

April 2015

Workshop Training: Collective Bargaining and Labor Relations for New Administrators and Labor Representatives

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Recommended Citation

Cross, Jeffrey (2015) "Workshop Training: Collective Bargaining and Labor Relations for New Administrators and Labor Representatives," *Journal of Collective Bargaining in the Academy*: Vol. 0 , Article 5.
Available at: <http://thekeep.eiu.edu/jcba/vol0/iss10/5>

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Negotiation Ground Rules

The parties decide how often, how long, when, and where to meet. These and other procedures are most often agreed to in writing as “ground rules” for their negotiation sessions. What is included varies greatly according to their bargaining history.

Examples of ground rules:

1. All negotiation sessions will begin on the date, time, and location agreed to by the parties.
2. The chief negotiator for both the company and union shall be the chief spokespersons for their respective parties' issues.
3. Insofar as practical and reasonable, the data introduced by either party during negotiations shall be made available to the other party.
4. If either the company or union intends to add a new member to its bargaining committee, the party adding the new member will give prior notification to the other party.
5. Proposals and counterproposals will be signed and dated by the appropriate party.
6. The company and union shall simultaneously exchange initial noneconomic and economic proposals at the appropriate times.
7. Issues agreed to by both parties shall be signed and dated and removed from the table. Any attempt to reintroduce or discuss those issues shall be viewed as breach of good faith.
8. If mediation is agreed to by both parties, notification will be given by both parties.