

GROUND RULES FOR NEGOTIATION OF SUPPLEMENTAL AGREEMENTS

1. Negotiations will take place at a site, date and time to be mutually agreed upon. During negotiations signs stating "DO NOT DISTURB, NEGOTIATIONS IN PROCESS" will be posted. Disruptions outside of an institutional or personal emergency situation will be grounds for either party to officially request relocation of negotiations to an alternate site that must be mutually agreed upon. If the negotiation site and/or the need for relocation are in dispute, either party may request intervention either through mediation through the Federal mediation & Conciliation Service or an Unfair Labor Practice through the Federal Labor Relations Authority. If unable to agree upon a site, negotiations will be suspended until a site is agreed upon or a ruling is received.
2. Negotiations will be conducted on a Monday through Friday routine, excluding Federal holidays, from 7:30 am to 4:00 pm, unless otherwise agreed upon by the Chairpersons of both sides. If additional time is needed to conclude negotiations, the same Monday through Friday schedule will be used for consecutive weeks, if necessary. Proposals will be exchanged no less than fourteen (14) calendar days prior to commencement of negotiations.
3. Understanding the complexities of the workplace, negotiations can be recessed by mutual consent. The time and place of future negotiations will be mutually agreed upon.
4. Negotiations will be conducted during the regular day shift hours (typically 7:30 am - 4:00 pm); the first thirty (30) minutes will be preparation time. There will be a daily allotment of thirty (30) minutes for lunch breaks. Recess may be called by mutual consent and shall not exceed thirty (30) minutes.
5. Members of the Union negotiating team will be assigned to day shift hours on days of actual negotiation unless mutually agreed upon by both parties.
6. Union negotiators will be on official time during the actual negotiations.
7. Shift changes and up to eighty (80) hours of official time per Union official will be granted to the Union to prepare for negotiations. Additional official time may be requested in accordance with the Master Agreement.
8. Management will notify the Union at least fourteen (14) calendar days prior to the beginning of negotiations of the number of negotiators assigned to the Management team. The Union will be entitled to a minimum of five (5) negotiators on official time or the number of Management negotiators, whichever is greater.
9. Negotiators may be replaced by alternates who will have the same rights to speak for and bind their principals as the members they replace. The chief negotiators will give advance notice of a substitution so as to allow for appropriate reliefs, if possible. Each team will be allowed observers per session as mutually agreed. Union observers will be on official time for training purposes. The Union must have at least four (4) members to constitute a quorum for negotiations.

10. The chief negotiators may designate any members of their teams to make appropriate presentations.

11. Articles for negotiation will be considered in numerical order. Exceptions to this order of consideration may be made by mutual agreement. Either party may move to table an article, or any part of an article, but the tabling of an article will only be done by the mutual consent of the parties. Any article or part of an article that is tabled will be brought from the table prior to the conclusion of the negotiations. Either party may move to bring an article, or part of an article, from the table; however, the bringing of an article or part of an article will only be done by mutual consent while other articles are still pending, in numerical order. When all articles have been initially addressed, and the parties cannot agree as to bringing which tabled articles from the table, tabled articles will again be addressed in numerical order.

12. All proposals and counter proposals will be made in writing by both parties. There will be no negotiations via telephone, fax, or email. Any formal discussion and/or counter-proposal will take place at the negotiation table.

13. Either party may call a caucus. The party calling the caucus will leave the negotiating room and will meet in another prearranged room. The Union caucus area will be equipped with the following:

- computer with printer, scanner, copier and internet capabilities
- conference table and chairs

Caucus may be called by either party and shall not exceed thirty (30) minutes unless mutually agreed to by both parties. The remaining party is not required to stay at the table.

14. The parties will supply copies of needed laws, rules, regulations, or policies relevant to the negotiations.

15. Either party may request the services of the Federal Mediation and Conciliation Service or Federal Service Impasse Panel. If a current negotiation impasse is before FMCS or FSIP awaiting a decision, the parties will move to the next item pending negotiations unless both parties mutually agree otherwise.

16. Articles approved by both parties will be "initialed off" by the Chairperson of each team once an agreement is reached on the Article or sub-point, thereby certifying the proposed language. This shall not preclude the parties from reconsidering or revising the agreed upon items, if it is agreeable to both parties.

17. No official transcript will be taken; however, either party may take their own notes, which will not be official in nature.


18. Appropriate casual attire may be worn during negotiations.

19. The Union negotiating team has the authority to speak for the local membership; however, the local supplemental agreement will not be binding upon the Union unless ratified by the membership.

20. Review of the local supplement will be conducted in accordance with Article 9, Section d. of the Master Agreement.

21. By mutual agreement, any provisions of the ground rules may be altered or modified at any time.

For the Union


Larry Caudle

For Management


M. A. Stancil