

PS/GE Bargaining Guidelines

As revised @ Bargaining Guidelines Conference May 25, 2022

**Approved by the Membership/Constitution
and Legislation Committee on October 11, 2022**

**Saskatchewan Government
and General Employees' Union**

BARGAINING GUIDELINES

SGEU

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PS/GE BARGAINING GUIDELINES

1 PREAMBLE

- 1.1 These written guidelines shall be available to the membership after being approved at the Proposals/Bargaining Conference.
- 1.2 Upon request, members shall be supplied a copy of the Collective Agreement and any Letters of Understanding affecting them signed between negotiations. Copies of the Collective Agreement are available through your local Steward/Chief Steward or the Regional SGEU offices and posted on the SGEU website. Copies of any Letters of Understanding affecting that member are available through their Component Chairperson.
- 1.3 No matter how the Provincial Council structure changes, these changes will not have any effect on the structure of the PS/GE Bargaining unit in terms of locals or local representative.

2 DEFINITIONS

- 2.1 Simple majority refers to fifty (50) percent plus one of the valid votes cast. Abstentions and spoilt ballots shall not count as valid votes.
- 2.2 Plurality refers to the candidate who receives the most votes.
- 2.3 Recall refers to a process by which an elected official can be removed from their office.
- 2.4 Absences for valid reasons include but are not limited to the following: union business, education, family issues, sick leave, work, vacation leave. Members absent with cause will be deemed to have attended the meeting/events.
- 2.5 Member in good standing shall have the rights and privileges afforded them under Article 4.2 of the SGEU Constitution.
- 2.6 PS/GE refers to the members of the Public Service/Government Employment Bargaining Unit which consists of members as identified in Article 2 of the PS/GE Collective Agreement – Scope.
- 2.7 A referendum is a vote of the members on a specific item.
- 2.8 Bargaining update consists of a publication in regards to negotiations, call for proposals, ratification votes, strike votes or information during negotiations.

The PS/GE Bulletin will consist of events, language clarification, broader news announcements, call for committee representatives, etc. On occasion this information may also be included in the Bargaining Update.

3 PROPOSALS GATHERING PROCESS

3.1 Format of a Proposal

- 3.1.1 A proposal is a suggested change to the Collective Bargaining Agreement.
- 3.1.2 A proposal must be clear and concise. Proposals should be submitted on the Proposal Submission Form which shall be supplied to the members through their Local Bargaining Representative, the Stewards, the three Regional offices of SGEU, the SGEU Website www.sgeu.org and/or the Bargaining Update.
- 3.1.3 A proposal shall be accompanied by the submitter's name, address, phone number and Local number for purposes of clarification and/or verification. Proposals submitted for consideration shall be signed by the member submitting same.

3.1.4 A proposal should include:

- 3.1.4.1 Type of proposal – general or component or Health/Dental Plan;
- 3.1.4.2 General – A proposal that affects the majority of members or the entire bargaining unit.
- 3.1.4.3 Component – A proposal specific to one group of occupations or that affects a whole group of occupations that fall within a specific component.
- 3.1.4.4 Health/Dental – A proposal related to the extended health plan or the dental plan is referred to the Health Plan Board of Trustees.
- 3.1.4.5 Subject/Topic matter;
- 3.1.4.6 The idea or concept to be changed; and
- 3.1.4.7 Rationale.

3.2 Call for Proposals

- 3.2.1 Members in good standing have the right to submit proposals for consideration and shall be notified of the process to do so.
- 3.2.2 The Negotiating Committee is responsible for making a call for proposals at a minimum of three months before the date of the Proposals Conference.
- 3.2.3 A bargaining report shall be used to advertise the timetable and the procedures for the Proposals Gathering.

3.2.4 Local members shall be advised to submit their proposals to the Local Chairperson/President or the Local Bargaining Representative prior to the Proposals Gathering or present them at the Local Proposals Gathering meeting.

4 LOCAL PROPOSALS GATHERING

4.1 Organizing

4.1.1 The Local Bargaining Representative in consultation with the Local Chairperson/President and Negotiating Committee shall be responsible for calling the Local Proposals Gathering meeting and setting the agenda.

4.1.1.1 A tentative agenda for the Local Proposals Gathering meeting will be as follows:

Call to Order

- Reading of the SGEU Statement of Equality
- Appointment of Ombudsman
- Election for the Local Bargaining Representative plus alternates.
- Divide into the component meeting.
- Select/elect a chairperson to chair the component meeting.
- The chairperson shall call for nomination and election for the component delegates.
- Review component proposals and present proposals from the floor for ratification in the component.
- Members will return to the main meeting to vote on the package of General Proposals being forwarded to the Proposal conference.
- Adjournment

4.1.2 The Negotiating Committee shall be notified by the Local Bargaining Representative of the date, time and location of the Local Proposals Gathering meeting.

4.1.3 If the Local does not notify the Negotiating Committee of Local Proposal Gathering meetings the Negotiating Committee shall investigate why the notice of meeting was not received and ensure that a meeting takes place.

4.1.4 The Local members shall be notified of the date, time and location of the meeting through the bargaining update.

4.1.5 A recorder shall be assigned and a record of attendance and minutes of the meeting. shall be forwarded and kept by the Negotiating Committee. The required forms for the recording of the meeting shall be supplied by the Negotiating Committee.

4.2 Conducting Component Meetings at the Local Proposals Gathering Meetings

4.2.1 The components shall consist of occupations of the Public Service/Government Employees and shall be grouped into categories. The Occupational Codes for each Component are listed in Appendix B of these Bargaining Guidelines.

4.2.2 The six components that make up the PS/GE Bargaining Unit are as follows:

4.2.2.1 Support Services;

4.2.2.2 Administration and Communication;

4.2.2.3 Trades and Technical;

4.2.2.4 Legal, Inspection and Regulatory;

4.2.2.5 Human Services; and

4.2.2.6 Vehicle, Equipment and Operations.

4.2.3 Meetings shall be chaired by the Local member elected/selected as chairperson for each Component.

4.2.4 A recorder shall be assigned and a record of attendance and minutes of the meeting shall be forwarded to and kept by the Negotiating Committee. The required forms for the recording of the meeting shall be supplied by the Negotiating Committee.

4.2.5 The Component Chairperson shall present the submitted proposals and ask for further proposals from the floor.

4.2.6 Proposals submitted prior to, or presented at the meeting, shall be ratified by a majority of those members in attendance at the meeting, in order for the proposals to be considered at the Proposals Conference.

4.2.7 Local component delegates shall be elected at this meeting. Entitlement is determined in Article 7.1.5 - Elections Procedure and Appendix A of these Bargaining Guidelines.

4.2.8 The Component Chairperson shall be responsible for forwarding the ratified proposals and the names of the Proposals Conference delegates to the Negotiating Committee Representative immediately following the Component meeting.

4.2.9 If a Local Component delegate or Local Bargaining Representative transfers their membership to another Local during their term of office, they shall be

deemed to have resigned as Local component delegate or Local Bargaining Representative respectively. This does not affect positions elected at Proposals Conference (an example being the LTD Committee). Resulting vacancies shall be filled as per Article 13 - Resignation.

4.2.10 When a member holds employment in more than one component, that member will select the one Component in which they choose to participate including standing for office.

4.2.11 Should a Local Component Delegate choose to accept sole employment in a position that is in another Component in their term of office, that delegate will have deemed to have resigned as the Local Component Delegate. Resulting vacancies shall be filled as per Article 13 – Resignation.

5 CONFERENCES

5.1 PS/GE Proposals Conferences shall be for amendments to the Bargaining Guidelines, proposal ratification and election of representatives. Such conferences shall be held prior to a new round of bargaining.

5.2 Conferences occurring between Proposals Conferences shall be called Bargaining Conferences. Bargaining Conferences shall be at the call of the Chairperson of the Negotiating Committee and/or by a majority of the Bargaining Council. The agenda at this Bargaining Conference shall be identified by the Chairperson of the Negotiating Committee or the Bargaining Council.

5.2.1 All component delegates and Local Bargaining Representatives who attended the last PS/GE Proposals Conference shall be automatic delegates to the PS/GE Bargaining Conference.

5.3 The Negotiating Committee and/or their designates shall be responsible for the Conference preparation.

6 THE PROPOSALS CONFERENCE

6.1 Preparation for the Proposals Conference

6.1.1 In preparation for the Proposals Conference the Negotiating Committee and/or their designates shall:

6.1.1.1 Establish rules of order subject to adoption by the delegates;

6.1.1.2 Keep accurate and complete minutes of the conference;

6.1.1.3 Keep a record of attendance;

6.1.1.4 Prepare a list of component delegates and Local Bargaining Representatives;

- 6.1.1.5 Set the dates for the Proposals Conference;
- 6.1.1.6 Determine location of Proposals Conference;
- 6.1.1.7 Set the agenda for the Proposals Conference;
- 6.1.1.8 Sort proposals under appropriate headings and articles in the Collective Agreement and separating those proposals pertaining to components/groups from the main package of proposals;
- 6.1.1.9 Make recommendations on all proposals; such recommendations shall be acceptance, rejection, referral or redundant;
- 6.1.1.10 Recommend the best proposal and/or prepare a composite proposal, if there is more than one proposal per Article;
- 6.1.1.11 Assemble all proposals into a package format according to the order of the Articles in the Collective Agreement; this shall be completed at least four weeks prior to the Proposals Conference;
- 6.1.1.12 Mail the proposal package and conference agenda to all delegates to the Proposals Conference at least three weeks prior to the conference;
- 6.1.1.13 Update the number of eligible delegates to the Proposals Conference and advise the Local Bargaining Representative.
- 6.1.1.14 Ensure all eligible delegates are invited to attend the Proposals Conference (in the event of a delegate resignation, the Negotiating Committee shall advise alternates of the need to fill resulting vacancies as per Article 13 - Resignation.)

