

I. Purpose

- A. The following regulations provide reasonable access to University grounds, facilities and employees while ensuring that activities will not disrupt daily work activities, teaching, and research, and will not adversely affect Medical Center patient welfare or visitor experience at the institution.
- B. These regulations do not apply to Employee Organizations or their Representatives when they are representing employees in grievances filed under a Memorandum of Understanding or grievances and administrative reviews pursuant to Personnel Policies for Staff Members, Complaint Resolution Procedures. In such cases, the appropriate contract or policy provisions control.
- C. In the event these rules conflict with a Memorandum of Understanding, the Memorandum of Understanding shall control.
- D. As used in this policy, the term "University" includes the UCI Medical Center.
- E. This policy applies to the Medical Center facilities located in Orange, California, and any clinics operated by the Medical Center.

II. Background

There are many organizations and individuals who desire to solicit or otherwise establish contact with University employees for various reasons. Since the atmosphere we have attempted to create is critical to the University's values, these regulations are promulgated to ensure the highest level of respect and service to our patients and visitors, as well as to our staff.

III. Definitions

- A. **Outside Organizations and Individuals**
Organizations and individuals not affiliated with the University, such as retail vendors and non-profit organizations.
- B. **Employee Organizations**
Independent organizations which exists 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).

C. University Affiliated Organizations

Organizations that are directly affiliated with the University, such as student or staff organizations.

D. University Unit

Any academic or nonacademic department or division or any other official University entity, including any official department, school, or institute of the University, the University Extension, or any part thereof, or any authorized student government.

E. Official University Activities

All Medical Center patient care activities; academic classes, research and related activities; normal daily operations of University units; and programs or activities sponsored by University units in the course of fulfilling their University mission.

F. Representative

Any person acting in the interest of or on behalf of one of the organizations outlined in Sections III.A through III.C above.

G. Prohibited Areas

Areas designated for Official University Activities only. The activities of the organizations and individuals identified in Sections III.A through III.C above are prohibited in these areas. Prohibited areas include, but are not limited to:

1. Patient care and clinical areas, including, but not limited to:
 - a. Chart rooms and rooms that function as or are in the nature of chart rooms
 - b. Nursing stations
 - c. Patient and/or visitor lounges including patient conference rooms, sitting rooms, and solarium
 - d. Libraries or study areas located within patient care areas
 - e. Patient floor and operating room area corridors
 - f. Patient rooms, operating rooms, laboratories, clinics, and other treatment and patient care areas
2. Academic and research areas while instruction, counseling/advising, or research is in progress
3. Confidential and/or secured work areas, including, but not limited to the following areas: Medical Records, Cashier's Office, Radiation Areas, Information Services/Computing, Telecommunications, Central Plant.

H. Restricted Access Areas

Areas designated for Official University Activities and may be used only with advanced written approval of Labor Relations. Restricted access areas include, but are not limited to the following areas in and around the Douglas Hospital: lobby, cafeteria, hallways, and all visitor/patient entrances and exits surrounding the building including the Healing Garden and parkway in front of the main hospital entrance. All conference/meeting rooms not specifically designated and listed below are deemed restricted and inappropriate for use by individuals or organizations as defined in Section III, A. thru C. above.

I. Non-Restricted Meeting Areas

University locations where the organizations and individuals identified in Sections III.A through III.C may conduct for gatherings, solicitations, and events. The following is a full and exclusive list of Non-Restricted Meeting Areas:

1. The lawn immediately out front of Building 55, Edward Shanbrom, MD Hall
2. The external breezeway on the internal side of Building 22A, and the Grunigen Medical Library.
3. The external sidewalk on the south side of building 3.
4. The street side entrance to Building 200, at the corner of Manchester and Chapman avenues.
5. Designated Meeting rooms listed below

Douglas Hospital	1806, 3005
Building 53	Auditorium, 1001 and Classroom D, 121
Library	2103, 2104, 2105, 2106, 2107 ,2114, and 2116
Pavilion III	223
Building 3	101, 302

Please refer to Appendix A for a map that indicates the locations of the Non-Restricted Meeting Areas other than the Designated Meeting Rooms. NOTE: due to ongoing construction, access to any one of these areas may be restricted from time to time.

