

**Anchorage School District/
TOTEM Association of Educational Support Personnel, APEA/AFT (AFL-CIO)
Negotiation Ground Rules
for the successor agreement to the
2021-2024 Collective Bargaining Agreement**

1. Each party shall appoint a chief spokesperson that shall serve as the principal spokesperson for such party at all times. Both parties shall be free to select their own chief spokespersons. The designated spokesperson shall have the authority to enter into a binding agreement subject to ratification by their respective parties.
2. At the end of each negotiating session, the parties shall schedule the next meeting and establish an agenda, when possible.
3. Each negotiating team shall be responsible for notification of its members regarding the time, date and place of all meetings. In the event of cancellation, both chief spokespersons shall be responsible for notification of their respective team.
4. Either the chief spokesperson or his/her designee may call a caucus at any time. If the party requesting the caucus has reason to believe the duration will be more than 30 minutes, or if after caucusing, determines additional time beyond 30 minutes is required, a recess shall be called for a given specific duration as a courtesy to the other party.
5. It is agreed that no electronic recording devices or stenographic reporters will be utilized for the keeping of records or notes of any negotiating session.
6. No observers shall be allowed to be present at any negotiating session unless otherwise mutually agreed.
7. The parties agree to exercise all effort to maintain the confidentiality of the collective bargaining process. However, it is expressly agreed that each party will be able to report to its respective membership and/or stakeholders.
8. Tentative agreements on any sections or articles shall be signed or initialed by both chief spokespersons at the time of agreement and thereafter can only be reopened upon mutual consent of the parties. Changes to the current collective bargaining agreement will be identified in the following manner: deletions will be ~~struck through~~; new language will be **bold and underlined**.
9. Any article not opened in the initial proposals exchanged will be considered closed and may not be opened during bargaining, except by mutual consent of both parties.
10. Impasse shall be declared in accordance with statutory requirements. The Federal Mediation and Conciliation Service shall be contacted by both parties within five (5) days after the declaration of impasse to schedule mediation as soon as possible.

11. No press releases or communications with the public shall occur until impasse and required mediation have occurred.

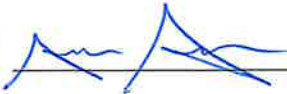
12. Each party shall have equal access to all information to be presented at the table. All requests for information relating to any issue discussed at the table shall be requested through the spokesperson or his/her designee for the respective party.

13. It is further understood that no member of the TOTEM team or any resource person shall suffer any form of recrimination, harassment, or negative job performance evaluations because of time spent in the negotiating process.

14. Proposal copies for all team members shall be provided by the party making the proposal.

15. The District agrees that it shall maintain the Agreement in its entirety in full force and effect until agreement on a successor agreement has been reached or until a bona-fide, legal impasse is reached and all statutory requirements have been met.

It is understood by the parties that these ground rules will govern the negotiations process and will no longer apply if final impasse is declared, following review by both parties of the recommendations of advisory interest arbitrator.

Sandy Thompson Wallace 12/5/23  12/5/2023

For TOTEM
Sandy Thompson-Wallace
Spokesperson

Date For the District
Andrew Sundboom
Spokesperson

Date