



Supervisor and Manager Dos and Don'ts in light of *Janus v. AFSCME*

DOs	DON'Ts
DO refer employees who have questions about the <i>Janus</i> decision to their unions.	DON'T provide employees with your views or analysis of the <i>Janus</i> decision, or your predictions about its impact.
DO refer employees with questions about union membership, dues, or fees to their unions.	DON'T answer questions from employees about their union membership, dues, or fees.
DO permit union representatives to access work locations as permitted under the applicable MOU . Familiarize yourself with the union access provisions of those MOUs.	DON'T allow union representatives to access secured areas without prior approval from your Departmental Personnel Officer, or as otherwise permitted under the applicable MOU .
DO forward requests for release time to your Departmental Personnel Officer.	DON'T release employees from duties to participate in union activities except as authorized by your Departmental Personnel Officer.
DO permit union representatives to post union materials on designated bulletin boards as permitted under the applicable MOU .	DON'T interfere with or coerce employees in their decisions about becoming or remaining union members, or participating in union activities.
DO permit union solicitation during <i>nonworking hours and breaks</i> .	DON'T allow union solicitation during working hours and on City time, or in a way that disrupts work activities.
DO refer questions you may have to your Departmental Personnel Officer.	DON'T threaten or discriminate against employees for union membership or participating in union activities, or declining to join a union or participate in its activities.