



Steven L. Beshear
Governor

PERSONNEL CABINET

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Nikki R. Jackson
Secretary

TO: Cabinet Secretaries
Agency Heads
HR Leadership Consortium Members

FROM: Nikki R. Jackson, Secretary 

DATE: June 2, 2008

SUBJECT: Employee Advisory Council (GEAC)

Dear Cabinet Secretaries, Agency Leaders and HR Leadership Consortium Members:

Today the Governor signed an Executive Order to reinstate the Employee Advisory Council (GEAC). The Council was originally established by Governor Patton in 2001. In order to better serve state employees the Governor's Office has asked that we work together to create a united effort to effectively respond to questions, concerns, and comments regarding GEAC activity.

Cabinet Secretaries and Agency Leaders: With your help we are selecting and designating contact persons across state government to serve as agency employee organization contacts. Please include a contact name, telephone number, and e-mail address of a person within each state office or worksite within your agency. **Please submit the contact list to Charles Wells at Charles.Wells@ky.gov by the COB Friday, June 6, 2008.** Please note, we are not granting any access requests until June 15th.

Personnel Administrators: Attached to this communication, you will find GEAP Talking Points for members of management. Please be sure to share these talking points with all leaders and as we hope they will help prepare managers to better respond to questions from employees and to help them handle union contacts. In addition, we have also attached the Employee Organization Access Policy which outlines specific parameters governing GEAC access protocols.

In addition, the Personnel Cabinet has set up a mailbox for state employees to submit questions or complaints about the GEAC. All employees who have questions shall be directed to CEAC.Hotline@ky.gov. Managers with immediate concerns or questions regarding GEAC may contact Charles Wells, Personnel Cabinet, at 564-6061.

The Governor's new initiative will work to provide even better services and allow us the opportunity to aid in establishing a supportive work environment that values all employees.

Attachments: GEAP Talking Points
Employee Organization Access Policy



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EMPLOYEE ORGANIZATION ACCESS POLICY
(effective June 15, 2008)

The following policy applies to all Cabinets and their merit system employees:

1. All Cabinets, agencies, departments, and divisions shall grant representatives of employee organization selected as a representative pursuant to Executive Order 2001-623 access to non-secure common areas of state facilities, including main entrances and exits, cafeterias, break rooms, parking lots, outdoor walkways and other similar areas for purposes of talking to and distributing literature to employees, so long as such activities do not interfere with normal operations, access, or security.
2. Employees may meet with employee organizations representatives and participate in employee organization activities during non-work hours and lunch or meal periods in the areas described in paragraph 1.
3. Employee organizations may request conference or meeting rooms within state facilities for the purposes described in paragraph 1, provided such usage does not conflict with state business needs, is coordinated through established reservations systems, and any applicable room charges are paid by the using employee organization. Applicable room charges means any usage fees owed by the department or institution to a third party (e.g., building landlord), or any incurred costs related to room usage and charged to all non-governmental users on an equitable basis (e.g., utilities, custodial, or other support services).
4. Employee organizations granted access to state facilities shall not disrupt work operations and shall conform to worksite safety and security regulations. Employee organization representatives will conduct themselves in a professional manner and shall respect the request of any employee who does not wish to engage in a discussion or accept literature.
5. Employee organizations shall also be granted access to secure correctional facilities, with appropriate prior approval, for the purposes described in paragraph 1. Such access shall include, at a minimum, adequate space in an employee break area to set up an informational table for the purpose of talking with and distributing literature to employees.
6. Agencies shall designate a contact person in each state owned or leased facility to whom the organization seeking access shall apply.

Governor's Employee Advisory Council (GEAC) Reinstated Talking Points for Administrative use (For Managers)

Summary: On May 18, 2001, then-Governor Paul Patton signed an Executive Order establishing the Governor's Employee Advisory Council (GEAC) to "discuss, advise and recommend to me ways to improve employee work conditions and employer/employee relations in the Commonwealth."

Governor, Ernie Fletcher issued an Executive Order rescinding Governor Patton's order during his first six months in office.

Today, Gov. Beshear signed an Executive Order reinstating the original Council

The purpose of the Council is:

- The Council allows access for eligible classified, non-supervisory, state employees to the governor
- The purpose of the Council is to advise and make recommendations to the Governor relating to state employee/employer relations.
- Those eligible employees may voluntarily elect to pay dues, but dues and service fees are not mandatory
- No employee of the merit system will be required, coerced or unduly influenced in any manner to join any employee organization.
- Classified merit employees have the right –freely and without fear of penalty or reprisal – to join and assist any lawful employee organization
- Six employee categories had elected employee organizations to represent them on the GEAC when the original Executive Order was rescinded by Gov. Fletcher. Those elections remain in force under the new Executive Order
- No dues will be deducted from any employee's paycheck without written permission from the employee.
- Procedures will be established granting representatives of member organizations access to the workplace during reasonable times to discuss membership with employees on non-work time.
- We will expect both the organizations and the employees will comply with these procedures and respect each other's time and space.
- Questions or complaints concerning any issues having to do with the GEAC may be directed to GEAC.Hotline@ky.gov.
- Should any member of management, particularly a front line supervisor, have any concerns or need immediate assistance in handling a GEAC issue, please call Charles Wells, Personnel Cabinet, at (502) 564-6061.
- Additional information on the GEAC can be found on the Personnel Cabinet's website at: www.personnel.ky.gov
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