

**Ground Rules for Collective Bargaining Between Washington State University
and
The WSU Coalition of Academic Student Employees/International Union, United
Automobile, Aerospace, and Agricultural Implement Workers**

These ground rules shall apply to negotiations between the Washington State University and the Washington State University Coalition of Academic Student Employees / International Union, United Automobile, Aerospace and Agricultural Implement Workers (UAW) and shall remain in full force and effect until a full Tentative Agreement is reached and ratified.

Ground Rules

1. Both parties represent they have the lawful authority to make binding Tentative Agreements on behalf of their respective groups, subject to ratification of the proposed Agreement by both parties.
2. The parties acknowledge the statutory requirements contained in RCW 41.56.
3. Each bargaining team will be responsible for the selection of its team members. This does not preclude either side from including an individual for administrative support.
4. Employees are responsible for requesting release time from their supervisor for bargaining sessions.
5. Scheduling: Both the Employer and the Union are committed to bargaining in good faith and reaching an agreement as soon as possible. The Parties agree to schedule bargaining sessions at agreeable dates and times at least two weeks in advance of each session, when possible. Bargaining shall begin at the agreed upon start time. The parties agree to schedule negotiations between 9:00 a.m. and 5:00 p.m., Monday through Friday, and outside of those hours as mutually agreed. To the extent possible, the Parties shall be prepared to begin each bargaining session at the agreed upon time. If it is not possible to begin on time, the Party unable to begin shall notify the other party and indicate when they will be ready to bargain.
 - a) Meeting Cancellation: If one or both Parties cannot proceed with a meeting due to unforeseen circumstances or the inability to prepare for items on the Agenda (section 7), it shall endeavor to notify the other Party no less than twenty-four (24) hours in advance for remote negotiation sessions and no less than two (2) business days in advance for in-person negotiation sessions.
6. Venue: Bargaining sessions shall be held via Zoom (or other mutually agreeable online platform) at the time agreed upon by the Parties. In-person hybrid meetings (including meeting locations and rooms) shall only be held if agreed upon by the Parties. Meetings will be made accessible to all through the use of captioning (for videoconferencing), ~~extended~~

Union Counter Proposal

February 22, 2023

11:30 a.m.

~~time to complete in-meeting tasks~~, verbal descriptions of any visuals used, and any other necessary reasonable accommodation for meeting attendees as defined by the ADA.

7. Agenda: If possible, at the end of each bargaining session, the Parties will agree on an agenda and start and end time for the next session so everyone comes prepared and has the appropriate people for discussion/decision-making at the table. The existence of an agenda does not limit either Party from raising any issue it deems appropriate at any time.
8. Communication: Each party will make its best efforts to respond to any emails regarding the upcoming bargaining session prior to the commencement of the meeting, ~~provided they are sent at least two hours before the meeting time.~~
9. Conduct of meetings
 - a. Screen sharing: Each party will designate at least one member of their team who will receive access to screen sharing.
 - b. Speakers: Either Party may invite subject matter experts to a negotiation session with at least twenty four (24) hours notice to the other Party, unless a lesser timeframe is mutually agreed upon.
 - c. Caucuses: Either side may caucus at any time. While the Parties recognize the importance of caucuses, both Parties agree to respect the committed time of the bargaining session and to keep the other Party apprised of the time needed. Caucuses will not be used for preparation, but may be used to develop responses to proposals.
 - d. Chief Spokesperson(s): Each party may designate a Chief Spokesperson(s) to whom all proposals, requests for information or general concerns will be submitted. Only one person may speak at a time. All proposals and requests for information will be in writing.
 - e. Communication Devices: The parties agree to turn off or place on silent all cell phones and other communication devices during bargaining sessions.
10. Meeting minutes: Each party is responsible for keeping their own minutes of the bargaining process. There will be no joint minutes. There will be no audio or video recording of the bargaining sessions.
11. Tentative agreements: All agreements reached are tentative until the parties reach a final agreement. In the interim, however, as agreements are reached on individual articles, the parties shall sign and date these tentative agreements. Tentative agreements shall be signed, dated and marked with a "TA" by designated signatories for both parties, and may be signed electronically. After an Article is "TA'd", the Article may be reopened only if there is mutual

agreement by both parties. Any signed Tentative Agreements will be recommended for ratification by the parties, to their respective groups.

12. Proposal tracking: All proposals and counter proposals will be in writing (typed), with line numbers (where possible), strike through to show deletions, and underlines to show additions. Proposals, counter proposals, and tentative agreements will be electronically shared between the parties immediately after their discussion so that the proposals and tentative agreements can be tracked. All proposals, tentative agreements, and counter proposals will contain the name of the party proposing and the date of the proposal on the document. ~~Each party will respond to each other's proposals by no later than the following bargaining session.~~
 - a) Proposals will be shown in legislative format and each proposal will be presented in Times New Roman, font size 12; via email, or in another mutually agreed upon format.
 - b) Each party will be responsible for the cost of its own copies, proposals, counter-proposals and related materials.
13. Attendance: Bargaining sessions will be closed to the press and the public unless mutually agreed otherwise. Each party has a right to determine its own representatives.
14. General conditions: Upon mutual agreement of the parties, any one or all of the above Ground Rules may be suspended for a time period set and agreed upon.