

DISTRIBUTION OF THE AGREEMENT AND NEW EMPLOYEE ORIENTATION

SECTION 1. DISTRIBUTION OF COPIES:

A. Publication: The Agency shall provide \$5,000 toward the expenses for printing this Agreement. The Agency will publish an electronic version of the CBA on the intranet at each facility.

B. Reserved Copies: 1500 copies shall be reserved for issue during orientation to each new bargaining unit employee. Of the remaining copies, 80% shall be provided to the Union for their purposes and 20% shall be provided to the Agency.

C. Re-opener: Either Party may reopen this Article to propose that additional copies be printed at the Agency expense.

SECTION 2. NEW EMPLOYEE ORIENTATION:

A. Lists of New Employees: Each month, the Agency will provide the Union a list of new employees filling positions in the bargaining unit who entered on duty during the previous month. The list will include employee name, organizational unit, position title, and work location.

B. Notice: The Agency will provide the Union with notice of the date, time, and place of each scheduled new employee orientation.

C. Union Presentation: A Union representative will be provided an opportunity to make a 30 minute breakout presentation during each orientation session for new bargaining unit employees. The scheduled starting time of the Union presentation will be subject to mutual agreement, with a preference for it to be in conjunction with the lunch break.

D. Professionalism: The Union representative will be provided the same respect and dignity as other presenters and will not be subjected to intimidation or censure.

E. Official Time: The Union Representative making the presentation will be authorized official time. If the Union Representative has dedicated official time and the orientation occurs outside of the designated day, then additional official time is authorized.

F. Worksite Introductions: Stewards or Union officers may introduce themselves to new employees at the worksite and inform them of their availability for representation functions so long as there is no undue disruption of work activities.

Agreed: Agency:  Union: 
Date: 2 Feb 16
Page 1 of 1