

NEGOTIATING PROCEDURES

The agreements and conditions set forth herein shall govern negotiations between the District and the Federation for the initial negotiated Agreement between such parties, and, to the extent that such Agreement is in effect during negotiations for any successor agreement, shall govern such negotiations up to and including the end of the term of the initial negotiated Agreement between the parties.

1. A chief negotiator shall be appointed by each party and shall be the principal spokesperson for such party at all times. Both parties shall be free to select their own chief negotiators.
2. Each party agrees to limit its negotiating committee to a maximum of nine persons. However, either team may make use of not more than two resource persons at any given time with specific information about some item or items being negotiated and such persons may be present to provide such information but at no other time(s).
3. The time, place, and duration of negotiating sessions shall be determined by the respective chief negotiators or their designee. Counter proposals shall be in writing and, subject to the provisions of Government Code Section 3547, shall be presented as expeditiously as possible.
4. The parties shall meet not less than two negotiating sessions every two weeks and an average of not less than eight working hours per week. A negotiating session can only be terminated by mutual consent or for good cause, such as a major emergency.
5. Each negotiating committee shall be responsible for notification of its members regarding the time, date, and place of all meetings.
6. At the conclusion of each negotiating session, the parties shall attempt to arrive at an agenda of matters to be discussed at the succeeding negotiating session, provided that additional items may be discussed at any negotiating session with the mutual consent of both parties.
7. Either chief negotiator may call a caucus at any time.
8. It is agreed that not recording devices or stenographic reporters will be utilized for the keeping or records or notes of any negotiating session.
9. No scheduled negotiating session will be cancelled except by mutual consent or for good cause, such as a major emergency, and in the event of cancellation, both chief negotiators shall be responsible for notification of their respective committees.
10. No observers shall be allowed to be present at any negotiating session.
11. Any section or article of a proposed agreement which is tentatively agreed to by the parties shall be initialed by the chief negotiators at the beginning of the next scheduled negotiating session, and thereafter can only be reopened upon the mutual consent of both parties. No tentative agreement shall become effective until the entire contract has been ratified by both parties.
12. In the event that an agreement cannot be reached on any or all of the items being negotiated, impasse may be declared by either party but only after a good faith effort to resolve all differences has been made. Impasse procedures to be utilized shall be those established by the PERB.
13. Use of facilities, equipment and supplies: The Federation negotiating committee may, during weeks in which negotiations are scheduled, make reasonable use of District typewriters, duplicating machines, and supplies for the purpose of preparing proposals and counterproposals for presentation at the negotiating table, when such equipment and supplies are not otherwise required for District business.

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