

Ground Rules

2023 ONA/OHSU Negotiations

Oregon Health and Science University and *Oregon Nurses Association* commit to a collegial approach to contract negotiations. This commitment is representative of the parties' mutual desire to maintain a productive, respectful relationship and good communications. The following mutual agreements will facilitate collaboration and serve to guide the parties' discussions and decisions and, once agreed to, may only be modified by the mutual agreement of the parties. We accept individual accountability for ensuring compliance with ground rules.

1. General:

- A. Sessions will be fragrance free – broadly defined.
- B. Each bargaining session will be 10:00 a.m.-4:00 p.m. unless otherwise agreed. The parties have agreed to meet on the following dates, at the following locations or agreement to meet virtually:

12/7 virtual 10am-1pm	4/12 @OHSU on hill or waterfront
12/21 virtual	4/19 @ONA
1/11 @OHSU on hill or waterfront	4/26 @OHSU on hill or waterfront
1/18 @ONA	5/3 @ONA
1/25 @OHSU on hill or waterfront	5/10 virtual
2/1 @ONA	5/24 @OHSU on hill or waterfront
2/8 virtual	5/31 @ONA
2/15 virtual	6/7 @OHSU on hill or waterfront
3/1 virtual	6/14 @ONA
3/8 virtual	6/21 @OHSU on hill or waterfront
4/5 @ONA	
- C. Sessions are calendared in advance to facilitate full attendance. The parties will make reasonable efforts to identify key team member absences and substitutions in advance.
- D. Caucus breaks will be called by chief spokespeople; individuals can take personal breaks as needed.
- E. Both parties agree to be respectful of the other party's time and will communicate as soon as possible if they anticipate an extended caucus.
- F. Each meeting will follow the following structure:
 - A. Brief review of prior meeting
 - B. Agenda/scope setting for the meeting
 - C. Substantive discussion/exchange of proposals (as applicable)
 - D. Summary of the meeting
 - E. Planning agenda for next session

- G. Each team handles its own bargaining notes.
- H. Sidebars may be conducted by mutual agreement as long as at least one ONA member-representative is present.
- I. Each negotiating team will host meetings, and the hosting party will provide coffee, water, and printing capabilities.
- J. For virtual meetings, both parties will assist with providing Webex or Zoom hosting with a link that will be provided at least 48 hours in advance. For virtual meetings both parties will attempt to send digital copies prior to presentation for printing purposes. The parties agree that they will not discuss proposals until after they are presented. The presenting party will share the relevant document on screen while presenting.
- K. ONA will present all of its financial proposals by March 8, 2023. The parties agree to present all initial proposals by April 5, 2023, unless by mutual agreement.
- L. The 150-day calendar for negotiations, pursuant to ORS 243.712, will begin on 12/7/22.
- M. All attendees shall wear masks during in-person sessions.

2. Virtual meetings:

- A. The participants will participate in remote meetings with video enabled unless otherwise agreed.
- B. Participants will keep microphones muted unless speaking.

3. Electronic devices:

- A. No recording of audio, video, or pictures unless mutually agreed upon.
- B. Electronic devices will be on silence mode.
- C. If you need to answer a pager or cell phone, do it outside of the room.

4. Attendance:

- A. Start/stop timely
- B. Don't restart meeting if someone is late
- C. Teams are responsible for educating missing members about prior sessions, rather than taking joint bargaining time to do so

5. Communication Procedures During Sessions:

- A. Individual team members who are asked to comment may discuss the issue in caucus before responding.
- B. Raising hand to signal that one wants to speak is encouraged.
- C. Active listening –be attentive.
- D. Don't form response prematurely.
- E. Strive for appropriate brevity.

6. Respectful/Effective Communications:

- A. One person speaking at a time and one conversation at a time.
- B. No disruptive side conversations at the table.
- C. No interruptions while someone is speaking.

7. Proposals:

- A. All proposals will be in writing, and include: the name of the proposing party, the date and approximate time of the proposal, and the subject(s) of the proposals.
- B. Except when meeting virtually, proposing team will provide copies of proposals to all members of each team, with each article or sections from each article copied/collated separately.
- C. For in person sessions, the proposing party will provide electronic versions in Microsoft Word format of its proposals, as soon as possible following the conclusion of each joint session.

8. Tentative agreements (TAs):

- A. TA only if signed (docusign acceptable). Sign individual TAs as we go.
- B. Individual TAs subject to full package ratification by each team.
- C. Parties required to advocate if full package is TA'd.
- D. Mutual agreement required to revisit TA.

9. Rules for visitors:

- A. All Sessions will be open to all ONA and OHSU members to observe, unless otherwise mutually agreed that a specific session will be closed. Observers may come and go from the bargaining room as needed, but shall attempt to minimize disruption in doing so.
- B. Provide five days' notice of the appearance of a content expert or non ONA/OHSU employee and the topic that will be addressed during the visit. If the other party then

chooses to also invite a similar content expert the five days notice will not apply, but the other party will provide as much notice as possible.

- C. Respectful demeanor.
- D. Adhere to ground rules for team members.
- E. For visitors participating during virtual bargaining sessions, visitors must be identified on screen by name, their video must be turned on, audio remain muted, and will not use the chat feature.

10. External Communications:

- A. When reporting in external-facing communications (e.g., websites, social media, but not internal communications such as private social media) or to the media , maintain general references such as “Association’s position” or “Management’s position” without referring to specific individuals on the bargaining team. Emails to the entire OHSU campus are considered external, emails to only AURN nurses and nursing management are internal. This section does not apply to individuals who are not on the bargaining teams.

Regina Lagging

12/21/22

Date



12/21/22

Amber Cooper

Date

Lead Negotiator, AURN-ONA