

# STOCKTON UNIVERSITY



## POLICY

### Printing of Union Materials

Policy Administrator: Director of Marketing Communications

Authority: N.J.S.A. 18A: 64-6 and 18A: 64-8 – Agreements; State of New Jersey with Unions and Associations

Effective Date: July 23, 1980; February 16, 2011; July 6, 2016

Index Cross-References: Procedure 1102: Duplicating Material; Procedure 1104: Printing Request Approvals

Policy File Number: I-111

Approved By: Board of Trustees

### POLICY:

- A. Background. The State of New Jersey recognizes certain unions and associations as representatives for groups of University employees. This recognition is for purposes of collective negotiations concerning the terms and conditions of employment. Further the state, acting for the University, has agreed to permit usage of support facilities for union or association officials, with reimbursement at cost for these privileges. The printing or duplicating of certain union materials would be included as one of these privileges.
- B. Establish Policy. The provisions of Procedure 1102: Duplicating Material, and Procedure 1104: Printing Request Approvals, apply to all requests from within the University for printing or duplicating services.
- C. Screening Process. A screening process is used in the print shop to prevent the misuse of valuable University resources. The process requires shop personnel to obtain approval from the Director of Marketing Communications prior to processing any materials which might be:
  1. Intended for off-campus distribution.
  2. Judged as unrelated to University business.
- D. Political Orientation. Political materials relating to off-campus organizations or personnel are not to be printed. The suggestion should be made to those requesting this service that this type material be printed or duplicated by outside establishments.

- E. Criteria for Printing. Materials which should be processed and paid for by the union or association must relate to the broad area of "terms and conditions of employment". This is the phraseology used to describe the area of representation provided by the unions and it follows that services should be based on the same criterion.

Approval History:

|                   | Date    |
|-------------------|---------|
| President         | 2/11/16 |
| Board of Trustees | 7/06/16 |