

Collective Bargaining Protocols
between
Covina Unified Education Association
and
Covina-Valley Unified School District

To maintain and promote a positive working relationship between CUEA and the District, the bargaining teams agree to the following ground rules and protocols throughout the current negotiations:

NORMS

1. Start and end on time. Bargaining sessions will begin promptly at the agreed upon time. If you cannot be on time, communicate between each team's spokesperson when you will be available. Lunch will be a period of 60 minutes, unless combined with a caucus.
2. The parties desire the negotiations be completed in an efficient and productive manner.
3. Have a check in discussion at the beginning of each bargaining session. (Up to 15 minutes unless a mutually agreed upon extension.)
4. Treat each other professionally and with courtesy and presume good intent. One person speaks at a time.
5. Bargaining team members will focus on the discussion and tasks at hand.
6. Cell phones/devices will be kept on silent or vibrate during bargaining.
7. Either party may caucus at any time, communicating to the other party an estimated length of the caucus. The initiating party will check in if extension is needed to inform of new estimated time.
8. While suggestions and verbal proposals can prompt discussions, all formal bargaining proposals will be in writing with enough copies provided for each person at the table.
9. A preliminary agenda for the next session is set before adjourning.
10. Set future dates for bargaining at alternating sites unless agreed upon (CTA, C-VUSD).
11. Between sessions, all official communications between negotiating teams will be conducted through the bargaining chairs. Bargaining chairs will respond to one another within 72 hours.
12. In addressing issues, the parties shall be allowed but not required to express underlying interests and rationale when making reasonable bargaining proposals.
13. A joint post-bargaining session communication will be issued once a Complete Tentative Agreement has been reached. The parties shall prepare and finalize the communication prior to adjourning the session.
14. The parties may modify these protocols by mutual agreement.

Normal Font = Status Quo Language
Bold and Underlined Text = Proposed New Language
Underlined Only Text (Remove Bold) = Agreed New Language
~~Red~~ Bold and Strikethrough = Proposed Status Quo Deletion
Strikethrough Only Text = Agreed Status Quo Deletion

PROPOSAL PROCESS

1. The moving party shall submit its proposal in written form, including the date and time of the proposal. The moving party will explain its initial sunshine proposal at the time the proposal is presented.
2. Counterproposals shall likewise be submitted in writing (including the date and time of the counterproposal) and explained at the time it is presented.
3. All proposals will include:
 - a. Delivering Party
 - b. Proposal number (all proposals shall be numbered sequentially)
 - c. Date and time
 - d. Legend
 - e. Page numbers
4. Each proposal shall conform to the legend below that shall be applied to identify the proposed language changes or deletions of the status quo language. This approach represents a philosophy in which each proposal is outlining what is different from the original language.
 - a. Normal Font = Status Quo Language
 - b. Bold and Underlined Text = Proposed New Language
 - c. Underlined Only Text (Remove Bold) = Agreed New Language
 - d. Bold, Underline, and Strikethrough = Deletion of proposed new language
 - e. Bold and Strikethrough = Proposed Status Quo Deletion
 - f. Strikethrough Only Text = Agreed Status Quo Deletion
5. As they are reached, tentative agreements will be written and initialed by each party's chair.
6. Unless specifically agreed otherwise, all agreements are tentative until a Complete Tentative Agreement has been reached and ratified by the CUEA membership and the C-VUSD Board of Education.
7. Upon reaching Complete Tentative Agreement, both bargaining teams will recommend to their respective constituents that the agreement be ratified.
8. The district's bargaining team has full authority to reach Complete Tentative Agreement at the table subject to ratification by the Board of Education; the Association's bargaining team has full authority to reach Complete Tentative Agreement at the table subject to ratification by its membership.

DOCUMENTS

1. The district will provide full and complete copies of the following documents to CUEA consistent with the timelines and in the format (as applicable) indicated.

- a. ADOPTED BUDGET (.dat file) and FCMAT LCFF CALCULATOR – within 24 hours of Board approval
 - b. FIRST INTERIM REPORT (.dat file) and FCMAT LCFF CALCULATOR – within 24 hours of Board approval
 - c. SECOND INTERIM REPORT (.dat file) and FCMAT LCFF CALCULATOR – within 24 hours of Board approval
 - d. UNAUDITED ACTUALS REPORT (.dat file) and FCMAT LCFF CALCULATOR – within 24 hours of Board approval
 - e. AUDIT REPORT – within 24 hours of Board approval
 - f. J-90 REPORT – within 24 hours of submission to the state
2. CUEA may request presentation of a financial update at a bargaining session by providing the district with at least one week’s notice and scope/topics to be addressed.
 3. Should CUEA have questions or require clarification regarding budget line items, the district will provide information or an estimated timeframe for a response in 72 hours.
 4. The cost of a 1% increase to the salary schedule will be provided to CUEA along with each budget report transmittal.

Michelle Doll, C-VUSD Date

Michelle Ramos, CUEA Date