6.2 Ratification of Proposals

6.2.1 Ratification of general or main package proposals:

- 6.2.1.1 No proposal that is specific to a single component shall appear in the main proposals package unless a motion to that effect is carried by a two-thirds vote of the delegates voting at the Proposals Conference.
- 6.2.1.2 A proposal that applies to more than one component shall be placed in the main proposals package provided it achieves a simple majority vote of the delegates voting at the Proposals Conference.
- 6.2.1.3 Late proposals or non-ratified proposals may be presented at the Proposals Conference and shall be considered for inclusion in the final package by a two thirds vote of the delegates voting at the Proposals Conference.

- 6.2.2 The ratification of component specific proposals shall be as follows:
 - 6.2.2.1 Component specific proposals shall be ratified by a simple majority vote of the delegates voting in that Component during the Component meeting.
 - 6.2.3 Prior to the initial proposals package being submitted to management, the Proposal Conference shall ratify all proposals formulating the package.
 - 6.2.4 Between Proposals Conference and the start of Bargaining – if an issue arises that can only be dealt with at the Bargaining table; the Negotiating Committee is mandated to submit a proposal to deal with the issue.
- 6.3 Amendments to the PS/GE Bargaining Guidelines shall be made at the Proposals/Bargaining Conference as per Article 16 of this document.
- 6.4 Election of the following representatives and alternates shall occur as per Article 7 of this document:
 - 6.4.1 Component delegates and alternates to the Bargaining Council;
 - 6.4.2 Component Chairperson (Negotiating Committee members), the First and the Second Vice Chairperson of the Component;
 - 6.4.3 Component Long Term Disability Plan Supervisory Committee representatives and alternates;
 - 6.4.4 Negotiating Committee Chairperson, and the First and Second Vice Chairperson of the Negotiating Committee.
- 6.5.5 Vote on the Bargaining Council's recommended changes to Appendix B SGEU PS/GE Component Structure.

7 ELECTION PROCEDURE

7.1 Proposal Gathering Elections

- 7.1.1 Elections at the Local Proposals Gathering shall be determined by the Local as contained within their Bylaws. In the absence of such Local Bylaws, elections shall be by simple majority.
- 7.1.2 Any component in any Local may elect a Local Component delegate, provided that a minimum of three members of that component are also members of the Local.
- 7.1.3 If a Local has less than three members in a component, those members may choose to join their counterpart in an adjacent Local.

7.1.4 If adjacent Locals each have a component with less than three members, they may form a joint component committee which shall serve both Locals.

7.1.5 Local component members shall elect delegates to the Proposal Conference on the following basis:

- For the first 149 members or portion thereof: one delegate.
- Beyond that the following will shall apply cumulatively:

Members:

150 to 249	-	1 additional delegate
250 to 349	-	1 additional delegate
350 to 449	-	1 additional delegate
450 to 649	-	1 additional delegate
650 to 849	-	1 additional delegate
850 to 1049	-	1 additional delegate
1050 to 1249	-	1 additional delegate
1250 to 1449	-	1 additional delegate
1450 to 1649	-	1 additional delegate
1650 to 1849	-	1 additional delegate

7.1.6 Each component shall elect the number of delegates, as set out in the formula above, for the Proposals Conference as determined by the Negotiating Committee and according to the current number of members.

7.1.7 Each Local shall, from their membership elect one delegate, who will represent their Local and will be called the Local Bargaining Representative, and two alternates, first and second. This election shall be organized by the existing Local Bargaining Representative and shall be prior to component groups in the Local electing their delegates to the Proposals Conference. All Local members in good standing in attendance shall be eligible to vote.

7.1.8 Members who are elected to the Local Bargaining Representative positions are not eligible for election for the Component positions at the Proposals Conference.

7.1.9 Term of office shall be from the end of the Proposals Conference, until the next Proposals Conference.

7.2 Proposals Conference Elections

7.2.1 Candidates must be members in good standing who are duly accredited to attend the Conference as a delegate. Eligibility for holding office is outlined in Article 7.3 (Bargaining Council Members) and 7.4 (Negotiating Committee).

7.2.2 Observers are not eligible to vote or run for office.

- 7.2.3 Candidates must be nominated by another duly accredited delegate.
- 7.2.4 The candidate must signify their acceptance of the nomination.
- 7.2.5 Those candidate(s) receiving a simple majority of all valid ballots cast will be declared elected.
- 7.2.6 Abstentions and spoilt ballots shall not be counted as valid.
- 7.2.7 If no candidate, or in multiple-seat elections not enough candidates, receive the required support, the chairperson shall announce a further round of balloting.
- 7.2.8 The candidate(s) with the least number of ballots cast in their favour shall be dropped from subsequent ballots, unless doing so would reduce the number of remaining candidates to equal to or less than the remaining number of seats. In this special instance, none of the candidates will be dropped, and a further round of balloting will occur.
- 7.2.9 Candidates may announce their voluntary withdrawal from the ballot.
- 7.2.10 For the election of the Negotiating Committee Chairperson, Negotiating Committee First Vice Chairperson, Negotiating Committee Second Vice Chairperson, Component Representatives, LTD representatives, Chairpersons and Vice Chairpersons of the Components and the Bargaining Council, the process outlined in points 7.2.1 to 7.2.9 shall be used.
- 7.2.11 The election of alternates by a simple majority vote, with alternates being identified as first, second, third, etc. specific to that particular representative.
- 7.2.12 Election of Joint Committee Representatives shall be by a simple majority vote. These elections will be done at the first Bargaining Council meeting following the Proposals Conference.

7.3 Bargaining Council Members

- 7.3.1 Each component shall be eligible to elect one member to Bargaining Council for every six delegates eligible to attend the Proposal Conference or greater portion thereof.
- 7.3.2 Election of Component Bargaining Council Representatives and alternates shall take place at the Proposals Conference at a time and in such a manner as satisfies the agenda of the conference. Elections shall take place in a caucus meeting of that particular component and only the delegates elected at the Local Proposals Gathering Component meeting shall be eligible to vote for and hold office as representatives of the component **except as provided in Article 7.7 LTD Representative.**

- 7.3.3 The representatives of each of the components and Local Bargaining Representatives shall form the Bargaining Council.
- 7.3.4 Each component shall elect at least three alternates to the Bargaining Council.
- 7.3.5 Term of office for the Component Representatives to Bargaining Council shall be from the end of the Proposals Conference to the commencement of the next Proposals Conference.
- 7.3.6 Any Bargaining Council member missing three Bargaining Council meetings, without valid reasons per Article 2.4, shall be deemed to have resigned. The remaining term will be filled per Article 13 - Resignation.
- 7.3.7 Absences for valid reasons are to be reported to the Negotiating Committee Chairperson or designate prior to the meeting in order that alternates may be contacted to attend.
- 7.3.8 Should a Component Representative to Bargaining Council choose to accept sole employment in a position that is in another Component in their term of office, that delegate will have deemed to have resigned as the Component Representative. The resulting vacancy shall be filled as per Article 13 – Resignation.

7.4 Negotiating Committee

- 7.4.1 The Negotiating Committee shall consist of seven members. The Negotiating Committee shall include the Negotiating Committee Chairperson and the six Component Chairpersons. Candidates for the Component Chairpersons must be component delegates and shall be elected at the Proposals Conference. Local Bargaining Representatives are not eligible to let their name stand for the Component Chairperson positions unless they are also elected as component delegates. If a dually elected Local Bargaining Representative is elected as a Component Chairperson then they must resign as Local Bargaining Representative. The election for the Chairperson of the Negotiating Committee shall be held prior to the Component elections at a time that satisfies the agenda.
- 7.4.2 Elections shall be held in each Component for a Component Chairperson, Vice Chairperson, Second Vice Chairperson and two alternates. The Chairperson from each component shall represent their component on the Negotiating Committee.
- 7.4.3 Should a Negotiating Committee member, other than the Negotiating Committee Chairperson, choose to accept sole employment in a position that is in another Component in their term of office, that member will have deemed to have resigned from the Negotiating Committee. Resulting vacancies shall be filled as per Article 13 – Resignation.

7.4.4 Election of Negotiating Committee Chairperson, First and Second Vice Chairperson shall occur in the following order:

7.4.4.1 Negotiating Committee Chairperson

7.4.4.1.1 Nominations for the position of Negotiating Committee Chairperson shall be made by the Proposals conference delegates. Candidates eligible for nomination are any duly credentialed delegate of the Proposals Conference, including Local Bargaining Representatives. If the Local Bargaining Representative is elected as Negotiating Committee Chairperson then they must resign as Local Bargaining Representative. This election will take place prior to the component elections.

7.4.4.2 Negotiating Committee First Vice Chairperson

7.4.4.2.1 Nominations for the position of Negotiating Committee First Vice Chairperson shall be made by the Proposals conference delegates. Candidates eligible for nomination are the Component Chairpersons.

7.4.4.3 Negotiating Committee Second Vice Chairperson

7.4.4.3.1 Nominations for the position of Negotiating Committee Second Vice Chairperson shall be made by the Proposals conference delegates. Candidates eligible for nomination are the remaining Component Chairpersons.

7.4.4.3.2 An alternate to the Negotiating Committee Second Vice Chairperson shall be nominated and elected from the four remaining Component Chairpersons by the Proposals Conference delegates. In the event that the Second Vice Chairperson vacates this position, the alternate to the Second Vice Chairperson shall be moved up to the Second Vice Chairperson.

7.4.5 Elections for the Negotiating Committee First and Second Vice Chairperson shall occur following the Component meetings as satisfies the agenda.

7.4.6 Any Negotiating Committee member missing three Negotiating Committee meetings without valid reasons per Article 2.4 shall be deemed to have resigned. The remaining term will be filled per Article 13 Resignation.

7.4.7 Absences with valid reasons shall be reported to the Negotiating Committee Chairperson prior to the meeting.

7.5 Strategy Committees

7.5.1 Strategy Committee members shall be elected or appointed by their component through a process approved by the Bargaining Council. Bargaining

Council may add or delete Strategy Committees as necessary. Committee chairpersons shall be elected by the members of the committee.

