

University of Wisconsin System  
Protocol for Handling Workplace Contacts Related to Unit Clarification  
August 14, 2009

We have received several reports that representatives of the American Federation of Teachers – Wisconsin (AFT-Wisconsin) have contacted employees in the workplace seeking to interview them about their job duties as part of AFT-Wisconsin's effort to pursue unit clarification (the process of assigning employees to classified staff unions) despite the President of AFT-Wisconsin being informed that such contacts are prohibited. The following steps are recommended to prevent union representatives from contacting employees in this manner:

1. Supervisors in all colleges and administrative units will be given directions consistent with the provisions stated below. They will be reminded that the University is tolerant of any conversation in which employees wish to participate regarding unit clarification, provided that the conversations take place outside of the work unit and expected work hours.
2. If union members seek to interview employees on work time, appropriate institutional officials should contact the union and offer to make space available as mutually agreed upon for purposes of unit clarification discussions. Such space should be made available outside of normal work time.
3. Supervisors should instruct employees that if they receive telephone contacts on unit clarification, they should inform the caller that they must arrange any conversations or meetings on this topic outside of business hours, in accordance with this protocol. Supervisors should further instruct employees to report any telephone contacts in which the caller persists in efforts to expand the conversation into an interview, so that institutional officials can engage in immediate corrective follow-up.
4. Supervisors should be instructed that, in the event workplace contacts related to unit clarification continue to occur, they should request the union representative to leave and immediately report the circumstances of the event to the appropriate human resources contact person.
5. If the union representative refuses to leave, the human resources contact person will immediately notify campus legal counsel or the UW System Office of General Counsel.
6. A designated institution official will evaluate the situation and determine whether to alert your institution's security personnel with a request to have an officer go to the reported location of the contact, identify the person entering work units without authorization, and escort that individual from the building.
7. If security is required to intervene, the officer will be asked to warn the individual that he/she is violating University rules and that if the individual repeats the behavior, he/she may be subject to citation as appropriate under applicable institutional and UW System rules.