

**COLLECTIVE BARGAINING PROCESS: ROLES AND RESPONSIBILITIES OF THE BOARD,
SUPERINTENDENT, AND NEGOTIATING TEAM - ADMINISTRATIVE REGULATIONS**

I. Roles and Responsibilities

A. Board of Trustees

The Board shall designate a chief negotiator to represent it in negotiations with employee organizations. In general, the Board shall not directly negotiate with any employee organization representative. The Board shall approve members of a supporting Negotiating Team recommended by the Superintendent. (GC 3543.3)

Specific responsibilities of the Board include:

1. Establishing priorities for the total educational program.
2. Allocating available resources to best achieve the established educational goals.
3. Reviewing existing contract language with the administrative staff for needed changes.
4. Setting and prioritizing desired objectives to be negotiated on behalf of the Board with employee organizations.
5. Developing specific parameters for District proposals and counter-proposals before submission to employee representatives.
6. Approving strategies and processes, such as collaborative bargaining.
7. Approving all District actions regarding impasse, mediation, fact-finding, unfair labor practice charges, and other legal matters related to collective bargaining.
8. Approving, on behalf of the District, negotiating agreements with employee organizations.

B. Superintendent

During negotiations, the Superintendent shall be responsible for seeing that the Board's objectives are met.

C. Chief Negotiator

The chief negotiator shall be appointed by the Board upon recommendation by the

Superintendent. (GC 3543.3) The chief negotiator shall be an employee of the District and, as such, is responsible to the Superintendent, who shall annually evaluate his/her performance. The chief negotiator may designate the coordinator of classified personnel to act in the capacity of chief negotiator in bargaining with one or more of the employee associations.

Specific responsibilities of the chief negotiator include:

1. Conferring with the Board, Superintendent, and negotiating team in closed session regarding matters related to collective bargaining.
2. Representing the Board in negotiations with employee organizations.
3. Managing the negotiating team during negotiating sessions with employee organizations.
4. Communicating with the Board concerning negotiations.
5. Processing (formulating, updating, reproducing, distributing and maintaining) written formal and informal collective bargaining proposals, counter-proposals, and completed agreements.
6. Maintaining notes of meetings with the Board concerning negotiations and of negotiating sessions with employee representatives.

D. Negotiating Team

The negotiating team shall support the chief negotiator in his/her role as representative of the Board in collective bargaining activities. The team shall be recommended by the Superintendent and approved by the Board. To the extent possible, the negotiating team shall be present during closed sessions with the Board concerning collective bargaining, and during actual negotiations with employee representatives. The primary function of the negotiating team is to advise the Board, Superintendent, and chief negotiator on contract language. Members of the team should be selected on the basis of wide or complementary administrative experience.

II. Communications

- A. Accurate and timely communications between the Board, Superintendent, chief negotiator, and negotiating team are absolutely necessary during negotiations. Open, direct, and frequent exchanges are required.
- B. Clear instructions to the chief negotiator and negotiating team shall summarize in sufficient detail Board objectives and strategies established in closed session. Questions from the

chief negotiator or negotiating team shall be answered by the Board in closed session.

- C. Notes of closed sessions concerning collective bargaining issues shall be maintained and shall include a written, detailed summary of the Board's instructions to the chief negotiator.
- D. A final proposal presented to the Board by the chief negotiator for tentative approval shall be in writing and identical to the language to be included in the collective bargaining agreement.
- E. A review of the negotiations process shall be completed following approval of a collective bargaining agreement.

III. Guidelines for Negotiations

- A. Negotiating sessions should take place both during normal working hours and at other times to reduce the impact of negotiations on employee absences from regular duties.
- B. Any multi-year contract must include language that allows wages and benefits to be adjusted if the District is financially unable to meet such commitments without significantly affecting the educational program or District operations.
- C. Tentative approval of individual items within a potential collective bargaining agreement is contingent upon approval of a complete contract. If agreement cannot be reached on a complete contract, tentative approval of individual items may be withdrawn to achieve a greater degree of negotiating flexibility.

Legal Reference: GC 3543-3543.3

ADOPTED: 12-83; 6-28-88

AMENDED: 11-10-92

DISTRICT SUPERINTENDENT

PLEASANTON UNIFIED SCHOOL DISTRICT

PLEASANTON, CALIFORNIA