

Quick Tips

▶ How to Conduct Union Business at Work

CR & CM Bargaining Units



Proper Use of County Property

The Rule: County-owned property such as vehicles, computers, telephones, county email, fax or copy machines, etc. is only to be used for official County business.

Employees are trusted to use County equipment safely and properly.

Abuse or misuse of County property may be cause for disciplinary action.



Proper Use of County Mail

The Rule: The County provides an inter-departmental mail system for Official County business only. This mail system is not for personal use.



Proper Use of County Time

The Rule: Union business may be conducted on non-duty hours only! That means union business may be conducted on breaks, during lunch breaks, and before or after work hours only.



Use Personal Email Only for Any & All Union (ASDCE) Business!



Please Do Not Use County Email, County Internet, or County Mail for Any Union Business!

County employees are required to ONLY use personal email, personal phones, and electronic devices for union (ASDCE) business. Please do not use any type of County property to conduct any union (ASDCE) business!