

1 **GROUND RULES GOVERNING NEGOTIATIONS**
2 **FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE CALIFORNIA SCHOOL**
3 **EMPLOYEES ASSOCIATION and its PASADENA CHAPTER 777**

4
5 **July 13, 2023**
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7 The following ground rules governing negotiations have been agreed to by the bargaining teams for the
8 Pasadena Area Community College District ("District") and the California School Employees Association
9 and its Pasadena Chapter 777 ("CSEA") for the duration of the negotiations leading to a successor
10 agreement to the 2020-2023 Collective Bargaining Agreement (CBA).
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- 12 1. Authorization – Presence at the table constitutes authorization to negotiate by both sides under
13 the provisions of, and in accordance with, the Educational Employee Rights Act ("EERA").
14 (Government Code §§ 3540 et seq.)
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- 16 2. Good Faith – It is the intent of both teams that negotiations be conducted at the bargaining table
17 and in good faith towards achieving a CBA mutually beneficial to both the District and CSEA
18 members.
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- 20 3. Meetings - The teams will mutually select the time and date of each negotiation meeting. By
21 mutual agreement, the starting and ending times for each meeting may be altered if necessary.
22 Neither team may cancel without legitimate cause. Each team's chief negotiator must be present
23 at all negotiating meetings, unless both teams mutually agree to continue with one or both absent.
24 Only identified bargaining team members, identified subject matter experts, and/or other mutually
25 agreed upon and identified individuals shall be permitted to view, listen, or otherwise participate in
26 these negotiations.
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- 28 4. Cancellations - The parties agree that they will endeavor to notify the other with as much advance
29 notice as possible of any meeting cancellation.
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- 31 5. Agenda – Before adjourning each meeting, the teams will confirm the date, time, and location for
32 the next meeting. To the extent practicable, at the end of each meeting each party shall attempt to
33 identify the issues or interests anticipated to be discussed at the next meeting so as to enable full
34 and informed discourse as well as the availability of "experts" if necessary.
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- 36 6. Parking Lot - If no agreement has been reached on a particular item, the parties may agree to
37 defer such item and negotiations may continue on other items.
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- 39 7. Resources – Each team may bring to any negotiation meeting resource people or observers as
40 needed with 24 hours advanced notice given to the other team's chief negotiator. If both teams
41 mutually agree, resource persons may be invited to join any meeting immediately. Such persons
42 shall be regarded as resource people and not as team members. People used in this context shall
43 not include students or members of the media except as mutually agreed. Resource people will
44 abide by all ground rules listed in this document. By mutual agreement of the chief negotiators,
45 resource persons or observers may be asked to leave for all or a portion of the session.
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- 47 8. Technology -- Computers, tablets, and cell phones will be permitted at the Table. No audio or
48 video recording is allowed except by mutual agreement. If any audio recording is allowed, either
49 team may transcribe copies of its recordings at that team's expense.
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- 51 9. Minutes – There will be no joint minutes. Each team will be responsible for keeping its own
52 record.
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- 54 10. Recesses and Caucuses – Either team may call for a recess or caucus whenever deemed
55 necessary. When a caucus is called, the teams requesting the caucus will provide a time estimate

of the caucus, which may be updated. A suitable caucus room will be made available for each team.

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- 11. Document Exchange – Proposals and counter proposals will be made in writing. Each side will provide copies for all members of the two bargaining teams. Upon request, a party submitting a proposal shall provide an electronic version of the proposal.
- 12. Information Requests – Information requests shall be presented in writing.
- 13. Tentative Agreements – All tentative agreements achieved shall be reduced to writing, dated, and signed by the respective chief negotiators. The chief negotiators must, and other negotiation team members may sign tentative agreements for their respective teams. All such dated and signed agreements remain tentative pending completion of the entire CBA. All tentative agreements are subject to final ratification of the entire CBA by the CSEA membership and approval by the Board of Trustees.
- 14. Communications – Both teams have the responsibility to keep their represented constituents informed about the progress of negotiations. Each team has the right to make periodic progress reports to the team’s constituencies; such reports shall be truthful and designed to be informative of the bargaining process.
- 15. Confidentiality – If both chief negotiators agree that a conversation will be kept “off the record,” then no notes will be taken and all elements of the “off the record” exchange will be kept strictly confidential.
- 16. Both teams agree to conduct themselves with professionalism, civility, mutual respect and dignity. No bargaining team member shall be discouraged from being an active, vocal participant in discussions. However, respect for team members representing each party as well as the leadership of the District and the CSEA will be shown at all times. Unprofessional conduct and personal attacks may be grounds to end a negotiations session at the discretion of either chief negotiator.
- 17. All negotiation sessions shall be closed to the public unless otherwise agreed upon.
- 18. These ground rules may be amended by mutual agreement.

CSEA Pasadena Chapter 777

Pasadena Area Community College District
