

**Collective Bargaining Protocols  
Between**

**Carleton University**

**(the "University")**

**and**

**Carleton University Academic Staff Association**

**("CUASA")**

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Collective Bargaining Protocols 2017

The parties agree to bargain in good faith and with respect. The parties acknowledge and agree that open and honest communications are necessary for the bargaining process to work effectively. The parties further agree to share information in accordance with Ontario and Canadian Labour laws.

Furthermore, the parties agree to the following protocols:

1. The University has provided information and documentation requested by CUASA to date. When requested, throughout the bargaining process, the University shall continue to provide answers and documentation (not legally privileged or confidential) to CUASA requests for information including financial information flowing from the University's audited financial statements before monetary proposals are tabled.
2. Both parties attest that their bargaining teams carry authority to bargain and reach a settlement on behalf of their principals subject to ratification by the CUASA membership and Carleton's Board of Governors. Both parties acknowledge each other's Chief Negotiator as the authorized voice at the table and no documentation shall pass between the parties other than via the Chief Negotiators or their delegates.
3. With reasonable notice to the other party, a maximum of two (2) individuals may be invited by one or both parties to the table to provide information.
4. Both parties are free to take notes of the proceedings. The parties agree that no electronic recording devices will be used or present at the table.
5. CUASA is the sole bargaining agent of its members and no member of the administration shall communicate with CUASA's members regarding bargaining. The University may provide updates to the community as described in paragraph 6.
6. While the Parties acknowledge the right of either Party to communicate publicly regarding negotiations, the Parties also acknowledge the importance of negotiating at the bargaining table rather than in the public view.
7. Confidential information about CUASA members or members of the administration shall not be discussed at the bargaining table.

8. The bargaining teams shall meet regularly in mutually agreed upon locations. If off campus, the costs will be shared by both teams. Each Party commits to the necessary time to participate as fully as possible in these meetings. All negotiations shall be at the table-
9. One observer seat will be made available to CUASA members wishing to observe the negotiation process. One observer seat will be made available to the Employer for individuals holding a position within Carleton University. University observers shall not be CUASA bargaining unit members. Observers will not participate in the negotiation process and will be subject to a mutually agreed upon confidentiality policy.
10. All proposals shall be in writing and have the date, author (CU/CUASA), and time upon which they are tabled. All submissions will be responded to by the other Party. Responses need not be stated at the meeting in which the proposal is tabled; however, the parties will endeavour to do so at the next available opportunity. Either party has the right to call a caucus of any reasonable duration of its own team at any time in order to properly respond to submissions.
11. Each party shall provide a list of the articles to be opened during negotiations at the first meeting of the regular bargaining sessions and shall not add to that list other than for housekeeping issues (i.e. keeping the Collective Agreement consistent), unless as agreed by mutual consent.
12. For the exchange of proposals:
  - All proposals shall be exchanged electronically in editable MS Word format and in paper form;
  - Sufficient copies will be provided for all members of both teams;
  - Proposals will contain headers noting page number, date, time and source of the proposal (Union or Employer);
  - Proposals will contain previous language with removed language marked in ~~strike through~~, and **new language marked in bold**. Contextual information may be provided and marked as such;
  - CUASA: Union - blue paper; University: Employer - yellow paper;
  - Resolved issues: Pink paper, and shall be signed and dated by both Chief Negotiators;
  - Resolved issues: Duly authorized proposals on pink paper shall be included into the finalized Collective Agreement having an effective start date of May 1, 2017.



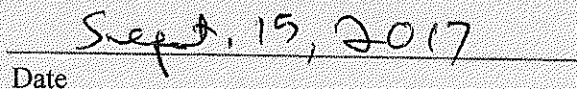
Chantal M. Dion, Chief Negotiator  
CUASA/the Union



Date



Wayne Jones, Chief Negotiator  
Carleton University/the Employer



Date