7.5.1.1 Corrections Committee

7.5.1.2 Membership, is the Chief Steward and an elected steward from each of the following Correctional Institutions: Regina Correctional Centre, Saskatoon Correctional Centre, Prince Albert Correctional Centre and Pinegrove Correctional Centre as well as one elected representative from Sask Hospital, North Battleford Besnard Lake Correctional Camp is represented by Prince Albert Correctional Centre and Whitespruce is represented by Regina Correctional Centre.

7.5.1.3 Purpose: To dialogue and resolve issues in the planning for the future to ensure quality service and job satisfaction; to prepare for the Provincial Institutional Issues Forum; to provide advice, input and expertise on issues; to share information.

7.5.2 Young Offenders Committee

7.5.2.1 Membership: the Chief Steward or Steward, where there is no Chief Steward, from each of the Young Offender facilities. The Committee Chairperson is elected from amongst the Committee members and another steward from the facility that the Chairperson is from is appointed by the Chief Steward to represent that facility.

7.5.2.2 Purpose: To meet every two months to deal with the issues of the Young Offender facilities within the province; to prepare for the Young Offender Union Management Committee; and to offer support and advice to the facilities and to promote a common response to issues as they arise within Young Offender facilities.

7.6 Joint (Union Employer) Committees

7.6.1 Members shall be elected or appointed from and by Bargaining Council as follows with the exception of PS/GE Health Plan Board of Trustees.

7.6.1.2 Joint Rehabilitation Committee LOU 09-1 – shall consist of three members as per Letter of Understanding 09-1 and roles shall be to develop rehabilitation placement processes and procedures for approval by the parties of the PS/GE Collective Bargaining Agreement; recommend to the parties of the PS/GE Collective Agreement, changes to the return to work process required to ensure effective return to work, communicate the mandate, processes and procedures to the stakeholders; Provide education and promote awareness with respect to rehabilitation issues, such as Duty To Accommodate; and monitor and evaluate the effectiveness of policy, processes and procedures.

The Committee is not involved in individual placement decisions.

- 7.6.1.3 One member shall be the chairperson of the LTD Committee or designate.
- 7.6.1.4 The remaining two members and their alternates shall be elected at the first Bargaining Council meeting following Proposals Conference.
- 7.6.1.5 Should the chair of the LTD Supervisory Committee not be a member of the PS/GE Bargaining Unit, the Chair shall be elected from members of the PS/GE Bargaining Council who are members of the LTD Supervisory Committee.
- 7.6.1.6 Class Plan Maintenance Committee shall consist of three members as per Letter of Understanding 98-12 and roles shall be to jointly approve job description forms, education, maintain notes to raters.
- 7.6.1.7 Three alternates shall also be elected.
- 7.6.1.8 Elections shall occur at the first Bargaining Council meeting following Proposals Conference.
- 7.6.1.9 Board of Trustees for Health, Dental and Retirees – shall consist of four (4) members appointed to these positions.
- 7.6.1.10 Members shall forward their credentials that indicate the member has the knowledge, skills and abilities to negotiate and manage the Plan. Names are to be forwarded to the Negotiating Committee Chairperson within sixty (60) days following of the Proposals Conference. The Negotiating Committee shall appoint four (4) members based on their knowledge, skills and abilities. The term will run from Proposals Conference until trustees are appointed after the next Proposals Conference.
- 7.6.1.11 Any committee member missing two meetings, without valid reasons per Article 2.4, is deemed to be resigned and shall be replaced by the appropriate process. Alternates are to be used as replacements.

7.7 Representative Election to the LTD Plan Supervisory Committee

- 7.7.1 Each Component at the Proposals Conference shall elect a representative to sit on the Long Term Disability Plan Supervisory Committee from their Component Delegates at the Component meeting. **Component members at large are eligible to run for the position of component LTD representative providing they have indicated their written interest in advance or they are in attendance at the component meeting.** If the number of seats for the PS/GE Bargaining Unit exceeds six, the remainder of the LTD Supervisory Committee members shall be elected from among Bargaining Council members at the first Bargaining Council Meeting following the Proposals Conference. The elections done at the Bargaining Council will be done using plurality. The committee and its functions are those specified by the Long Term Disability Plan Text. Each Component shall elect at least two alternate

for their Component and the Bargaining Council shall elect at least five alternates for those seats elected at the Bargaining Council.

7.7.2 Representatives to the Supervisory Committee missing three meetings, without valid reasons per Article 2.4 of this document, shall be deemed to have resigned. The remainder of the term shall be filled per Article 13 of this document - Resignation. Absences with valid reasons are to be reported to the Chairperson of the LTD Committee prior to the meeting and the representative unable to attend shall advise their alternates to attend.

7.7.3 Term of office shall be for the term between Proposals Conferences.

7.8 PS/GE Grievance Committees

7.8.1 Grievance Review Committee

7.8.2 The Grievance Review Committee shall consist of **six** members (with two from each region, North, South and Central) who shall be appointed by the Negotiating Committee and approved by the Bargaining Council. The Grievance Review Committee will also have alternates appointed by the Negotiating Committee.

7.8.3 The Negotiating Committee Chairperson shall put out a call for interest for membership on the Grievance Review Committee in the Bargaining publication. Selection shall be based on qualifications and experience.

7.8.4 The Grievance Review Committee shall elect a Chairperson and an alternate to the Chairperson at the first meeting of the committee following their appointment. The Chairperson must be a member of Bargaining Council.

7.8.5 The term of the Grievance Review Committee is from the first Bargaining Council meeting following the Proposals Conference to the first Bargaining Council meeting following the next Proposals Conference.

7.8.6 The mandate of the Grievance Review Committee is to review grievance files; as designates of the Bargaining Unit provide, recommendations concerning proceeding to third party resolution or file closure. They also ensure the Request for Decision is complete to facilitate the final review of the decision making process for the Screening Committee. They can also make recommendations to the Bargaining Unit to address concerns with language and the development of proposals. The Committee shall meet as required.

7.8.7 The members of the Grievance Review Committee shall not be a member of the PS/GE Screening Committee or the PS/GE Grievance Appeal Committee due to conflict of interest.

7.9 PS/GE Screening Committee

- 7.9.1 The PS/GE Screening Committee shall consist of four members and will have alternates appointed by the PS/GE Negotiating Committee and approved by the Bargaining Council. LRO's shall attend meetings of this committee as required by the committee.
- 7.9.2 The Negotiating Committee Chairperson shall put out a call for interest for membership on the PS/GE Screening Committee in the Bargaining publication. Selection shall be based on qualifications and experience.
- 7.9.3 The PS/GE Screening Committee shall elect a Chairperson and an alternate to the Chairperson at the first meeting of the committee following their appointment. The Chairperson must be a member of Bargaining Council.
- 7.9.4 The members of the PS/GE Screening Committee shall not be a member of the Grievance **Review** Committee or the PS/GE Grievance Appeal Committee due to conflict of interest.
- 7.9.5 The term of the PS/GE Screening Committee is from the first Bargaining Council meeting following the Proposals Conference to the first Bargaining Council meeting following the next Proposals Conference.
- 7.9.6 The mandate of the PS/GE Screening Committee is to serve as the Screening Committee for PS/GE Bargaining Unit grievances and to perform the decision making functions of the Screening Committee for the Public Service Sector as per Article 13.5 of the SGEU Policy Manual. This includes making decisions concerning which grievances should proceed to third party resolution, and whether grievances referred should be closed. The committee also shall make recommendations to the Bargaining Unit to address concerns with language and the development of proposals. This Committee will meet as required.

7.10 PS/GE Appeal Committee

- 7.10.1 The PS/GE Appeal Committee shall consist of six members appointed by the PS/GE Negotiating Committee and approved by the Bargaining Council. One alternate shall also be similarly chosen. The PS/GE Appeals Committee will also have alternates appointed by the Negotiating Committee.
- 7.10.2 The Negotiating Committee Chairperson shall put out a call for interest for membership on the PS/GE Appeal Committee in the Bargaining publication. Selection shall be based on qualifications and experience.
- 7.10.3 The PS/GE Appeal Committee shall elect a Chairperson and an alternate to the Chairperson at the first meeting of the committee following their appointment. The Chairperson must be a member of Bargaining Council.
- 7.10.4 The members of the PS/GE Appeal Committee shall not be a member of one of

the Grievance Review Committee or the PS/GE Screening Committee due to conflict of interest.

7.10.5 The term of the PS/GE Appeal Committee is from the first Bargaining Council meeting following the Proposals Conference to the first Bargaining Council meeting following the next Proposals Conference.

7.10.6 The mandate of the PS/GE Appeal Committee is to serve as the appeal body for all PS/GE grievance appeals and to fully act as the equivalent of the Provincial Grievance Committee as its counterpart in the Public Service. The committee shall also make recommendations to the Bargaining Unit to address concerns with language and the development of proposals. The Committee shall meet as required.

7.11 Local Bargaining Representative to Bargaining Council shall:

7.11.1 Be duly elected by the PS/GE members of a Local at the Local Proposal Gathering Meeting.

7.11.2 Be a member in good standing of the Local they represent. Local Bargaining Representatives who, for whatever reason no longer hold membership in the Local that elected them shall be deemed to have resigned. Vacancies shall be filled as per Article 13 - Resignation.

7.11.3 Hold office from the end of Proposals Conference to the commencement of the next Proposals Conference.

7.11.4 Not be eligible to run for election to the positions within the Component structure.

7.11.5 Be eligible to run for Negotiating Committee Chairperson (if elected as Negotiating Committee Chair must resign from Local Bargaining Representative position). Vacancies shall be filled as per Article 13 – Resignation.

