Negotiations Policy

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Policy Approver	**Policy Owner**	**Policy Contact**
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	**Next Review Date**	**Required Reviewers**
April 2026	April 2028	Policy & Governance Committee Chief Negotiator UWOFA-F Chief Negotiator UWOFA-LA

Development of Goals

1. At least 8 months before the expiry of a collective agreement the Collective Bargaining Committee, the Board, the Communications Chair, and the Mobilization Chair shall attend a retreat to discuss the strategy for collective bargaining.

2. At least 4 months before the expiry of a collective agreement, the Collective Bargaining Committee shall develop a list of goals to be achieved during negotiations.

3. Within 30 days of the development of the goals, they shall be submitted to the Board and then the Membership for approval, in the latter case through electronic balloting. Any goals that are not approved shall be revised or removed by the Collective Bargaining Committee. Revised goals shall be resubmitted for approval.

4. Once a goal has been approved, the Collective Bargaining Committee shall be responsible for drafting the relevant language. That language shall be distributed to the Board for information. Any three directors can request that the language be brought to the Board for discussion. Such a request must be made within 5 calendar days of that language having been distributed to the Board, but the Board may extend this deadline at its discretion. In the absence of any such request, the Negotiating Committee shall be authorized to present the distributed language in the negotiations. Any language discussed by the Board shall be reconsidered by the Collective Bargaining Committee in light of those discussions.

5. Members of the Collective Bargaining Committee who are not part of the Negotiating Committee shall continue to advise and support the Negotiating Committee during collective bargaining by carrying out research and consulting with the membership as needed and shall assist the Negotiating Committee in editing final contract language once a Memorandum of Agreement has been ratified.

Process of Bargaining

6. The Association shall give Notice to Bargain no later than three months before a collective agreement expires. The Negotiating Committee shall aim to have completed all proposals by that date.

7. The Negotiating Committee shall propose to the Board the timing of a request for Conciliation or Mediation. The Board makes final approval.

Negotiations Policy

8. The Negotiating Committee shall propose to the Board if and when a request for a no-board report should be filed. The Board makes final approval.

9. The Negotiating Committee shall propose to the Board the timing of strike action. The Board makes final approval.

10. In urgent circumstances, the Executive Committee rather than the Board shall exercise the authority conferred on the Board in clauses 7, 8 and 9.

11. The Board shall establish a Strike Action Committee (SAC) within two weeks of the Notice to Bargain being given through the appointment of two co-chairs. The SAC co-chairs shall appoint Committee chairs and Committee members and inform the Board. The SAC shall carry out its work in consultation with the Strike Manual.

12. If strike preparations are initiated, the SAC shall, within four months of ratification, submit a report to the Board documenting its activities and offering its recommendations.

13. As soon as possible after a Memorandum of Agreement (MOA) has been signed, but at least five days prior to a ratification vote, the MOA, a copy of each sign-off item in the tentative agreement and a summary shall be made available to all Members of the Bargaining Unit as password-protected documents available on the UWOFA website.