

**GROUND RULES for UW-SEIU 925
2019-2021 CONTRACT NEGOTIATIONS**

Each party will designate a lead negotiator to whom all proposals, requests for information or general concerns will be submitted.

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The parties reached agreement on the following regarding negotiations for the 2019-2021 successor agreement only:

A. Bargaining sessions, which may begin in caucus, will start on time; all cell phones will be silenced and all parties agree to engage in respectful communications. All participants will conduct themselves in a courteous and respectful manner.

B. For negotiating sessions, the Employer agrees to provide paid release time for up to twenty-five (25) members of the negotiating committee or additional presenters for the first nine (9) days of bargaining, including travel to and from formal negotiations. After the ninth (9th) session the parties will determine the need for additional dates and paid release time.

No overtime or compensatory time will be incurred as a result of negotiations and/or travel to and from formal negotiations. Individual employees/members with alternative and/or evening or night shift work schedules may discuss schedule changes with their supervisor/manager. An employee with an alternate and/or evening or night shift work schedule may propose temporary changes in work schedule assignments to the employee's supervisor/manager including requests to be in work status when a bargaining date falls on the employee's regularly scheduled day(s) off.

C. The Union will provide the names and hours of the designated bargaining team members on paid release time to the employer at the close of each bargaining session.


D. The employer will notify managers of the names of the members to be released for bargaining. Such release time shall not count towards overtime.

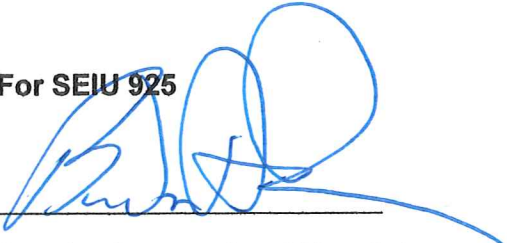
E. All employees wishing to participate in bargaining must request time off in accordance with normal leave request procedures. Release time is contingent on approval by the employee's manager or designee. The manager or designee shall make every effort to release the employee. Should the manager or designee determine that patient or student needs may be compromised by the employee's release, the manager or designee will notify the employee in writing of the specific reason that release could not be approved.

F. All representatives for both parties (Employer and Union) in attendance at each session will sign a sign-in sheet prepared by the Union. Both parties will be provided a copy of the sign-in sheet.

- 44 G. The Employer will arrange for negotiation rooms at a mutually agreed upon location that
45 will be accessible to all members of the negotiations committee. Alternate rooms may
46 be found by mutual agreement. When sessions are held at Roosevelt Commons West,
47 Labor Relations staff will provide one key card to the Union at the beginning of each
48 session. The Union will return the key card to Labor Relations staff at the end of each
49 session. The Union is solely responsible for returning the card and will pay twenty
50 dollars (\$20) for the replacement of the card should it be lost or damaged.
51
- 52 H. The parties agree to schedule negotiations between 9:00 a.m. - 5:00 p.m., Monday
53 through Friday, and outside of those hours as mutually agreed. Days of negotiations will
54 be established by mutual agreement. The parties will provide as much notice as possible
55 of the need to cancel or reschedule a negotiation session.
56
- 57 I. All proposals and counter proposals will be in writing (typed), with line numbers, and
58 track changes based upon current contract language (one article or MOU per document)
59 so that the changes will be evident. Proposals, counter proposals and tentative
60 agreements (TAs) will be electronically shared between lead negotiators so that the
61 proposals and TAs can be tracked. All proposals, TAs and counter proposals will contain
62 the name of the party proposing and the date of the proposal on the document.
63
- 64 J. The parties agree to have all noneconomic proposals on the table by 5:00pm on July 16,
65 2018.
66
- 67 K. There will be no recording devices at the bargaining sessions. Each side is responsible
68 for keeping its own notes.
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- 70 L. Bargaining sessions will be closed to the press and the public unless mutually agreed
71 otherwise.
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- 73 M. The parties agree that mediation shall be by mutual agreement.
74
- 75 N. Healthcare Coalition Bargaining- The University will provide up to eight (8) hours of paid
76 release time per day for up to three (3) SEIU 925 local members to attend healthcare
77 coalition bargaining with the State Office of Financial Management. Such release time
78 shall not count towards overtime

79 Dated this 15 day of June, 2018.

81 **For UW**
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84 Banks Evans, Lead Negotiator

For SEIU 925


Brendan Impson, Lead Negotiator