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**GROUND RULES for UW-WFSE
2019-2021 CONTRACT NEGOTIATIONS**

The University of Washington (Employer) and the Washington Federation of State Employees (Union) agree to the following ground rules governing negotiations for the 2019-2021 collective bargaining agreement.

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

1) 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.

2) There will be no recording devices at the bargaining sessions. Each side is responsible for keeping its own notes.

3) All proposals and counter proposals will be in writing (typed), with line numbers, and track changes based upon current contract language so that the changes will be evident. Proposals, counter proposals and tentative agreements (TAs) will be electronically shared between lead negotiators so that the proposals and TAs can be tracked. All proposals, TAs and counter proposals will contain the name of the party proposing and the date of the proposal on the document. All emails between the parties will copy the Union's president.

4) For negotiating sessions, the Employer agrees to provide paid release time for members of the negotiating committee for the first eight (8) days of bargaining. After the eighth (8) session the Union may initiate discussion about paying for additional dates.

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. The Employer will make every good faith effort to make temporary changes to work schedule assignments. Justification(s) for schedule change denials will be provided in writing.

5) The Employer will make a good faith effort to release all bargaining team members for all sessions. Justification(s) for release denials will be provided in writing. All confirmed dates will be sent to directors and supervisors immediately to facilitate team members' attendance. Bargaining team members will request time off in accordance with normal leave policies. Union bargaining team members shall be allowed one (1) hour prior to actual negotiations as preparation time, excluding travel time.

6) All TAs shall be dated and initialed by the parties.

- 1 7) The parties agree to schedule negotiations between 9:00 a.m. and 5:00 p.m., Monday
2 through Friday, and outside of those hours as mutually agreed. Days of negotiations will be
3 established by mutual agreement. The parties will provide as much notice as possible of the
4 need to cancel or reschedule a negotiations session.
- 5 8) The Employer will arrange for negotiation rooms at a mutually agreed upon location that will
6 be accessible to all members of the negotiations committee. Alternate rooms may be found by
7 mutual agreement. Labor Relations staff will provide one key card to the Union at the beginning
8 of each session. The Union will return the key card to Labor Relations staff at the end of each
9 session. The Union is solely responsible for returning the card and will pay for the replacement
10 of the card should it be lost or damaged.
- 11 9) Bargaining sessions will be closed to the press and the public unless mutually agreed
12 otherwise, in advance.
- 13
- 14 10) The parties understand that the final agreement is subject to ratification by the Union
15 membership and approval by the UW Board of Regents. The Employer agrees to make its
16 facilities available to the Union to expedite a ratification vote, including de minimus use of
17 computers solely for the purpose of voting, to expedite a ratification vote. The ratification vote
18 will not disrupt the Employer's normal business activities.
- 19
- 20 11) Either party has the right to caucus at any time. All conversations and communications
21 between the parties pertaining to bargaining proposals will be accompanied by at least one
22 member of the Union's negotiations committee.
- 23 12) The parties will jointly produce the final written agreement. Prior to either party signing the
24 agreement, each party will have the opportunity to review the entire agreement.

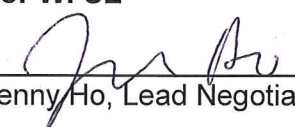
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27 Dated this 8 day of June, 2018.

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30 For UW



Banks Evans, Lead Negotiator

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32 For WFSE



Jenny Ho, Lead Negotiator

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