREEN BOOK: ARTICLE 10. FACILITIES AND SERVICES

I. UNION RESOURCES

Section 1. Office Space

- A. The Employer will provide a separate, non-shared desk for each Executive Committee Member of the National Union. Space availability and budget considerations permitting, the Employer will provide a work area, or where possible a separate area or office, suitable to accommodate a reasonable office environment, e.g., desk, chair, table, computer, printer, file cabinet and bookcase.
- B. The Employer will provide, in work units that have 10 or more bargaining unit employees, local Union officers reasonable and adequate space consistent with local availability and budget considerations, and in accordance with Governmentwide rules and regulations on space management.

Section 2. Meeting Space

- A. Upon reasonable advance request, the Employer will provide the Union meeting space in areas occupied by the Employer, if available, for meeting during non-duty hours. The Union will comply with all security, safety, and housekeeping rules in effect at that time and place.
- B. The advance request should designate the date, time, duration, and general purpose of the meeting.
- C. Upon reasonable advance request, the Employer will provide the Union private meeting space, if available, for official representational activities, during official hours of business in areas occupied by the Employer.

Section 3. Office Furniture, Equipment and Services

- A. The Employer will provide, at no cost, for the representatives listed in accordance with the provisions of Section 1 of this Article, minimum equipment needs for the work space including but not limited to: desk, chair, extra table, and lockable filing cabinets consistent with internal security practices of the Employer.
- B. For purposes stated in this section, upon request and approval in accordance with local policy, Union representatives may use or otherwise have access to, where reasonably available and when use does not interfere with daily

program operations and accomplishment of program mission, Employer equipment and services to include: computers, photocopy equipment, telecommunication equipment including telephone lines, telephones, facsimile machines, audiovisual equipment, etc. and future communications technologies. Such use will be for official representational purposes only.

Section 4. Communications

- A. The Employer agrees to provide National, Regional and Local Union Officers access to an FTS telephone or government leased lines, where available, at their places of assignment to be used for discussion for Employer-Union business.
- B. The Employer will provide the Union with one official bulletin board, for its exclusive use, per worksite occupied by employees. Any material placed on bulletin boards will be initialed by the local Employer prior to posting to assure compliance with this provision. The Union will ensure that any material it places on Employer-owned bulletin boards does not violate Governmentwide rules or regulations.
- C. Any National or Regional Union Representative, upon reasonable advance notice, may visit non-work areas located on the Employer's premises to discuss appropriate Union business (representational activities) with bargaining unit employees during on-duty and non-duty hours, unless to do so will disrupt the accomplishment of the Agency's mission.