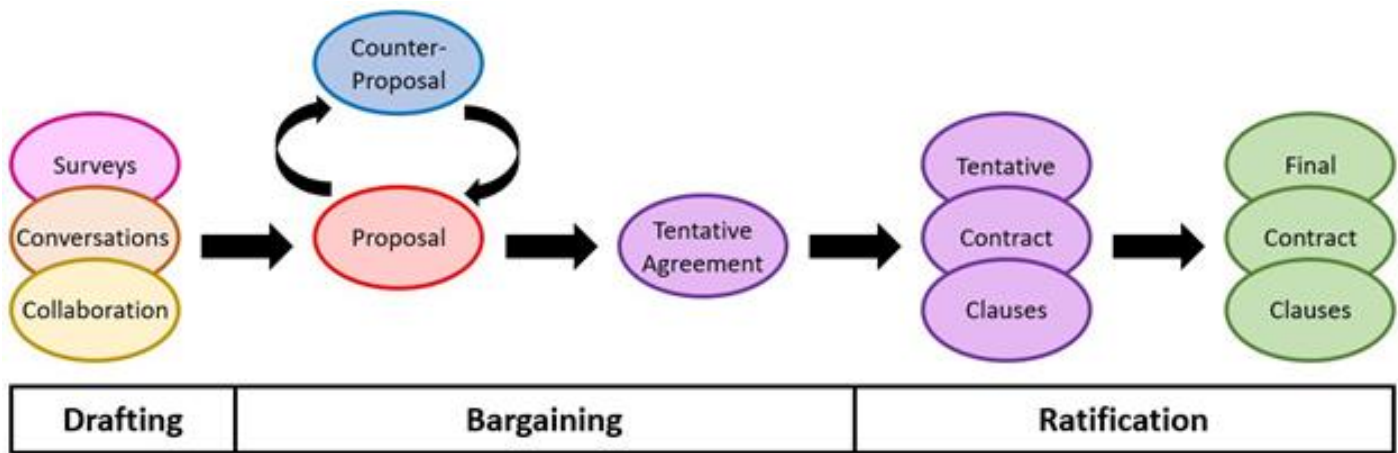


Bargaining Team Support Negotiations Guidelines

Thank you for attending negotiations as a bargaining team supporter! Your support is critical to showing management that we are united for our hospital, our coworkers, and our patients. Please read all guidelines before attending negotiations. All bargaining team supporters attending negotiations are expected to abide by these guidelines. We want negotiations to be open and transparent, and have developed these guidelines over hundreds of contract campaigns to allow the bargaining team to represent the bargaining unit effectively and for additional bargaining unit members to attend and participate as bargaining team support.

1. **Plan to attend as much of the session as possible so you can hear the entire discussion.** Bargaining team supporters who show up after joint session has started might be unable to enter until we've gone into caucus. If you must leave early, exit when we're not in joint session with management.
2. **Poker face!** Minimize reactions to what management or the WSNA chief spokesperson might say at the table, including facial expressions, noises or verbal comments, and body language.
3. **Other than WSNA's chief spokesperson, no one speaks during a joint session unless it has been pre-planned.** Do not talk among yourselves, across the table, or ask questions during the session. If you have questions during the joint session, they should be written down and passed to a team member. They may be addressed if time allows. And remember that the caucus session is where the team does its work. It is essential to respect the time constraints and the complexity of the issues that need to be discussed by the team, as well as the fact that the team is volunteering its time.
4. **Take your cue for what should be communicated from negotiations sessions from the bargaining team.** Remember – the bargaining team has been part of this process through several prep sessions and negotiations; as a bargaining team supporter, you may only be hearing one small part without context of a much longer discussion. During union caucuses you'll be privy to sensitive information and discussions about proposals and strategy and, in order to negotiate the most successful contract possible and continue to have supporters attend, it is critical that we keep these discussions internal to the union and show a united front to management. Misinformation and rumors undermine our strength in negotiations. During joint sessions with management, the team has carefully prepared what will and won't be said. The bargaining team will communicate to the WSNA Membership after each session with the key takeaways from that session.
5. **Cell phones and other devices must be turned on silent.** No photos, video, or audio recording are permitted during joint sessions.

Please note that most of negotiations are spent in caucus, not in joint session with management. This means that for much of a bargaining session, the team is working to create and respond to management's proposals. ***It can often take hours before we meet with management – and you are welcome to listen to the team's deliberations and may have opportunities to contribute directly. But consider bringing a book or another device to stay occupied with during the day - negotiations are a long process that involve a lot of waiting.***



Definitions for Observers:

Bargaining Subjects – The bargaining process covers everything that goes into the contract, but there are some rules about what can and cannot be discussed.

Caucuses – Union and Management bargaining teams discuss proposals privately in caucuses. During a caucus the team works on proposals and counter-proposals, and will address questions if time permits. The bargaining team will nearly always hold a caucus before making major decisions.

Clause – One section of a contract, also called an article, a section, or a provision.

Contract – An official agreement between employers and a union that is legally binding.

Illegal Subjects of Bargaining – Essentially, you can't write contract language that goes against existing state or federal law.

Mandatory Subjects of Bargaining – These are things that Management is bound to negotiate with the Union. All wages, hours, and terms and conditions of employment are mandatory subjects, including benefits, grievances, strike/lockout policies, and union security.

Permissive Subjects of Bargaining – The contract can contain whatever provisions the parties agree on, so long as they're not illegal.

Proposals – Rather than passing a whole contract back and forth between the bargaining teams, negotiations happen one clause at a time. In general, one side writes a proposal, and the other team responds with "yes," "no," or a counter-proposal. After negotiating back and forth as much as is necessary to find language that is acceptable to both sides, the proposal becomes a tentative agreement or could be withdrawn by the team that proposed it initially.

Ratification – When all the tentative agreements have been put together into a tentative contract, the union members will vote on whether to make it legally binding. This process is called ratification. A

ratification vote will pass if 50% plus 1 vote of the dues-paying union members who vote for the contract vote “yes.”

Joint Session – Union and Management bargaining teams sit together to discuss proposals. Only the bargaining team members speak during table discussions.

Tentative Agreement (TA) – Not as tentative as the name implies, a tentative agreement can’t be opened back up for negotiation once it is reached (unless both sides agree there is a good reason). Tentative agreements become clauses in the tentative contract.