

Section H: Negotiations

HD Collective Bargaining Recordkeeping

An important responsibility of school boards is the retention of complete and accurate records of the negotiating process. These records are essential for the occasions when the Director is required to respond to complaints of unfair labor or prohibited practices as well as to participate in arbitration proceedings or hearings on employment issues before human rights, unemployment, or worker's compensation commissions and other forums.

The following are the records that will be retained and stored so they can be easily accessed.

1. At least two (2) copies of all prior contracts with bargaining units.
2. A copy of each complete, unmarked and dated proposal exchanged at the beginning of negotiations, with a copy of the agreement to which the proposals refer: notes from each negotiating session, copies of all proposals, with the date on which they were submitted or exchanged.
3. Copies of all tentative agreements signed or initialed and dated.
4. Any briefs submitted to fact finders or arbitrators by either side and any reports from these impasse resolution proceedings.
5. The final "Memorandum of Agreement" used to draft the new agreement.
6. Any side letters not included in the agreement or written documentation about the intent of the parties.
7. Any agreement reached while a collective bargaining agreement is in force that relates to the implementation of the agreement.

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Adopted: 9/23/98

Revised: _____

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