

**FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES
AND
UNITED FACULTY OF FLORIDA**

COLLECTIVE BARGAINING GROUND RULES

1. STATEMENT OF INTENT

The negotiating teams for Florida Polytechnic University and the United Faculty of Florida recognize the goal of working in a cooperative, collaborative, and professional manner throughout the collective bargaining process. Progress is best achieved by a commitment to mutual respect and a sincere pledge to reaching a conclusive collective bargaining agreement through the negotiation process.

2. MEETING SCHEDULES

- a. Negotiation sessions will occur on the Florida Polytechnic campus or in another location mutually agreeable between the two committees. Space will also include rooms for caucus purposes.
- b. Negotiation sessions will take place at agreed upon times and locations. Each bargaining session will typically last between 2 and 3 hours. Any extension of the time must be mutually agreed-to by a majority of the members present. The goal is to complete negotiations for the current contract as soon as practicable.
- c. In accordance with the Florida Sunshine Law, negotiation sessions will be posted on the Florida Polytechnic calendar of meetings. The University will ensure the proper posting of meetings onto the calendar.

3. NEWS MEDIA CONTACTS

The Florida Polytechnic University Communications Office will serve as the media contact for the BOT for these negotiations. Richard Matyi (Florida Poly UFF chapter president) will serve as the media contact for UFF. The University and the UFF agree that the other party will have an opportunity to review a courtesy copy of any press releases prior to publication.

4. COMMUNICATIONS

Once tentative agreements are reached, the parties agree to support the outcome of these negotiations when making presentations.

5. CONDUCT OF SESSIONS

- a. Members of each committee shall conduct themselves in a professional manner demonstrating respect for other members at all times. Cell phone use should be only for emergency purposes during negotiation sessions.
- b. The Chief Negotiator for either party may call for a caucus of their team at any time for a reasonable length of time. If at any time a caucus lasts more than 20 minutes, teams should consult with each other.

6. SUBMISSION AND DISCUSSIONS OF ISSUES

- a. Either party is entitled to clarification, if necessary, or a statement from the other party as to the exact meaning of an issue.
- b. Any tentative agreements reached shall be in writing and signed or initialed by the Chief Negotiators for both parties.

7. EXECUTION OF AGREEMENT

Signature and ratification will be coordinated in accordance with Chapter 447, Florida Statutes.

8. MINUTES

The University will prepare initial drafts of meeting minutes which it will then provide to the UFF for review and approval at least one day prior to the next collective bargaining session. The University and the UFF shall jointly approve the official minutes at the outset of each collective bargaining meeting.

9. SIGN-IN SHEETS

The University shall provide sign-in sheets for each collective bargaining session. Each member of the collective bargaining teams shall indicate their attendance by signing in on the provided sheet.

10. RELEASE TIME

The University agrees to provide one course (3 hours) of release time to one designated full-time faculty member during the Fall 2017 and Spring 2018 semesters for the purpose of participating in collective bargaining negotiation sessions between the parties.

For the University

For the UFF

Michael Mattimore
Chief Negotiator

Candi Churchill
Chief Negotiator

Date

Date