

## **GROUND RULES**

University of Washington and UAW 4121

These ground rules shall apply to negotiations between the University of Washington and the International Union, UAW and its Local 4121 and shall remain in full force and effect until a full Tentative Agreement is reached and ratified.

1. **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. Unless adjoined by a caucus, lunch breaks will not last more than 45 minutes. 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.
2. **Locations:** Bargaining sessions shall be held via Zoom or other mutually agreeable online platform at a time agreed upon by the parties. Upon agreement by both parties, bargaining sessions shall be held in-person. The main bargaining room should be large enough to accommodate everyone on both bargaining teams, close to a second caucus room, with food options nearby, with printing services, and shall have wireless internet access in all rooms.
3. **Agendas:** 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. An agenda for each bargaining session will be prepared by the end of the previous session and include issues submitted to either party. The existence of an agenda does not limit either party from raising any issue it deems appropriate at any time.
4. **Caucuses:** Either side may caucus at any time. While both 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. If a caucus develops into a lengthy session, the party calling the caucus shall suggest a recess. Caucusing shall not be called at the beginning of the day of bargaining unless agreed to by the parties.
5. **Minutes:** The parties are each responsible for keeping their own minute of the bargaining process. There will be no joint minutes. There will be no audio or video recording of the bargaining sessions.
6. **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 will be signed electronically via DocuSign.

7. 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 (TAs) will be electronically shared between the parties 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.

8. Bargaining sessions will be closed to the press and the public unless mutually agreed otherwise. Neither party will invite the press or the public to bargaining without giving notice to the other party in advance. Either party may cancel a bargaining session at any time. Each party has a right to determine its own representatives. Aside from Union representatives, the Union bargaining team will not include any participants who are not in the bargaining unit.