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Workshop: Collective Bargaining Basics

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**National Center for the Study of Collective Bargaining
in Higher Education and the Professions**

**33rd Annual National Conference
Future Thinking. Academic Collective Bargaining
in a World of Rapid Change**

**WORKSHOP: COLLECTIVE
BARGAINING BASICS**

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WHAT IS COLLECTIVE BARGAINING?

It is a process whereby unions negotiate contract language that restricts the employer's power and employers act defensively trying to preserve its discretion and power.



WHAT COLLECTIVE BARGAINING IS NOT?

It is not a win or lose process. The two sides, the employer and the union, must approach bargaining with the realization that the resulting agreement will not be exactly as either side desires.



HYPOTHETICAL SITUATION:

You have been selected to serve on the College's bargaining team for the upcoming faculty negotiations. You have not had any prior bargaining experience.



THE PURPOSE:

Provide you with the collective bargaining basics to help you succeed in labor negotiations.



THE FOUR PHASES OF COLLECTIVE BARGAINING

- I. Preparation**
- II. Bargaining**
- III. Conclusion of the Agreement**
- IV. Implementation of the Agreement**

PHASE I: PREPARATION



PHASE I: PREPARATION

- Compare the current contract with the contract that immediately preceded it.
- Talk to those who served on the College's bargaining team for the current contract regarding their experiences.
- Review minutes of any labor management committee meetings.
- Review any grievances that were filed during the term of the contract and the outcome of those grievances.



PHASE I: PREPARATION (con't)

- Review settlements that have been reached with other unions at the College.
- Review salary and benefit adjustments that have been made with non-union College employees.
- Review faculty settlements that have been reached by neighboring colleges.

PHASE I: PREPARATION (con't)

- **Assign roles to College bargaining team members:**
 - **Lead Spokesperson**
 - **Resource Persons**
 - ❖ **Salaries**
 - ❖ **Insurance**
 - ❖ **Other Specialized Issues**
- **Consider preparing ground rules**



PHASE I: PREPARATION (con't)

- Where will bargaining take place?



- When will bargaining begin?



PHASE II: THE BARGAINING PROCESS



PHASE II: THE BARGAINING PROCESS

The First Meeting

- **Ground Rules**
 - **Size of Bargaining Team**
 - **Note Taking**
 - **Press Communications**
- **Form of Proposals**
- **Walk thru of Initial Proposal by the Union**

PHASE II: THE BARGAINING PROCESS (con't)

- **Setting Agenda**
- **Table Talk**
- **Work Away From the Table**
- **Employer Proposals**
- **Package Proposals**

PHASE II: THE BARGAINING PROCESS (con't)

- **"TA" a/k/a Tentative Agreements**
- **Side Bars**
- **Caucuses**
- **Be Prepared**

PHASE III: CONCLUSION OF THE AGREEMENT



PHASE III: CONCLUSION OF THE AGREEMENT

- Signed TA's, including actual salary schedule
- Retroactivity
- Voting the Contract by Union Membership
- College Approval of Contract
- Press Release

PHASE IV: IMPLEMENTATION OF THE AGREEMENT



PHASE IV: IMPLEMENTATION OF THE AGREEMENT

- **Input New Salary Figures for Paychecks**
- **Input New Benefits**
- **Inform Administrators of any New Procedures**
- **Follow Thru**

THE FOUR PHASES OF COLLECTIVE BARGAINING

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QUESTIONS?

