

SPRINGFIELD SCHOOL COMMITTEE
AND
SPRINGFIELD FEDERATION OF PARAPROFESSIONALS

GROUND RULES

DURING THE COVID-19 CORONAVIRUS

PANDEMIC

1. The negotiation team of either party shall not exceed five (5) in number. The Committee will release with pay, up to two (2) employees who are members of the Union's team for attendance at scheduled bargaining sessions when such sessions occur during normal work hours. The Committee will not pay such employees for any time spent beyond regular work hours, nor adjust work schedules to accommodate attendance.
2. Meetings will be scheduled in advance as far as practicable and scheduled for a period of one (1) hour. In the event that a scheduled meeting must be postponed and unless an emergency dictates otherwise, reasonable advance notice will be given to the Chief Spokesperson.
3. At an in-person meeting all persons present shall wear a mask or face covering during the meeting and while in the meeting room.
4. At an in-person meeting all participants shall remain six (6) feet apart and practice appropriate social distancing.
5. Should a team member fail to wear a mask or face covering and/or fail to maintain a six (6) foot space between other participants, the meeting shall end at that time.
6. All negotiation sessions will be held at City Hall unless the parties agree otherwise.
7. All negotiation sessions and any hearings that may be required will be closed to the general public. No mechanical or recording devices of any kind will be permitted during the negotiation sessions. Neither party will release information to the media unless impasse or ratification is reached. Prior to either party issuing a press release a copy will be given to the Chief Spokesperson for the other side, with opportunity to review.
8. If the parties mutually agree they may have a conference call bargaining session or a Zoom or similar type of remote collective bargaining session. If the parties agree to such a bargaining session the Committee shall "host" the session. The session will not be recorded by any participant. The negotiation team of either party shall not exceed eight (8) in number and those participants shall ensure that no one who is not a bargaining team member is listening to the conference call or viewing the Zoom negotiations at their location.
9. Each party will designate a Chief Spokesperson who shall have sole authority to make and receive proposals, counterproposals, and /or agreements at the table. Agreements reached at the table will be reduced to writing and initialed by the parties. Proposals shall be in writing with sufficient copies for each team member. Each party will be responsible for the cost of duplication of materials submitted at the

bargaining table. The parties may submit proposals and counterproposals via email, subject to the limitations in paragraph 11 below. An emailed proposal shall be sent to the Chief Negotiator of the other party and he/she shall distribute same to the other members of his/her bargaining team.

10. All agreements are tentative until a complete agreement is reached on the contract in chief. Once final agreement is reached the respective bargaining committees will support, endorse and recommend its ratification.
11. New proposals will only be accepted by either party up to and including the third (3rd) bargaining session (excluding the initial session which is designed for ground rules and discussions), unless mutually agreed otherwise.
12. The Union's ratification of a tentative agreement of the overall contract shall precede a vote by the City Council on such contract.

FOR THE SCHOOL COMMITTEE

FOR THE UNION

DATE

DATE