IV. General Rules

- A. All persons on Medical Center property are required to wear the official identification provided for this purpose (i.e. name tag, identification badge, etc.) and to identify themselves for reasonable cause, upon request of University officials acting in the performance of their duties.

- B. Representatives of organizations and individuals identified in Sections III.A through III.C above are authorized to make contact with employees only during non-working hours; i.e. before or after work, or during meal and rest periods. If such contacts are made while employees are at the University, they should occur only in non-prohibited areas and in accordance with this policy. The University reserves the right to exclude such individuals and organizations from certain non-prohibited areas under appropriate circumstances. However, when that occurs, the University will provide an Employee Organization with access to an alternate area in reasonable proximity to the work area.
- C. 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).

V. **Bulletin Boards**

Written materials may be posted on general purpose bulletin boards only; bulletin boards specifically designated for-official University business may not be utilized by the organizations and individuals identified in Sections III.A through III.C above. No literature or other materials may be affixed anywhere else, such as walls, floors, ceilings, elevators, or stairwells at any time. Postings concerning activities other than Official University Activities are subject to removal 30 calendar days from date of posting.

- A. Postings must be no larger than the standard letter size of 8 ½ x 11 inches.
- B. Postings must be on letterhead and/or include the name of the responsible organization and/or individual.
- C. Postings must be dated with the current month and year of posting.

VI. **Employee Lounges**

Where employee lounges exist in non-prohibited areas, one-to-one solicitation of consenting employees is permitted.

VII. **Handbilling**

Handbilling is authorized in Non-Restricted Areas. This would include any area not expressly designated as Restricted or Prohibited in accordance with Section III. above. No handbilling of any material will be allowed by any organization or individuals in any Restricted Access or Prohibited areas.

VIII. **Scheduling the Use of Non-Restricted Meeting Areas**

All organizations and individuals identified in Sections III.A through III.C above shall follow the procedures below to schedule access to Non-Restricted Meeting Areas:

- A. Call the UCIMC Facilities Department at (714) 456-5189 to request a meeting room or area. Requests should be made in writing at least 10 days in advance of the event, whenever possible. Requests must include the following information:
 - 1. Name of the organization or individual making the request
 - 2. Name and/or purpose of the event
 - 3. Date and day of the event
 - 4. Start and end times of the event
 - 5. Expected attendance
 - 6. Whether authorization to use sound amplification equipment is being sought
- B. When additional costs are incurred, Facilities Management will initiate the process to bill the requesting organization or individual. A use fee will normally not be charged except for use of rooms for which all users, other than student organizations, are charged a fee.
- C. When a room is utilized at a time not on the normal open/close schedule, charges may be levied for environmental conditioning, special cleaning, and opening/closing.
- D. The University reserves the right to deny, in whole or in part, any request for access, as appropriate, provided that any restrictions on access are consistent with the University's obligations under the Higher Education Employer-Employee Relations Act (HEERA).

IX. Prohibited Activities

- A. The organizations and individuals identified in Section III.A through III.C above are prohibited from using University facilities and equipment, including, but not limited to, automobiles, computers, projectors, office supplies, and photocopy and reproduction equipment.
- B. Interference with entrances to University buildings, functions and activities; disturbance of University offices, classes, study facilities, and patient care and research; and harm to University property are prohibited.
- C. Use of sound amplification equipment on University grounds is prohibited unless prior written authorization is obtained by following the procedures in Section VIII above.

APPENDIX A

UC IRVINE • MEDICAL CENTER

Campus Map

Smoke-Free Campus

 Non Restricted Meeting Areas

-  NORTH
-  Information
-  Directory
-  Valet Parking
-  Visitor Parking
-  Emergency Parking
-  Permit Parking
-  Shuttle Stop
-  Handicapped Parking
-  Pedestrian Walkway
-  Elevator
-  Building Entrance

