

**FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES  
AND  
UNITED FACULTY OF FLORIDA  
2021-2024 COLLECTIVE BARGAINING GROUND RULES**

**1. STATEMENT OF INTENT**

The negotiating teams for Florida Polytechnic University and the United Faculty of Florida recognize the goal of working in a cooperative, collaborative, and professional manner throughout the collective bargaining process. Progress is best achieved by a commitment to mutual respect and a sincere pledge to reaching a conclusive collective bargaining agreement through the negotiation process.

**2. MEETING SCHEDULES**

- a. As a result of social distancing requirements in response to COVID-19, negotiation sessions primarily will occur remotely via WebEx. Any in-person sessions will occur on the Florida Polytechnic campus or in another location mutually agreeable between the two committees. Space will also include rooms for caucus purposes.
- b. Negotiation sessions will take place at agreed upon times and locations. Each bargaining session will typically last between 2 and 3 hours. Any extension of the time must be mutually agreed to by a majority of the members present. The goal is to complete negotiations for the current contract as soon as practicable.
- c. In accordance with the Florida Sunshine Law, negotiation sessions will be posted on the Florida Polytechnic calendar of meetings. The University will ensure the proper posting of meetings onto the calendar. Sessions conducted remotely will be recorded electronically for the purpose of taking of minutes and compliance under Florida’s Sunshine Law.

**3. PROPOSALS**

All proposals and/or counter-proposals will be exchanged electronically as Microsoft Word documents with tracked changes turned on. The word file name format for the article proposal should be ‘Article *number – article title – year-month-date (proposing party)*.docx.’ Examples are ‘Article 15 - Payroll Deduction - 2020-11-02 (UFF-Poly).docx’ or ‘Article 16 - Intellectual Property - 2020-11-09 - (FPU-BOT v1).docx.’

**4. NEWS MEDIA CONTACTS**

Florida Poly’s University Relations department will serve as the media contact for the BOT for these negotiations. Florida Poly UFF chapter president will serve as the media contact for UFF. The University and the UFF agree that the other party will have an opportunity to review a courtesy copy of any press releases prior to publication.

For the University



Alex Landback  
Chief Negotiator

Date Jan 14, 2021

For the UFF



Myles Kim  
Chief Negotiator

Date Jan 14, 2021

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**5. COMMUNICATIONS**

Once tentative agreements are reached, the parties agree to support the outcome of these negotiations when making presentations.

**6. CONDUCT OF SESSIONS**

- a. Members of each committee shall conduct themselves in a professional manner demonstrating respect for other members at all times. Cell phone use should be only for emergency purposes during negotiation sessions.
- b. The Chief Negotiator for either party may call for a caucus of their team at any time for a reasonable length of time. If at any time a caucus lasts more than 20 minutes, teams should consult with each other.

**7. SUBMISSION AND DISCUSSIONS OF ISSUES**

- a. Either party is entitled to clarification, if necessary, or a statement from the other party as to the exact meaning of an issue.
- b. Any tentative agreements reached shall be in writing and signed or initialed by the Chief Negotiators for both parties.

**8. EXECUTION OF AGREEMENT**

Signature and ratification will be coordinated in accordance with Chapter 447, Florida Statutes.

**9. MINUTES**

The University will prepare initial drafts of meeting minutes which it will then provide to the UFF for review and approval at least one day prior to the next collective bargaining session. The University and the UFF shall jointly approve the official minutes at the outset of each collective bargaining meeting.

**10. SIGN-IN SHEETS**

The University shall provide sign-in sheets for each collective bargaining session. Each member of the collective bargaining teams shall indicate their attendance by signing in on the provided sheet. For sessions which are conducted remotely, the University will call roll for persons who are present at the start of each session to ensure an accurate log is made in place of a physical sign-in sheet.

For the University



Alex Landback  
Chief Negotiator

Date Jan 14, 2021

For the UFF



Myles Kim  
Chief Negotiator

Date Jan 14, 2021