7.12 Oath of Office

7.12.1 All elected officials will take the Oath of Office as per the SGEU Constitution.

8 ROLES AND RESPONSIBILITIES

8.1 The Negotiating Committee shall:

8.1.1 Be responsible for bargaining the proposals package as adopted by the Proposals Conference delegates.

8.1.2 Take direction from and be accountable for its actions to the Bargaining Council.

- 8.1.3 Be responsible for short term decisions with regard to negotiations and bargaining strategies subject to their direction from, and accountability to the Bargaining Council.
- 8.1.4 Be responsible for interim bargaining, implementation of the Collective Agreement, and for organizing the proposals gathering process under the direction of the Bargaining Council.
- 8.1.5 Ensure that the Bargaining Guidelines are followed.
- 8.1.6 As stated in Article 12.1.3 of the SGEU Constitution, the PS/GE Negotiating Committee shall have the authority to suspend the Office of any bargaining unit member holding elected office for cause or neglect of duties. This includes but is not limited to breaches of the Constitution, regulations or rules established by the Annual Convention or the Provincial Council.
- 8.1.7 Call and prepare for a Proposals Conference when required; call and prepare for a Bargaining Conference if required.
- 8.1.8 Be responsible for conducting ratification votes.
- 8.1.9 Update Appendix A prior to the commencement of the Local Proposals Gathering meetings.
- 8.1.10 Report and make recommendations to the Bargaining Council a circumstances dictate.
- 8.1.11 If not elected as a representative to the Proposals Conference following their term, the members of the Negotiating Committee shall attend that Proposals Conference as observers, with voice and no vote, to assist with the proceedings of the Proposals Conference.
- 8.1.12 Ability to deal with grievances and fast track any grievance it deems necessary.
- 8.1.13 Act as alternates to the LTD Plan Supervisory Committee if no other PS/GE alternates are available
- 8.1.14 A two week overlap of the incoming and outgoing Negotiating Committee shall occur to orientate new Negotiating Committee members on their roles and responsibilities and brief the new committee members on any outstanding component issues.**

8.2 The Negotiating Committee Chairperson shall:

- 8.2.1 Be the chief spokesperson for the Bargaining Council, the Negotiating Committee, and the PS/GE Bargaining Unit.
- 8.2.2 Be responsible to chair all Negotiating Committee and Bargaining Council meetings or delegate the duty to a Vice-Chairperson or Bargaining Council member, as necessary.
- 8.2.3 Be responsible for calling all Negotiating Committee and Bargaining Council meetings.
- 8.2.4 Call a meeting of the Negotiating Committee and/or Bargaining Council members when petitioned (by fax, e-mail or letter) by a majority of their respective members.
- 8.2.5 Communicate with the President of the Union as directed.
- 8.2.6 Communicate with the Provincial Council and/or its committees as required or directed by the Negotiating Committee and/or the Bargaining Council.
- 8.2.7 Shall ensure the preparation and distribution of all printed material, correspondence, minutes of meetings/conference calls and other such information as the Negotiating Committee or Bargaining Council may require from time to time.
- 8.2.8 Be responsible to take the requests for needs of Component Bargaining Committees and sub-committees to the appropriate staff.
- 8.2.9 Perform such other duties as may be required at the direction of the Negotiating Committee or the Bargaining Council.
- 8.2.10 Sign all communication to the membership and press, or delegate the duty to designates.
- 8.2.11 Ensure that absent members or vacant positions on the Negotiating Committee and/or Bargaining Council are filled by Component Vice Chairpersons or alternate members, and if necessary, add to the Negotiating Committee.
- 8.2.12 Chair the Proposals Conference.
- 8.2.13 Make requests to the Director of Labour Relations (DLR) regarding the appointment of staff for the bargaining table and other assignments. The Negotiating Committee Chairperson shall assign duties, committees, issues, roles and responsibilities to the staff attached to the PS/GE. The Negotiating Committee Chairperson has the right to request to the (DLR) that individual staff be removed from their assignment with the PS/GE.

8.3 The Negotiating Committee First Vice-Chairperson shall:

- 8.3.1 Act as the Negotiating Committee Chairperson in their short absence, for example vacation leave.
- 8.3.2 Perform such other duties as directed by the Negotiating Committee Chairperson.

8.4 The Negotiating Committee Second Vice-Chairperson shall:

- 8.4.1 Act as the Negotiating Committee First Vice Chairperson in their absence, recall or resignation.
- 8.4.2 Perform such other duties as directed by the Negotiating Committee Chairperson.

8.5 The Component Chairperson shall:

- 8.5.1 Be the chief spokesperson for the component and communicate with the Chairperson of the PS/GE Negotiating Committee and Bargaining Council.
- 8.5.2 Chair the work of the Component Bargaining Committee and component subcommittees and report back to Bargaining Council.
- 8.5.3 Take the concerns and recommendations of their component to the Proposals Conference.
- 8.5.4 Negotiate with the employer respecting component proposals relating to the terms and conditions of employment that will apply specifically to the members comprising the said component or sub group of the component.
- 8.5.5 At their discretion, delegate any of these duties to the Component First or Second Vice Chairperson.

8.6 Component First and/or Second Vice Chairs shall:

- 8.6.1 Act as alternates to the Negotiating Committee at the request of the Component Chairperson or be called upon, at the discretion of the Bargaining Unit Chair to be added to the Negotiating Committee.
- 8.6.2 At the request of the Component Chairperson present all component/group specific items at the component bargaining table and be active in the presentation of these proposals.
- 8.6.3 Perform such other duties as directed by the Component Chairperson.

8.7 The Bargaining Council shall:

- 8.7.1 Meet at least four times per year. The tentative agenda will be sent out ten days in advance of the meeting and will include date, time and location.
- 8.7.2 Use conference calls between meetings to deal with specific time sensitive issue. Conference calls will be at the call of the Chairperson, due to the emergent nature of these meetings the tentative agenda may not be sent out.
- 8.7.3 Assist the Negotiating Committee at ratification/strike vote and informational membership meetings.
- 8.7.4 Actively promote the issues of the membership.
- 8.7.5 Identify key issues with the membership and report members' views to the Negotiating Committee.
- 8.7.6 Assist in the preparation of general and component proposals.
- 8.7.7 Provide the broader direction to the Negotiating Committee.
- 8.7.8 Determine, by majority vote of the Bargaining Council members, whether ratification or strike votes are to be conducted. These votes shall be recorded votes.
- 8.7.9 Advise the Negotiating Committee Chairperson or designate of absences prior to the meetings.
- 8.7.10 Review the proposals package prior to the Proposals Conference and determine take-aways, themes and recommended priorities.
- 8.7.11 Be prepared to consider amendments or additions to their proposals package based on developments outside the bargaining unit and/or Union policies and objectives.
- 8.7.12 Clarify the package subject to the intent of the Proposals Conference.
- 8.7.13 Make recommendations for changes to Appendix B to the Proposals Conference.

8.8 The Local Bargaining Representatives shall:

- 8.8.1 Be members of the Bargaining Council.
- 8.8.2 Represent the PS/GE members in their Local on Bargaining Council and shall attend local meetings and submit a written report on bargaining at each meeting.

- 8.8.3 The local bargaining representative shall prepare and submit a written report of their local's business and activities prior to each Bargaining Council meeting, for inclusion in the Bargaining Council binder and to present their report at the meeting.
- 8.8.4 Be the link between the PS/GE and the Local.
- 8.8.5 Organize the Local Proposals Gathering and other meetings as requested by the Negotiating Committee.
- 8.8.6 Maintain contact with Local component and committee members.
- 8.8.7 Be prepared to meet with groups in their Local as requested.
- 8.8.8 Chair the Local Strike Committee and the Local Proposals Gathering unless otherwise determined by the Local.
- 8.8.9 Ensure that every member upon request receives a copy of the initial proposals package, submitted to management.
- 8.8.10 Maintain communications with Local committees, Local Executive, Stewards and membership.
- 8.8.11 Liaise with the Negotiating Committee and Bargaining Council.
- 8.8.12 At the call of the Negotiating Committee set up component meetings.
- 8.9 Component Bargaining**
- 8.9.1 Each Component shall establish a Component Bargaining Committee consisting of:
 - 8.9.1.1 The Component Chairperson as elected at the Proposals Conference,
 - 8.9.1.2 The Component First Vice Chair as elected at the Proposals Conference, and
 - 8.9.1.3 A third member selected by the Component Chairperson from occupational group(s) as required and approved by the Negotiating Committee Chairperson.
 - 8.9.1.4 The PS/GE Negotiating Committee Chairperson shall be an ex-officio member of each Component Bargaining Committee.
- 8.9.2 A Component Bargaining Committee may appoint sub-committees of up to three members selected from the component members affected by the issue as required to deal with specific proposals.
- 8.9.3 The Component Bargaining Committee shall negotiate with the Employer relating to the terms and conditions of employment that will apply specifically to

the members comprising the said component or occupational group of the component.

8.9.4 The presentation of each component/group shall be consistent with:

8.9.4.1 Union policy;

8.9.4.2 Other component presentations; and

8.9.4.3 The main proposals package.

8.9.5 Presentations should be summarized by each component/occupational group and sent to the corresponding members, the Negotiating Committee and the staff as soon as they are completed.

8.9.6 The Negotiating Committee shall ensure that adequate time is allowed for each component/group to develop and prepare their presentations.

8.9.7 Tentative agreements reached at Component bargaining tables shall be reviewed by the Negotiating Committee and Bargaining Council at their respective next regular meeting.

8.9.8 Tentative agreements reached at Component bargaining tables shall be in writing and signed on behalf of a component by the Component Bargaining Committee. Bargaining Council shall recommend ratification by way of motion prior to the Tentative Agreement being submitted to the membership and ratified by the Component members affected as per the SGEU Constitution.

8.9.9 Tentative agreements reached at Component bargaining tables may only be revised or rejected if the agreement conflicts with or is less than existing provisions of the Collective Bargaining Agreement or where the implementation of the agreement would negatively impact the general membership.

