

UCI Campus Access Regulations

Responsible Office: Human Resources

Revised: September 2024

A. References

- [Higher Education Employer-Employee Relations Act \(HEERA\)](#), Sections 3568 and 3581.7
- [Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California](#)
- UCI Administrative Policies & Procedures
 - [Section 900-10](#), Policy on Use and Scheduling of UC Irvine Properties
 - [Section 900-11](#), Guidelines for Scheduling Campus Properties through Student Center & Event Services
 - [Section 900-12](#), Policy on Posting and Distribution of Literature and Materials
 - [Section 900-20](#): Withdrawal of Consent to Remain on Campus and in UCI-Operated Facilities
 - [Section 900-23](#): UCI Guidance Concerning Disruption of University Activities
- [Collective Bargaining Agreements](#)
- [Personnel Policies for Staff Members \(PPSM\)](#)
- [UCI PACAOS 70.00 on Registered Campus Organizations](#)
- [UC Irvine Health Access Regulations, July 2024](#)

B. Authority and Responsibility

The Vice Chancellor and Chief Human Resources Officer, or their designee(s), shall oversee and administer these Access Regulations.

C. Definitions

1. Employee Organization

Organizations that exist for the purpose, in whole or in part, of dealing with University management concerning grievances, labor disputes, wages, hours, and other terms and conditions of employment of employees, as defined by Section 3562(f) of the Higher Education Employer-Employee Relations Act (HEERA).

2. Non-Affiliate (*also* Outside Organizations and Individuals)

Any person who is not any of the following: a student, officer, official volunteer, employee, Regent, or emeritus of the University of California or a member of a

household authorized to reside in University Property. This includes, but is not limited to, retail vendors, employee organizations, and nonprofit organizations.

3. **University Affiliated Organizations**

Organizations that are directly affiliated with the University, such as student organizations or outreach groups. Refer to [UCI PACAOS 70.00 on Registered Campus Organizations](#).

4. **Representative**

Any person acting in the interest of or on behalf of an employee organization, including both University employees and non-affiliates.

5. **Prohibited Areas**

Work areas deemed to be inappropriate for employee organization business and thus prohibited from use. They include, but are not limited to:

- a. Clinical laboratories, patient care including counseling and mental health services, and clinical areas;
- b. Academic areas while instruction, counseling/advising, or research are in progress;
- c. Research areas;
- d. Private residential areas of students; and
- e. Confidential and/or secured work areas, such as, but not limited to, student and patient record areas, Cashier's Office, radiation areas, computer operations, Telecommunications, and the Central Plant.

6. **Non-Restricted Meeting Areas**

University locations where organizations and individuals, defined in Section C, may conduct gatherings, solicitations and events. Reservations may be required, and time, place, and manner restrictions may apply. See [Sec. 900-10: Policy on Use and Scheduling of UC Irvine Properties](#).

Note: Employee organizations and their representatives may be excluded from an otherwise appropriate work area if a facility is provided which is in reasonable proximity to the work area.

D. Background

There are many organizations and individuals who desire to solicit or otherwise establish contact with University employees for various reasons. These regulations are promulgated to ensure the highest level of respect and service to students, employees, visitors, and others.

E. Purpose

1. The following regulations provide reasonable access to UCI Campus (“campus”) grounds, facilities, and employees while ensuring that activities do not disrupt daily work activities, teaching, and research on campus. For UCI Health, please review the [UC Irvine Health Access Regulations](#).
2. In the event these rules conflict with a Collective Bargaining Agreement (CBA) and/or Personnel Policy for Staff Members (PPSM), the CBA and/or PPSM shall control.
3. As used in this document, the term “University” includes all campus locations.

