

**Montgomery County Education Association
Montgomery County Public Schools
Ground Rules—Bargaining FY 2020**

1. Meetings shall occur at mutually acceptable dates, times, and locations. Any changes will be discussed at least 24 hours in advance.
2. Both parties agree that bargaining sessions will occur outside of the duty day in order to limit the impact on students. However, in the event bargaining team members meet during the duty day, they will be granted union business leave (UBL). MCPS shall provide this UBL without loss of pay for the MCEA Bargaining Team members for the purpose of attending aforementioned meetings. These UBL days will be charged to the existing bank of 500 contractually available UBL days in the negotiated agreement. In the event the 500 contractually available days are exhausted prior to bargaining completion, MCPS agrees to continue granting UBL to bargaining team members for negotiation-related purposes until the contract is ratified and printed.
3. Each party will designate a chief negotiator. That person serves as the primary contact and is the only person who can speak on behalf of their team.
4. Subject Matter Experts – Parties can invite subject matter experts to bargaining sessions for the sole purpose of presenting relevant information for the topic(s) of the session. They can speak for no more than five minutes and can then be available for questions.
5. As agreements are reached they shall be put in written form, dated and timed, and labeled as tentative agreements, and two copies of each shall be signed by the chief negotiator for each party.
6. The tentative agreement will contain the history of proposals and counterproposals exchanged between the parties throughout the negotiating process with dates and which party provided the relevant proposal (for example – "10.22.19 - MCEA initial" and "10.24.19 - MCPS Counter").
7. Any observers invited to watch negotiation sessions are strictly in attendance for observation. They will not be speaking unless pre-identified as a subject matter expert. There will not be signage – but messaging on one's person including but not limited to buttons, stickers, clothing, are not prohibited.
8. Requests for Information regarding negotiations issues may be made at any time. Parties may use the verbal statement “formal request” to clarify the nature of the request.
9. New issues will not be brought up after the 8th meeting, recognizing that a new issue may arise as an outgrowth of a previous issue. The parties agree that all new issues with significant cost impacts (salaries and initiatives) will be introduced by the 5th meeting.