



Bargaining Team Member Job Description

PEA strives to involve a wide cross-section of our members to represent their colleagues at the bargaining table during contract negotiations by serving on the Negotiations Committee, also referred to as the Bargaining Team. The PEA membership nominates and elects members to a term (the length of the term of the contract), with a new election for each new contract term. Members may remain eligible for reelection if duties are fulfilled, space is available, and the general membership has not raised an objection.

As a Negotiations Committee (Bargaining Team) Member, duties include, but are not limited to, the following:

- Attend all PEA Bargaining Team meetings (mix of in-person and Zoom)
- Attend all PEA/PCPS bargaining sessions throughout the school year and summer (TDAs are provided if sessions happen during workday)
- Participate fully in team caucuses
- Reply, in a timely manner, to all emails regarding bargaining
- Lead subcommittees to craft language proposals specific to member expertise, as needed
- Keep all information, proposals, strategy, etc. confidential until your chief negotiator has authorized its release
- Report any contact from administration or management related to bargaining (proposals, discussions, strategy) outside of the negotiating table to PEA immediately
- Remain attentive and take notes while at the negotiating table during sessions
- Adhere to and show support for the final decisions made by the majority mandate of the bargaining team during caucuses, meetings, and strategy sessions, even if one holds a different opinion
- Provide recap of bargaining session to worksite/office location as soon as possible after each bargaining session (within the following week)
- Participate fully in any contract campaign actions related to bargaining (form emails, sign waving, phone-banking, picketing, etc.)
- Share social media posts and emails related to bargaining, when asked to do so
- Refer any media requests to the Chief Negotiator, having no contact with the press unless instructed to do so by the Chief Negotiator

I agree to adhere to the PEA Bargaining Committee Internal Ground Rules, the Duly Ratified Ground Rules for Bargaining between PEA and PCPS, and fulfill all the listed duties above during my term on the PEA Negotiations Committee. I understand that my position on the bargaining team may be revoked at any time if I fail to adhere to the ground rules and/or fulfill the duties listed above.

Full Name

Signature

Date