



## POLICY

### Printing of Union Materials

Policy Administrator: Executive Director of University Relations & Marketing  
Authority: N.J.S.A. 18A: 64-6; 18A: 64-8  
Effective Date: July 23, 1980; February 16, 2011; July 6, 2016; May 5, 2021  
Index Cross-References: Procedure 1104: Printing and Copying Services  
Policy File Number: I-111  
Approved By: Board of Trustees

The State of New Jersey recognizes certain unions and associations as representatives for groups of University employees. This recognition is for purposes of collective negotiations concerning the terms and conditions of employment. Further, the State, acting for the University, has agreed to permit usage of support facilities for union or association officials, with reimbursement at cost for these privileges. The printing or duplicating of certain union materials is included as one of these privileges.

The provisions of Procedure 1104: Printing and Copying Services, apply to all requests from within the University for printing or duplicating services.

- a. A screening process is used in the print shop to prevent the misuse of valuable University resources. The process requires print shop employees to obtain approval from the Executive Director of University Relations & Marketing prior to processing any materials which might be:
  1. Intended for off-campus distribution.
  2. Viewed as unrelated to University business.
- b. Political materials relating to off-campus organizations or personnel are not to be printed or duplicated using University resources. This type of material must be printed or duplicated by external establishments.
- c. Materials which should be processed and paid for by the union or association must relate to the broad area of "terms and conditions of employment." This is the phraseology used to describe the area of representation provided by the unions, and services are based on the same criterion.

Review History:

	Date
Policy Administrator	11/17/2020
Divisional Executive	12/07/2020
General Counsel	01/05/2021
Cabinet	01/14/2021
President	01/25/2021
Board of Trustees	05/05/2021