F. General Rules

1. Representatives of employee organizations must comply with the access provisions in their respective CBA, as applicable, which includes conducting union activities during non-work time in non-prohibited areas and providing proper notice to Workforce Relations or Academic Personnel (in advance or in the case of unscheduled meetings, upon arrival).
2. Representatives of employee organizations and those identified in Section C., above, are required to identify themselves upon request by University officials acting in the performance of their duties. Individuals may be required to wear a visitor name tag or identification badge, as well as sign in at a reception area upon arrival.
3. Unless approved in advance, outside organizations and their representatives are prohibited from using University facilities and equipment such as, but not limited to: automobiles, computers, projectors, telephones, fax machines, office supplies, and photocopying and reproduction equipment.
4. The following activities are prohibited: interference with entrances to buildings and University functions or activities; disturbance of offices, classes, study facilities, and patient care and research; and harm to property.
5. Property use is subject to [Sec. 900-10: Policy on Use and Scheduling of UC Irvine Properties](#). This Policy includes, but is not limited to, the

following:

- a. Time, place, and manner restrictions;
 - b. Expectations for compliance with University policies and State laws while using designated outdoor spaces;
 - c. Restrictions on the use of amplified sound and requirements to obtain amplified sound permits prior to use;
 - d. Restrictions on the use of vehicles, equipment, signs, and structures on campus; and
 - e. Information regarding appropriate UCI property use hours.
6. Non-affiliates are subject to [Regents' Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California](#).
 7. Non-affiliates, staff, faculty and other academic appointees are subject to [Sec. 900-23: UCI Guidance Concerning Disruption of University Activities](#).
 8. The University reserves the continued right to add to, delete from, or modify these regulations pursuant to the [Higher Education Employer-Employee Relations Act \(HEERA\)](#), Sections 3568 and 3581.7.

G. Bulletin Boards

A list of designated bulletin boards is available upon request from Human Resources. No literature or other materials may be affixed to walls, floors, ceilings, elevators, or stairways at any time (see [Sec. 900-12, Policy on Posting and Distribution of Literature and Materials](#), for additional information including date of removal).

Bulletin boards may be used to display appropriate materials, subject to the following campus criteria:

1. **Size** - Standard letter size;
2. **Identification** – Postings must be on letterhead and/or include the name of the responsible organization and/or individual; and
3. **Date posted** – Any materials posted must be dated with the current month, day, and year of posting.

Display materials and posting requirements may also be subject to [Sec. 900-12.B. Posting and Distributing Regulations](#). Consult with the campus departments managing their department-controlled bulletin board on any additional posting requirements that may apply.

H. Employee Lounges

Where employee lounges exist in non-prohibited areas, solicitation of consenting employees is permitted and access by employee organizations should be in compliance with the applicable CBA.

I. Hand Billing

Representatives of employee organizations may distribute leaflets, bulletins, or authorization cards to consenting employees only in the following areas on campus:

1. Numbered parking lots. (Materials may not be placed on parked vehicles.)
2. Employee entrances to campus buildings.

Hand billing is not authorized in prohibited areas as defined in Section C.

Hand billing includes both print materials and electronic distribution, such as through QR codes.

J. Mail

1. Mail sent to University employees through the U.S. Postal Service, where postage has been prepaid by the employee organization, will be delivered.
2. Reasonable access may be permitted to departmental mailboxes where they exist in nonrestricted areas, on consultation with Workforce Relations Consultants at campus.
3. Use of the campus mail system is prohibited, except as provided above.

K. Meeting Rooms and Event Spaces

1. To use University facilities, such as meeting rooms and event spaces, outside organizations and individuals must follow procedures outlined by UCI Student Center & Event Services. (See [Sec. 900-10, Policy on Use and Scheduling of UC Irvine Properties](#), and [Sec. 900-11, Guidelines for Scheduling Campus Properties through Student Center & Event Services](#)).
2. Employee organizations must submit a completed [Statement of Understanding](#) to Student Center & Event Services prior to reserving a room. Student Center & Event Services will forward the completed form to Workforce Relations.
3. When costs are incurred, Student Center & Event Services will initiate the

process to bill the outside organizations and individuals.

- a. Space rental fees will be charged to employee organizations for use of facilities for which all users, other than student organizations, are charged. Labor, equipment, and other event-related fees will apply.
- b. When a room is utilized on the campus at a time other than the normal open/close schedule, charges may be levied for environmental conditioning, special cleaning, and opening/closing.