YEAR-ROUND COLLECTIVE BARGAINING GUIDE

JUNE
RECRUIT NEW MEMBERS
- Prepare for Negotiations
- Prevalence Study
- Annual Financial Report
- Secure Staff Census Data

- Schedule and Attend Comp. Study Training

- Assemble CB Team for negotiations in November

- Local Leaders work on acquiring bargaining unit roster

JULY
RECRUIT NEW MEMBERS
- Prepare for Negotiations
- Prevalence Study
- Annual Financial Report
- Secure Staff Census Data

- Schedule and Attend Comp. Study Training

- Assemble CB Team for negotiations in November

- Local Leaders work on acquiring bargaining unit roster

AUGUST
RECRUIT NEW MEMBERS
- Prepare for Negotiations
- Prevalence Study
- Annual Financial Report
- Secure Staff Census Data

- Schedule and Attend Comp. Study Training

- Review negotiated agreement with new hires

- Assemble CB Team for negotiations in November

- Jen and OS meet to visit about locals

- Aug. 15 - OS and Jen meet with local leaders to talk about certification election. Admin. should be on board!

- On or Before August 30 – deadline for OS to submit bargaining unit roster

SEPTEMBER
RECRUIT NEW MEMBERS
- Prepare for Negotiations
- Prevalence Study
- Annual Financial Report
- Secure Staff Census Data

- Schedule and Attend Comp. Study Training

- Review negotiated agreement with new hires

- Attend Bargaining Dinner

- Send negotiations survey to members

- On or Before Sept. 15 – deadline for OS and Jen to meet with local leaders for certification election training

- On or Before Sept.30 – deadline for OS and Jen to meet with members and submit completed authorization forms

OCTOBER
RECRUIT NEW MEMBERS
- Prepare for Negotiations
- Prevalence Study
- Annual Financial Report
- Secure Staff Census Data

- Schedule and Attend Comp. Study Training

- Attend Bargaining Dinner

- On or Before October 30 – attorneys file with CIR for certification election

- Certification Proceedings/Order

NOVEMBER
RECRUIT NEW MEMBERS
- Check in with your OS to update negotiations progress

- Let OS know if you will need assistance with bargaining

- Attend Bargaining Dinner

- Commence negotiations on or before November 1

- Certification Proceedings/Order

DECEMBER
RECRUIT NEW MEMBERS
- OS Fill out Reporting Settlement Sheet

- OS notify Jen if a Resolution Officer (RO) is needed

- Recruit School Board Candidates

- Certification Proceedings/Order

JANUARY
RECRUIT NEW MEMBERS
- Check in with your OS to update negotiations progress

- Submit SIGNED negotiated agreement, including all schedules and appendices, to OS

- Recruit School Board Candidates

- OS Fill out Reporting Settlement Sheet

- Certification Proceedings/Order

FEBRUARY
RECRUIT NEW MEMBERS
- Check in with your OS to update negotiations progress

- Submit SIGNED negotiated agreement, including all schedules and appendices, to OS
- File for a Resolution Officer (if needed)

- Review new negotiated agreement with bargaining unit

- Recruit School Board Candidates

- OS Fill out Reporting Settlement Sheet

- Certification Proceedings/Order

MARCH
MEMBERSHIP CLOSED
- Check in with your OS to update negotiations progress (if needed)

- Submit SIGNED negotiated agreement, including all schedules and appendices, to OS

- Review new negotiated agreement with bargaining unit

- Recruit School Board Candidates

- OS Fill out Reporting Settlement Sheet

- Certification Proceedings/Order

APRIL
RECRUIT NEW MEMBERS
- Contact new hires - introduce yourself and ask them to join
- Review negotiated agreement with new hires
- Designate New Hire Contact Person

- Assemble CB Team for negotiations in November

- OS Fill out Reporting Settlement Sheet

- Certification Proceedings/Order

MAY
RECRUIT NEW MEMBERS
- Contact new hires - introduce yourself and ask them to join
- Review negotiated agreement with new hires
- Designate New Hire Contact Person

- Assemble CB Team for negotiations in November

- Local Leaders work on acquiring bargaining unit roster

For further details, talk with your NSEA Organizational Specialist (OS). Find your representative at www.nsea.org/Field-Staff-Units

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NSEA 150+