8.10 Component Bargaining Sub-Committees:

8.10.1 Are formulated in response to an identified need by the Negotiating Committee, Bargaining Council or Component Bargaining Committees. The terms of reference shall be defined by the structure identifying the need.

8.10.2 May provide background material for all related proposals and identify major concerns in specific areas.

8.10.3 May be active in presentations to the Negotiating Committee and in some cases, the Employer.

8.10.4 May deal with issues arising during the term of the Collective Agreement. Settlements of issues are subject to ratification as per the SGEU Constitution.

- 8.10.5 Chairpersons must submit a written report to the Negotiating Committee as requested. The Chairperson must submit a written report at each Bargaining Council meeting at the request of the Chairperson of the Negotiating Committee.
- 8.10.6 Will develop a work plan/budget request, where applicable, to be submitted to the Chairperson of the Negotiating Committee at their direction.
- 8.10.7 Will provide an updated membership list of each sub-committee to Bargaining Council and at the Negotiating Committee as required.
- 8.10.8 Shall act as an advisory body and be accountable to the Negotiating Committee, Bargaining Council and Component Bargaining Committees.
- 8.10.9 Shall not exceed three members unless otherwise authorized by the Bargaining Council.
- 8.11 The Chair of each Strategy Committee and Grievance Committee shall:**
 - 8.11.1 Schedule committee meetings when appropriate and necessary, preparing and submitting to the Negotiating Committee Chair or designate for approval, a completed meeting planner including dates, agenda, attendees with their union leave requirements, meal and travel arrangements, required SGEU Staff, and room bookings.
 - 8.11.2 Prepare and submit a written report of their Committee's business and activities prior to each Bargaining Council meeting, prior to the time chosen and communicated by the admin staff assigned to the PS/GE for inclusion in the meeting hand outs, and/or a designate must present their report at the meeting.
 - 8.11.3 Approval for committee meetings may be withheld if reports are not submitted on time.
- 8.12 The Long Term Disability Plan (LTD) Supervisory Committee representatives shall:**
 - 8.12.1 Be the representatives of the PS/GE Bargaining Unit on the Long Term Disability Supervisory Committee.
 - 8.12.2 Report on the status of the Long Term Disability Plan at Bargaining Council meetings including financial reports of the Plan.
 - 8.12.3 Act as Trustees in the supervision of the LTD Plan, as determined by the LTD Plan Text and the SGEU Constitution.

8.13 Staff

- 8.13.1 Staff's role is advisory and duties shall be assigned by the Negotiating Committee.
- 8.13.2 In consultation with the Director of Labour Relations (DLR), staff assignments to each Component will remain in place for at least one complete bargaining round.
- 8.13.3 The Negotiating Committee/Bargaining Council can ask the DLR to remove the staff from the assignment if the Committee/Council has sufficient reasons.

8.14 Chief Stewards and Stewards

- 8.14.1 Provisions for the Roles and Responsibilities, Elections and Recall of Chief Stewards and Stewards shall be as per the Public Service Sector and Local Bylaws.

9 COMMUNICATION

9.1 Press Statements

- 9.1.1 The Negotiating Committee Chairperson or designate shall act as spokesperson for the bargaining unit, as per Article 6.9.1.1.8 of the SGEU Constitution and SGEU Policy Article 1.1.5.
- 9.1.2 Public statements issued shall be approved, in advance, by the Negotiating Committee and shall be consistent with Union policy and principle.

9.2 Membership Meetings

- 9.2.1 The Negotiating Committee, as approved by the Bargaining Council, shall call bargaining membership meetings. Each meeting must be attended by at least two members of the Bargaining Council. The details of every membership meeting shall be reported by the Bargaining Council member in attendance at that meeting to the Chairperson of the Negotiating Committee.
- 9.2.2 The Negotiating Committee has the responsibility to call bargaining meetings in Locals and shall do so in consultation with the Local Chairperson/President.
 - 9.2.2.1 The Negotiating Committee members shall chair these bargaining meetings whenever possible. Bargaining Council members should be available to assist in these meetings.

9.3 Bargaining Reports

- 9.3.1 The Negotiating Committee shall send written bargaining updates to all members of the bargaining unit as required.
- 9.3.2 The Negotiating Committee shall produce and distribute leaflets, etc., on particular issues to elaborate on a problem and/or management's response, as required.

9.4 Membership Feedback

- 9.4.1 The Negotiating Committee shall receive membership feedback utilizing the existing structures within SGEU.

9.5 SGEU Website

- 9.5.1 PS/GE members are encouraged to visit the www.sgeu.org website for information on bargaining updates, priorities, contact information, dates for bargaining, agreed to items, etc.
- 9.5.2 The amended Bargaining Guidelines shall be posted on the SGEU website www.sgeu.org.

9.6 Information Exchange

- 9.6.1 The Provincial Council should be advised of significant developments in the Bargaining Unit.
- 9.6.2 The Negotiating Committee Chairperson shall seek approval from the Administration Committee prior to taking a Tentative Agreement to the membership for ratification.

10 RATIFICATION AND JOB ACTION

10.1 The SGEU Constitution

- 10.1.1 Ratification and Job Action shall be conducted in accordance with the SGEU Constitution Article 7.6.5.1 (Ratification) and Article 7.6.6.1 (Strikes).

10.2 Ratification/Strike Vote

- 10.2.1 The Bargaining Council may call for a ratification/strike vote, only if it has been approved by a simple majority vote of the Bargaining Council members. The motion for ratification or strike must be a recorded vote.
- 10.2.2 Strikes or partial withdrawal of services shall only be conducted by a Component or occupational group of the Component with the approval of

Bargaining Council. Following Bargaining Council approval, members of the Component shall vote as per the SGEU Constitution.

- 10.2.3 The main table Tentative Agreement and the Component Tentative Agreements shall be ratified concurrently.
- 10.2.4 Ratification/Strike votes shall be by secret ballot conducted at special meetings called for this purpose.
- 10.2.5 Mailed ballots shall be provided only upon request and for valid reasons in accordance with Article 10.3 of the Bargaining Guidelines.
- 10.2.6 A Provincial Council member not representing the Public Service Sector shall act as a scrutineer of the ballot counting to ensure a secret vote.

10.3 Mail In Strike Or Ratification Ballots

- 10.3.1 Under special circumstances (e.g. sickness, vacation, isolated access to meetings, etc.) any member may request a mail in ballot from the Negotiating Committee.
- 10.3.2 A member's request for a mail **in** ballot shall be in writing or by telephone. The member must provide their name, address, and local.
- 10.3.3 For administrative purposes, a list of members requesting a mail in ballot shall be maintained by the Negotiating Committee.
- 10.3.4 A double envelope system shall be used for the mail in ballot. On the outside envelope shall be the member's name, address, and local, so as to allow verification to the master membership list and avoid double voting.

11 REFERENDUM

- 11.1 The Bargaining Council may take direction from the members through a membership referendum.

12 RECALL

12.1 Elected Bargaining Unit official may be subject to a recall.

- 12.1.1 A meeting shall be petitioned, in writing, for the specific purpose of recall by the number of members required for a quorum (Article 17) for the body unless otherwise specified for that elected position. The petition must outline the reasons for the recall in clear and concise language. These reasons must pertain to the SGEU Constitution, Statement of Equality, the Policies and/or the Bylaws of the Union. The petition shall be given to the elected official responsible for the member being recalled.

- 12.1.2 The elected official responsible for the member being recalled shall call a meeting for that purpose if the reasons for recall are breaches of the SGEU Constitution, Statement of Equality, the Policies and/or the Bylaws of the Union.
- 12.1.3 The meeting and its purpose shall be advertised for at least 14 days prior to the date of the meeting. The notice shall include the time, date, location as well as the reason(s) for the recall. The elected official being recalled will also be notified within this same time frame and shall receive a copy of the petition, reasons for the recall, time, date and location of the meeting.
- 12.1.4 The elected official facing recall shall have the opportunity to present their position or response to the petition at the recall meeting prior to the vote occurring.
- 12.1.5 A two-thirds majority vote by secret ballot of those members in attendance at the meeting shall be required to unseat the incumbent. Only those members who are represented by the elected official being recalled can vote on the recall.
- 12.1.6 If the elected official is recalled, the successor shall be the alternate to that position and in the event there is not an alternate then an election by secret ballot in the manner similar to the procedure used for regular elections.
- 12.1.7 The elected official responsible for the member being recalled shall chair the meeting.
- 12.2 Any representative elected, pursuant to these Bargaining Guidelines, at any level can be recalled by the following:**
 - 12.2.1 Negotiating Committee Chairperson, First and Second Vice Chairpersons
 - 12.2.1.1 Negotiating Committee Chairperson, First and Second Vice Chairpersons of the Negotiating Committee can only be recalled by those members who attended the Proposals Conference.
 - 12.2.1.2 A two-thirds vote of the Negotiating Committee or Bargaining Council may recommend to the delegates the recall of the Chairperson, First and/or Second Vice Chairperson. The process in Article 12.1 must be used in conjunction with this recommendation. The petition for the recall of the above members shall be signed by 25% or more of those in attendance at the Proposals Conference.
 - 12.2.1.3 If recalled by the delegates then the Chairperson, First and/or Second Vice Chairperson shall remain a member of the Bargaining Council unless further recall is enacted.
 - 12.2.1.4 Resulting vacancies will be filled as per Article 13 – Resignations.

12.2.2 Negotiating Committee Members

- 12.2.2.1 Negotiating Committee members can only be recalled by those members of their component who attended the Bargaining/Proposals Conferences.
- 12.2.2.2 A two-thirds vote of the Negotiating Committee or Bargaining Council may recommend to the component the recall of their Negotiating Committee member. The process in Article 12.1 must be used in conjunction with this recommendation. The petition for the recall of the above members shall be signed by 25% or more of those in attendance at the Component meeting at the Proposals Conference.
- 12.2.2.3 If recalled by their component the Negotiating Committee member shall remain a member of the Bargaining Council unless further recall is enacted.
- 12.2.2.4 Resulting vacancies shall be filled as per Article 13 - Resignation.

