

**SRCS and SRPE Negotiations Sessions
Ground Rules for 2018-2019**

Each party should review the ground rules they are willing to agree to for the 2018-2019 negotiating sessions.

- All proposals exchanged by the parties shall be in writing, shall be dated and shall indicate the party making the proposal.
- The parties will alternate who opens items each session. The opening party has the option to defer when it is their turn.
- Both parties agree to bring their calendars to negotiation meetings to facilitate scheduling subsequent sessions.
- The duration for each scheduled negotiating session will be set for 2 to 3 hours in length.
- Either party can call a caucus at any time; however if a caucus is to last more than 30 minutes the other party will be notified of such.
- Time for each negotiating session will be equally distributed between both parties during each scheduled session.
- If a bargaining session needs to be cancelled, the cancelling party will attempt to contact the other party as soon as possible about the need to cancel.
- Each party will bring 6 copies of its proposals to distribute to the other party. Copies of all reference materials used to substantiate a party's proposals shall be provided to the other party at the bargaining session.
- All tentative agreements reached shall be initialed at the table during the session in which they are agreed to and the date of the tentative agreements shall be noted on the agreements.
- There shall be one primary spokesperson for each side, and all questions shall be directed to the spokesperson.
- Non-economic subject matters will be discussed prior to economic issues.
- Each party is responsible for keeping their own minutes.
- If either side requests information, the chief negotiator for each side will work to insure the information is transferred to the requesting party, provided the information is available, at least three (3) days prior to the next scheduled meeting.