



NEGOTIATING COMMITTEE POLICY AND PRACTICES

Approved by the Executive on: August 15, 2022

Introduction

Lakehead University Faculty Association ('LUFA') is recognized under Ontario's *Labour Relations Act* as the exclusive bargaining agent of all full-time academic staff, qualified contract lecturers (i.e., Contract Lecturer LUFA Members as defined in Article 13.04 of the Collective Agreement), and librarians at Lakehead University in the Cities of Thunder Bay, Orillia, and Barrie.

The Negotiating Committee represents LUFA in the bargaining of a new Collective Agreement with the Employer under the guidance of the Executive. The Chief Negotiator works in collaboration with LUFA's President and the Chief Grievance Officer to utilize their working knowledge as they are regularly involved in administering the Collective Agreement and receive updates on Bargaining and Grievance issues at other universities from CAUT and OCUFA.

1. The Role of the Negotiating Committee

- a. The role of the Negotiating Committee is to bargain a new Collective Agreement with the Employer at the direction of the Executive and in consultation with the Sub-Advisory Committee.

- b. While the Executive has overall responsibility and decision-making authority for the collective bargaining process, the Negotiating Committee provides the Executive with advice in preparing for collective bargaining.

2. The Sub-Advisory Committee

- a. The Sub-Advisory Committee shall consist of the President, Past President, Chief Grievance Officer, and Chief Negotiator. To assist with their consultation, the Sub-Advisory Committee may invite other persons who have experience with matters related to the administration of the Collective Agreement.
- b. The role of the Sub-Advisory Committee is to consult with the Negotiating Committee throughout all stages of the bargaining process. The Sub-Advisory Committee is expected to utilize their experiences as they are or have been regularly involved in administering the Collective Agreement. Sub-Advisory Committee members are expected to utilize their knowledge from updates on bargaining and grievance issues at other universities from CAUT and OCUFA. The Past President is not expected to stay up to date on CAUT and OCUFA updates.

3. Composition, Eligibility, and Term of Office

- a. Pursuant to LUFA By-Laws, the Chief Negotiator shall be appointed by the Executive.
- b. Pursuant to LUFA By-Laws, the Chief Negotiator is responsible for selecting members of the Negotiating Committee in preparation for contract negotiations. The composition of the Negotiating Committee must be brought to the Executive Committee for approval.

- c. The Negotiating Committee will aim to have a broad range of members participating at all stages of the bargaining process.
- d. The Negotiating Committee shall have one (1) member who is a contract lecturer and one (1) member who is a librarian.
- e. The Negotiating Committee shall have one (1) member from the Orillia campus, where possible.
- f. Members of the Negotiating Committee are expected to represent the entire membership.
- g. Members of the Negotiating Committee are expected to be available for all meetings related to bargaining and especially between the months of May to August of bargaining years.
- h. Normally, no member of the Negotiating Committee shall serve on the Executive Committee of LUFA with the exception of the Chief Negotiator.
- i. Unless otherwise directed, the members of the Negotiating Committee shall serve in their roles until a signed new Collective Agreement is circulated to the general membership, at which point the Negotiating Committee shall be dissolved except for the Chief Negotiator.

4. The Responsibilities of the Chief Negotiator

The Chief Negotiator shall:

- a. Assist LUFA's appointed Spokesperson, normally a labour lawyer. In the event LUFA does not appoint a labour lawyer as Spokesperson, the Chief Negotiator may take on the role of Spokesperson;

- b. As per *LUFA By-Laws*, in consultation with the Executive, appoint bargaining unit members to the Negotiating Committee;
- c. Arrange for Negotiating Committee members to receive sufficient training and instruction;
- d. Regularly inform the Executive of the work of the Negotiating Committee and bring forward recommendations of negotiated agreements to the Executive;
- e. Consult with the Chief Grievance Officer and President to identify issues of the current Collective Agreement and develop ideas on how to resolve identified issues; and,
- f. Represent LUFA as a member of the OCUFA Collective Bargaining Committee and attend CAUT Forums for the Chief Negotiators.

5. The Responsibilities of the Negotiating Committee

Members of the Negotiating Committee and the Chief Negotiator shall:

- a. Participate actively through the collective bargaining process;
- b. Survey members to identify bargaining priorities via surveys, presentations, or other methods as approved by LUFA Executive;
- c. Draft proposals that reflect the priorities of the membership, as directed by the Executive, and other matters as they arise;
- d. Update Members on the general status of negotiations through LUFA Communique – Negotiation bulletin, presentations, or any other appropriate method; and,
- e. Consult with the Sub-Advisory Committee and the Executive while developing and implementing collective bargaining strategies.

6. Records

The Negotiating Committee shall:

- a. Document all matters proposed by both LUFA and its Employer during negotiations and maintain files containing the aforementioned documentation and copies of supporting documents that were relied upon by the Negotiating Committee during its bargaining and preparation, as reasonably possible to do so; and,
- b. As soon as possible following ratification of a collective agreement, review its documentation and transfer them to the LUFA office for storage (either digital or print, where is appropriate). This material will be made available to future Negotiating Committees to ensure they have an understanding of the matters previously contemplated by its predecessor.

7. Ratification

- a. In accordance with LUFA By-Laws, the Collective Agreement, and LUFA Constitution, any new Collective Agreement must be ratified by the LUFA membership before it is signed. The LUFA Executive shall call a meeting of the bargaining unit to explain the terms agreed. Following this meeting, the Executive shall conduct a ratification vote.
- b. Each collective agreement shall be ratified by the LUFA membership by simple majority in a secret ballot.