12.2.3 Bargaining Council Representative

- 12.2.3.1 A two-thirds vote of Bargaining Council members may recommend recall of a Bargaining Council member. Upon this recommendation, a two-thirds vote of their component's delegates whose Locals were represented at the Proposals Conference may recall a Bargaining Council member using the process outlined in Article 12.1. The Bargaining Council recalled member remains a Local Component delegate to the Bargaining/Proposals Conference. Resulting vacancies shall be filled as per Article 13 - Resignation.

12.2.4 Local Bargaining Representative

- 12.2.4.1 A two-thirds vote of Bargaining Council members may recommend recall of a Local Bargaining Representative.
- 12.2.4.2 Either upon receipt of the Bargaining Council's recommendation or on their own initiative, the Local may use Article 12.1 to facilitate the recall process. Quorum shall be as per Article 17.9.
- 12.2.4.3 Resulting vacancies shall be filled as per Article 13 - Resignation.

12.2.5 LTD Representative

- 12.2.5.1 A two-thirds vote of Bargaining Council may recommend recall of a PS/GE representative to the LTD Supervisory Committee. This recommendation to the Component may invoke the process outlined in Article 12.1 to recall a Component LTD Supervisory Representative. To recall the Bargaining Council LTD Supervisory Committee Representative the Bargaining Council may also invoke the use of Article 12.1.
- 12.2.5.2 Vacancies shall be satisfied as per Article 13 - Resignation.

12.2.6 Component Bargaining Committee

12.2.6.1 The process for recalling a Component Bargaining Committee member shall be as per Article 12.1.

12.2.7 Component Bargaining Sub-Committee Member

12.2.7.1 A two-thirds majority vote on a recommendation of recall from the committee or members represented is required for Negotiating Committee to consider recall.

12.2.7.2 The process in Article 12.1 must be used in conjunction with this recommendation.

12.2.7.3 A two-thirds vote of the component Bargaining Council representatives shall remove a Sub-Committee member.

12.2.8 Union Management Committee

12.2.8.1 Recall of UMC representatives, either departmental, regional, program or workplace, shall be subject to the procedure outlined in Article 12.1.

12.2.8.2 A two-thirds vote of the Negotiating Committee may recommend recall of the UMC Committee member to the membership who elected that member. The process in Article 12.1 must be used in conjunction with this recommendation. The petition for the recall of the above member shall be signed by 25% or more of those members who elected the UMC Committee member.

13 RESIGNATION

13.1 Negotiating Committee

13.1.1 If a committee member(s) resigns, resulting vacancy(s) shall be filled by moving up the First Vice Chairperson from the affected component(s).

13.1.2 In the event of the resignation of the Negotiating Committee Chairperson the resulting vacancy shall be filled by moving up the First Vice Chairperson.

13.1.3 In the event of the resignation of the First Vice Chairperson or Second Vice Chairperson, the Second Vice Chairperson becomes the First Vice Chairperson, and the Alternate to the Second Vice Chairperson becomes the Second Vice Chairperson.

13.1.4 If the alternate list from the components to fill interim Vice Chairperson is exhausted, component alternates shall be elected from the component delegates who were present at the Bargaining/Proposals Conference.

13.2 Bargaining Council

- 13.2.1 Vacancy(s) on Bargaining Council shall be filled by moving up alternates from the affected component in order of election at the Proposals Conference.
- 13.2.2 If the alternates list of any component is exhausted, component alternates shall be elected from the component delegates who were present at the Proposals Conference.

13.3 Local Bargaining Representative to Bargaining Council

- 13.3.1 If a Local Bargaining Representative resigns, the vacancy shall be filled by moving up the alternates.
- 13.3.2 In the event there is no alternate, the Local Chairperson/President shall call a meeting to elect a new Local Bargaining Representative and two alternates from the Local membership.

13.4 LTD Supervisory Committee

- 13.4.1 If the representative resigns, the vacancy shall be filled by moving up the alternate from the affected component and/or alternate from the Bargaining Council as a whole, dependant on where the representative originated from.
- 13.4.2 If the alternate list is exhausted the position and two alternates shall be filled as per the election process.

13.5 Local Component Delegate

- 13.5.1 If the representative resigns, the vacancy shall be filled by moving up the alternate from the affected component.

14 UNION/MANAGEMENT COMMITTEES

- 14.1 Union/Management Committees (UMC) were created to involve employees in decisions that impact on their departments and workplaces. Union/Management Committees have no jurisdiction to bargain or alter, in any way, the terms and conditions of employment. This responsibility is the jurisdiction of the Negotiating Committee. Reference should be made to the PS/GE Collective Bargaining Agreement Article 27 and the SGEU Constitution Article 5.7.1
- 14.2 UMC's shall be responsible to the Negotiating Committee and follow the process outlined below:

14.2.1 Elections

- 14.2.1.1 Any member, in good standing, may run for election to the UMC, as per SGEU Constitution, and be subject to the Constitution, Policy Manual, Bargaining Guidelines, Sector Bylaws, Code of Ethics and Letters of Understanding related to UMC's.
- 14.2.1.2 An elected member shall take training as required by the Negotiating Committee and complete a ULD 10 educational.
- 14.2.1.3 Union co-chairperson shall be elected from within and by the Union members of the UMC, subject to the SGEU Constitution.

14.3 Departmental UMC

- 14.3.1 The Union Representatives on the Department UMC's shall be elected from among Stewards in the Department in a manner approved by Bargaining Council. Refer to the Departmental Letter of Understanding for UMC.
- 14.3.2 Committees shall be as representative as possible of the employees within the department.
- 14.3.3 If the number of stewards is not sufficient to fill the entire Department UMC positions nominations from any member in good standing shall be sought. This process shall be approved by the Bargaining Council and identified in their Letter of Understanding.

14.4 Divisional/Regional/Program UMC

- 14.4.1 The Union Representatives on the above noted UMC's shall be elected from among Stewards in the Division, Region or Program in a manner approved by Bargaining Council and identified in the UMC Letter of Understanding.
- 14.4.2 Committees shall be as representative as possible of the employees within the department.
- 14.4.3 If the number of Stewards is not sufficient to fill the entire above noted UMC positions, nominations from any member in good standing shall be sought. This process shall be approved by the Bargaining Council and identified in their Letter of Understanding.

14.5 Workplace UMC

- 14.5.1 The Chief Steward or their designate shall be the Union co-chairperson of the local workplace UMC.
- 14.5.2 The remaining union representatives/alternates on the local workplace UMC shall be elected from among the Stewards.

14.5.3 If the number of Stewards and UMC alternates is not sufficient to fill all the local workplace UMC positions, nominations from any member in good standing shall be sought. This process shall be determined by the Steward Council.

14.6 Minutes of Meetings

14.6.1 Electronic copies of minutes of all UMC meetings must be sent to the Negotiating Committee.

14.7 Term

14.7.1 The term of office for members of a UMC, unless otherwise stated in these Guidelines, shall be two years. The date for elections may vary between departments, as approved by Bargaining Council and identified in their Letter of Understanding.

15 RULES OF ORDER FOR ALL MEETINGS

15.1 Shall be in accordance with Article 11 of the SGEU Constitution and Bourinot's Rules of Order.

16 AMENDMENTS TO THE BARGAINING GUIDELINES

16.1 Amendments to these Bargaining Guidelines shall be made at the Proposals and/or Bargaining Conference.

16.2 The Negotiating Committee is responsible for making a call for amendments to the Bargaining Guidelines at a minimum of three months before the date of the Proposals/Bargaining Conference. A bargaining report shall be used to issue the call for amendments and the procedures for submitting amendments.

16.3 Proposed amendments must be received in writing not less than 60 days prior to the Proposals or Bargaining Conference by the Negotiating Committee.

16.4 Proposed amendments received within the timelines above will be circulated with the meeting notice and will be included with the agenda of the meeting which shall be sent out three weeks prior to the Proposal/Bargaining Conference.

16.5 All amendments must conform to the SGEU Constitution, SGEU Policy Manual, Public Service Sector Bylaws and the SGEU Code of Ethics.

16.6 The Proposals or Bargaining Conference.

16.7 Approved amended Bargaining Guidelines shall become effective at the close of the Proposals or Bargaining Conference pending approval by the SGEU MC&L Committee.

16.8 The amended Bargaining Guidelines will be sent to the Membership/Constitution and Legislation Committee within sixty (60) days of the approval by the membership at the Proposals or Bargaining Conference as per the SGEU Constitution.

16.9 The amended Bargaining Guidelines shall be posted on the SGEU website www.sgeu.org and distributed to the Bargaining Council members following the Proposals/Bargaining Conference.

17 QUORUM

17.1 Quorum for Proposals Conference and Bargaining Conference shall be those members in attendance.

17.2 Quorum for the Negotiating Committee will be four members.

17.3 Quorum for the Bargaining Council will be 50% plus one of the Bargaining Council members.

17.4 Quorum for Local Proposals Gathering and Local Component meeting will be those members in attendance.

17.5 Quorum for Strategy Committees shall be 50% plus one of the members who are elected or appointed to the Strategy Committee.

17.6 Quorum for the PS/GE Grievance **Review** Committee will be four Committee members.

17.7 Quorum for the Component Bargaining Committee and Component Bargaining Sub-Committees shall be 50% plus one of the members elected or appointed to the Committee.

17.8 Quorum for the Ratification/Strike meetings shall be those members in attendance.

17.9 Quorum for the recall of the Local Bargaining Representative shall be 25% of those members in attendance at the Local Proposals Gathering.

