Distribution of Union Literature and Union Access to Facilities Housing Bargaining Unit Members

Distribution of Union Literature

Union officials, including stewards, staff representatives, and business agents, may distribute union literature in the following areas, subject to the provisions of section 447.509, Florida Statutes:

- Public Areas
  Outside building: parking lots and sidewalks, but not at entrances and exits. Areas inside buildings that are available to the public - lobbies and accessible cafeterias.
  Unions are to notify the agency building manager and human resource officer prior to distributing literature in public areas in sufficient time for them to make necessary arrangements and answer inquiries that arise with respect to the planned distribution.

- Non-Public Areas
  Areas inside buildings that may not be available to the public, such as cafeterias or break rooms, but not areas where the work of employees is performed such as offices, conference rooms, and warehouses, and areas with restricted access due to security concerns.
  Unions are to obtain agency approval from the agency human resources officer prior to distributing literature in such areas.

Use of Facilities in Which State Employees Work for Conducting Authorized Union Business

Unions may conduct authorized union business in the following areas of a building in which state employees work:

- Non-Public Areas
  Union representing employees or the union pursuant to administration of the applicable collective bargaining agreement. Union access for these purposes is ordinarily provided through the human resource office.

---


2 Parking lots within the Department of Corrections are restricted for purposes other than parking vehicles and security operations as determined by the Department.

3 Representing employees or the union in grievances, predetermination conferences, consultations, conducting ratification votes, posting material on union bulletin boards.
Public Areas

Cafeteria and lobbies, upon approval and compliance with the provisions of Rule 60H-6.007, Florida Administrative Code, as follows:

- **DMS Facilities:** Unions are to request the use of DMS facilities by completing and submitting the “Application for Use of State Property” form online at the following link:
  

  - Click on “State Use Property Reservation – Application Form”, and enter the required information. Select “Other” for location, and provide the facility name and room. Save the application, print a copy, and submit. The requestor will receive an email that the application has been received and is pending review.

  - Upon approval, DMS will notify the union by email, providing directions for set up and signage, as well as check-in requirements with the facility manager.

- **Non-DMS Facilities:** Unions are to contact the agency human resources officer to obtain further information regarding any agency-specific access restrictions or any internal procedures for conducting union business with employees at facilities utilized by agencies.

- **Bulletin Boards:** Collective bargaining agreements provide unions a right to maintain union bulletin boards in the workplace.

---

This document was distributed to agency HR staff members by the Department of Management Services Labor Relations unit in November 2014.

---

4 [https://www.flrules.org/gateway/ruleNo.asp?id=60H-6.007](https://www.flrules.org/gateway/ruleNo.asp?id=60H-6.007)