17.10 Quorum for a Component is 50% plus one of the Component delegates.

18 ORDER OF BUSINESS

18.1 The Order of Business at the Proposals Conference shall be:

Call to Order

- Reading of the SGEU Statement of Equality
- Appointment of the Ombudsman
- Introductions of the Guests, Negotiating Committee and Bargaining Council
- Adoption of Agenda
- Adoption of the Minutes of the Previous Proposal/Bargaining Conference
- Negotiating Committee Chairperson's Report
- Amendments to Bargaining Guidelines
- General Proposals
- Health Plan Presentation
- Election of the Negotiating Committee Chairperson
- Component Meetings – Elections and Component Proposals
- Report Back from the Component Meetings
- Election of First, Second Vice Chairperson and Alternate
- Strategy Session
- Old Business
- Good and Welfare
- Adjournment

18.2 The Order of Business at the Bargaining Conference shall be:

Call to Order

- Reading of the SGEU Statement of Equality
- Appointment of the Ombudsman
- Introductions of the Guests, Negotiating Committee and Bargaining Council
- Adoption of Agenda
- Negotiating Committee Chairperson's Report
- Business referred to the Bargaining Conference
- Old Business
- Good and Welfare
- Adjournment

SUPPORT SERVICES

	<u>Local</u>	<u>Members</u>	<u>Number of Delegates- Proposals</u> <u>Conference</u>
1101	Regina	932	7
1102	Saskatoon	237	2
1103	Battlefords	64	1
1104	Weyburn	21	1
1105	Prince Albert	143	1
1107	Hudson Bay	4	1
1108	Swift Current	29	1
1109	Humboldt	4	1
1110	Moose Jaw	43	1
1111	Rosetown	19	1
1112	Nipawin	14	1
1114	Melfort	16	1
1115	Yorkton	40	1
1119	Meadow Lake	29	1
1120	Estevan	16	1
1121	LaRonge/Missinipe	41	1
1122	Buffalo Narrows	14	1
	TOTAL	1666	24

ADMINISTRATION & COMMUNICATIONS

	<u>Local</u>	<u>Members</u>	<u>Number of Delegates- Proposals Conference</u>
1101	Regina	1768	11
1102	Saskatoon	263	3
1103	Battlefords	28	1
1104	Weyburn	40	1
1105	Prince Albert	163	2
1107	Hudson Bay	16	1
1108	Swift Current	56	1
1109	Humboldt	2	0
1110	Moose Jaw	78	1
1111	Rosetown	16	1
1112	Nipawin	16	1
1114	Melfort	3	1
1115	Yorkton	45	1
1119	Meadow Lake	37	1
1120	Estevan	4	1
1121	LaRonge/Missinipe	35	1
1122	Buffalo Narrows	11	1
	TOTAL	2581	29

TRADES AND TECHNICAL SERVICES

	<u>Local</u>	<u>Members</u>	<u>Number of Delegates- Proposals Conference</u>
1101	Regina	199	2
1102	Saskatoon	143	1
1103	Battlefords	31	1
1104	Weyburn	16	1
1105	Prince Albert	106	1
1107	Hudson Bay	15	1
1108	Swift Current	26	1
1109	Humboldt	11	1
1110	Moose Jaw	37	1
1111	Rosetown	20	1
1112	Nipawin	16	1
1114	Melfort	0	0
1115	Yorkton	23	1
1119	Meadow Lake	11	1
1120	Estevan	7	1
1121	LaRonge/Missinipe	60	1
1122	Buffalo Narrows	14	1
	TOTAL	735	17

LEGAL, INSPECTION AND REGULATORY

	<u>Local</u>	<u>Members</u>	<u>Number of Delegates- Proposals Conference</u>
1101	Regina	604	5
1102	Saskatoon	533	5
1103	Battlefords	111	1
1104	Weyburn	27	1
1105	Prince Albert	589	5
1107	Hudson Bay	13	1
1108	Swift Current	23	1
1109	Humboldt	11	1
1110	Moose Jaw	37	1
1111	Rosetown	7	1
1112	Nipawin	14	1
1114	Melfort	17	1
1115	Yorkton	60	1
1119	Meadow Lake	19	1
1120	Estevan	13	1
1121	LaRonge/Missinipe	27	1
1122	Buffalo Narrows	4	1
	TOTAL	2109	29

HUMAN SERVICES

<u>Local</u>	<u>Members</u>	<u>Number of Delegates- Proposals</u> <u>Conference</u>
1101 Regina	834	6
1102 Saskatoon	658	6
1103 Battlefords	130	1
1104 Weyburn	28	1
1105 Prince Albert	293	3
1107 Hudson Bay	3	1
1108 Swift Current	30	1
1109 Humboldt	8	1
1110 Moose Jaw	71	1
1111 Rosetown	12	1
1112 Nipawin	27	1
1114 Melfort	24	1
1115 Yorkton	73	1
1119 Meadow Lake	31	1
1120 Estevan	16	1
1121 LaRonge/Missinipe	34	1
1122 Buffalo Narrows	17	1
TOTAL	2289	29

VEHICLE, EQUIPMENT AND OPERATIONS

<u>Local</u>	<u>Members</u>	<u>Number of Delegates- Proposals Conference</u>
1101 Regina	263	3
1102 Saskatoon	204	2
1103 Battlefords	81	1
1104 Weyburn	75	1
1105 Prince Albert	212	2
1107 Hudson Bay	61	1
1108 Swift Current	143	1
1109 Humboldt	24	1
1110 Moose Jaw	108	1
1111 Rosetown	54	1
1112 Nipawin	44	1
1114 Melfort	13	1
1115 Yorkton	102	1
1119 Meadow Lake	111	1
1120 Estevan	11	1
1121 LaRonge/Missinipe	183	2
1122 Buffalo Narrows	79	1
TOTAL	1768	22

COMPONENT 1 Support Services

This component consists of those positions which act in support of departments or agencies by providing such services as program administration, information processing, office administration, or record maintenance.

Listing of Classifications included in Component

OCC CODE	DESCRIPTION
GGW	Geological Warehouse Worker
PDP	Document Processing
PLC	Laboratory Clerk

OCC CODE	DESCRIPTION
PSC	Secretary
SLI	Library Technician

COMPONENT 2 Administration and Communication

This component consists of those positions which perform functions relating to fiscal management, financial management, revenue and expenditure transactions, development of policies, legislation, research, communication, information and technology, science and records management.

Listing of Classifications included in Component

OCC CODE	DESCRIPTION	OCC CODE	DESCRIPTION
CAG	Agrologist	POM	Program / Office Administrator
CBC	Business Consultant	PPS	Printing Services Technician
CCR	Culture and Recreation Consultant	PSK	Stockkeeper / Storekeeper
CEM	Emergency Measures Advisor	SAR	Archivist
CEP	Epidemiologist	SAT	Archival Technician
CHS	Housing Services Consultant	SAV	Audio Visual Technician
CIC	Interpretive Consultant	SBA	Scientific Assistant
CMA	Municipal Advisor	SBI	Environmental Researcher – Fish and Wildlife Biologist
CMC	Management Consultant	SCA	Configuration Analyst
CPA	Print Analyst	SCP	Community Planner
CPE	Program Dev. and/or Evaluation	SDB	Database Administrator
CPL	Policy and Legislation	SEC	Environmental Researcher – Ecologist
CPR	Information Services Officer	SFR	Forester
CRM	Resource Management Consultant	SGI	Graphic Information System Analyst
CRO	Research / Policy Officer	SIB	Business Analyst
FAC	Accounting Clerk	SID	Information/Data Analyst
FAT	Accountant	SIT	Information Technologist
FAU	Auditor	SLP	Land Plans Examiner
FLL	Land Manager	SLR	Librarian
FPG	Park Gate Attendant	SNW	Network Support Technician
FTA	Tax Auditor	SPH	Pharmacist
GFC	Fire Control Co-coordinator	SPR	Programmer Analyst
PMA	Medical Claims Assessor	SPT	Community Planning Technician
PMC	Medical Claims Assessor	SRT	Resource Technologist

COMPONENT 3 Trades and Technical

This component consists of those positions which are engaged in manual labour, trades and engineering support at the technical level. Examples include construction, fabrication, alteration, installation, or repair of equipment, buildings or structures.

Listing of Classifications included in Component

OCC CODE	DESCRIPTION	OCC CODE	DESCRIPTION
CES	Equipment Standards Consultant	TBC	Carpenter
GCK	Cook	TBE	Electrician
GMC	Materials Checker	TBH	Heavy Duty Mechanic
GML	Labourer	TBI	Painter
GRO	Radio Operator	TBJ	Mechanic
RPD	Petroleum Development Officer	TBL	Locksmith
SCU	Curator	TBP	Plumber
SDP	Draftsperson	TBR	Refrigeration & Air Conditioning
SEA	Engineering Assistant	TBS	Instrumentation
SEI	Irrigation Technologist	TBW	Welder
SET	Engineering Technician	TCA	Aircraft Mechanic
SFM	Fire Meteorologist	TCC	Carpenter
SFP	Facilities Planner	TCE	Electrician
SGE	Geologist	TCH	Heavy Duty Mechanic
SHE	Engineering Assistant	TCI	Painter
SHM	Highways Material Manager	TCJ	Mechanic
SHP	Engineering Assistant – Highways Project	TCL	Locksmith
SLS	Lab Scientist	TCP	Plumber
SLT	Lab Technologist	TCR	Refrigeration & Air Conditioning
SME	Medical Equipment Technician	TCS	Instrumentation
SMT	Museum Technician	TCW	Welder
SPI	Photo Interpreter	THE	Journeyman Heavy Equipment Mechanic
SRA	Radio Technician	TJA	Journeyman Mechanic
TAA	Aircraft Mechanic	TJD	Journeyman Partsperson
TAC	Carpenter	TJH	Journeyman Machinist
TAD	Apprentice Partsperson	TJC	Journeyman Carpenter
TAE	Electrician	TJE	Journeyman Electrician
TAH	Heavy Duty Mechanic	TJI	Journeyman Painter
		TJL	Journeyman Locksmith
		TJP	Journeyman Plumber

TAI	Painter
TAJ	Mechanic
TAL	Locksmith
TAM	Aircraft Maintenance Engineer
TAP	Plumber
TAR	Refrigeration & Air Conditioning
TAS	Instrumentation
TAW	Welder
TBA	Air Craft Mechanic

TJR	Journey person Refrigeration & Air Conditioning
TJS	Journey person Instrumentation & Air Conditioning
TJM	Supervisory Journey person
TJW	Journey person Welder
TPP	Power Plant Engineer
TPT	3 rd Class Powerplant Engineer
TSS	Shop Supervisor
TTH	Trades Helper
TTP	Trades Person

SGEU PS/GE Component Structure
COMPONENT 4 Legal, Inspection and Regulatory

Listing of Classifications included in Component. This component consists of those positions that have enforcement responsibility resulting from investigative, or inspection work.

Listing of Classifications included in Component

OCC CODE	DESCRIPTION
FLN	Land Negotiator
HCW	Correctional Officer
HCT	Corrections Worker – Community Training Residence
HPO	Probation
PRE	Conservation Officer
PRH	Highway Traffic
RAT	Apprenticeship Consultant
RBI	Building Inspector
RBP	Boiler and Pressure Vessel Inspector
RCO	Conservation Officer
RCP	Investigator – Consumer Protection
REA	Elevator and Amusement Ride Inspector
RFO	Investigator – Farm Ownership Board
RFP	Fire Prevention Officer
RFR	Forestry Officer
RFU	Investigator – Fuel Tax
RFV	Investigator – Film and Video
RGF	Investigator – Game Farm
RHR	Investigator – Health Residency
RHT	Highway Traffic Officer
RIN	Investigator
RIS	Investigator – Income Security

OCC CODE	DESCRIPTION
RJO	Judicial Officer
RJR	Deputy Local Registrar
RJS	Judicial Officer – Deputy Sheriff
RJ2	Judicial Officer
RLS	Labour Standards Officer
RLV	Livestock Inspector
RMC	Investigator – Milk Control Board
RME	Investigator – Maintenance and Enforcement
RMP	Investigator – Municipal Police
RMR	Investigator – Mortgage, Rent and Loan Collections
ROH	Occupational Health Officer
ROM	Investigator – Ombudsman/Workers' Advocate
ROY	Occupational Hygienist
RPC	Investigator – Pesticide Control
RPI	Private Investigator Registrar
RPR	Protection & Response Officer
RPS	Park Security Officer
RRL	Investigator - Rentalsman
RRS	Radiation Safety Officer
RSC	Investigator – Securities Commission
RSL	Investigator – Student Loans
SFT	Forestry Technician

RJC	Judicial Officer – Court Clerk
RJD	Judicial Officer – Security and Detention

SPP	Park Planner
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SGEU PS/GE Component Structure
COMPONENT 5 Human Services

This component consists primarily of those positions involved in the teaching, care, treatment or counseling of clients in order to restore, maintain or enhance their social, physical or mental functioning as well as custody and/or control of offenders.

Listing of Classifications included in Component

OCC CODE	DESCRIPTION	OCC CODE	DESCRIPTION
CAE	Education, Training and Awareness Consultant	HHW	Health Worker
CCP	Community Program Consultant	HIC	Integrated Child Protection
CEC	Community Program Consultant	HIS	Income Security Worker
CHT	Health Transition Worker	HIU	Integrated Worker
CTL	Language Translator	HLN	Licensed Practical Nurse
CPC	Community Program Consultant	HOD	Custody Support Worker – Open Custody Day
CSE	Curriculum Development and Co-ordination	HPB	Family Services Worker – Family Preservation/Builders
GCS	Camp Safety Officer	HPC	Custody Support Worker – Parental Care
HAD	Child, Youth & Resource Services Worker – Adoptions	HPI	Child, Youth & Resource Services Worker – Child Protection Intake
HAM	Community Youth Worker – Alternative Measures	HPP	Permanency Planning Worker
HAS	Child, Youth & Resource Services Worker – Case Aide	HPY	Psychologist
HCA	Child, Youth & Resource Services Worker – Child Advocate	HRD	Resource Development Worker
HCC	Child, Youth & Resource Services Worker – Child in Care	HSD	Secure Custody Day
HCH	Community Youth Worker – Community Homes	HSL	Farm Stress Line Worker
HCM	Custody Support Worker – Central Communication	HSX	Child and Youth Protection Worker – Family Sexual Abuse Unit
HCP	Child and Youth Protection Worker – Child Protection Worker	HTH	Therapist
HCS	Custody Support Worker	HTN	Child, Youth & Resource Services Worker – Teen (16/17) Youth Program
HCY	Community Youth Worker – Probation	HVC	Victims' Coordinator

HED	Child and Youth Protection Worker – Emergency Duty
HFC	Family Connections/Placement
HFL	Family Law Worker
HGA	Group Activities Aide
HGH	Child and Youth Protection Worker – Group Homes
HFS	Family Services Worker
HTF	Child & Youth Protection Worker – Therapeutic Foster Homes

HVN	Verification Worker
HWN	Nurse
HYC	Child, Youth & Resource Services
HYP	Child and Youth Protection Worker – Teen and Young Parent Program
ICI	Trades Instructor
ICT	Correspondence Teacher
IIA	Instructional Assistant
ITT	Teacher Therapist

COMPONENT 6 Vehicle, Equipment and Operations

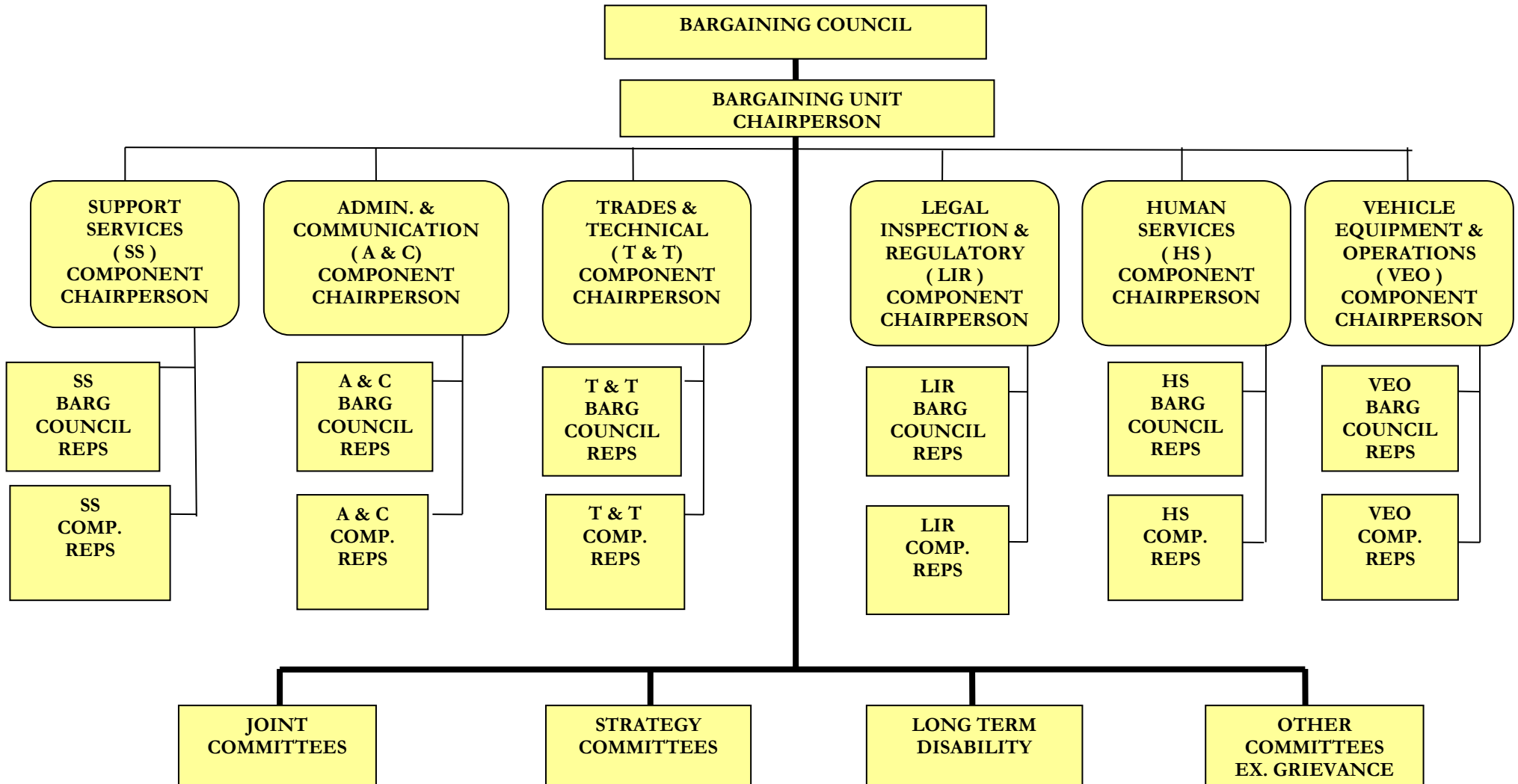
This component consists of those positions that are involved in the upkeep, maintenance, or repair of grounds, equipment, pastures, buildings as well as equipment operators.

Listing of Classifications included in Component

OCC CODE	DESCRIPTION
GAO	Airport Operator
GFF	Fire Fighter
GFO	Ferry Operator
GFT	Fire Tower (Watcher)
GHM	Equipment Operator
GIC	Institutional Services Worker
GIK	Institutional Services Worker
GIL	Institutional Services Worker

OCC CODE	DESCRIPTION
GIM	Institutional Services Worker
GIS	Institutional Services Worker
GLA	Lab Assistant
GPA	Pastures Manager
GPI	Pilot
GPM	Park Maintenance Worker
GTD	Transport Driver

Appendix C - Flowchart



SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES UNION PUBLIC SERVICE LOCAL DISTRICT BOUNDARIES



Appendix D
*PS/GE Bargaining
Guidelines*

