

**Ground Rules for Local Supplemental Agreement Negotiations  
Between the Agency  
and  
AFGE Local 408**

1. The Staff Training Center will be primarily used to conduct the negotiations, if available, or another mutually agreed upon site if the above mentioned area is unavailable. Suitable locations for negotiations based on availability will be large enough to accommodate the parties, have adequate space for presentations, and be equipped with a computer terminal, printer, telephone, access to a scanner and any other fixtures as agreed to by the parties.
2. Ordinarily, negotiations will be scheduled to begin on an agreed upon Monday morning and continue on consecutive days, through Friday. The parties may schedule negotiations to begin on another day of the week only by mutual consent. If additional time is needed to conclude negotiations, the same Monday through Friday schedule will be used for the next consecutive week, unless a different date is mutually agreed upon by the parties.
3. Proposals will be exchanged no less than fourteen (14) calendar days prior to commencement of negotiations. Within the exchange of proposals the parties will also exchange notifications as to the members of their negotiating teams and designated Chief Negotiators, who will have binding authority. In the event that there is a change in designated Chief Negotiator for either party notice will be given in writing to the other party expeditiously.
4. Negotiations will be conducted during the regular day shift hours beginning at 9:00 a.m. and concluding at 3:00 p.m. each day; unless an alternate starting time is mutually agreed upon by the parties. Either party may request a fifteen (15) minute break after each full hour of negotiations.
5. Members of the Union negotiating team will be assigned to day shift hours with a Monday through Friday schedule for the duration of actual negotiations, to exclude mutually agreed upon breaks.
6. Shift changes and 40 hours of official time per each designated member of the Union negotiating team will be granted to the Union to prepare for negotiations.
7. The Union will be entitled to a minimum of nine (9) negotiators as designated by the Union on official time or the number of Management negotiators, whichever is greater. The Chief Negotiator for the Agency will notify the Supervisors of the Unions negotiation team with the dates for negotiations and to request official time.
8. Negotiators may be replaced by alternates who will have the same rights to speak for and bind their principals as the members they replace. The Chief Negotiators will give advance notice of a substitution so as to allow for appropriate reliefs, if possible.

9. The Chief Negotiators may designate any members of their teams to make appropriate presentations.

10. Articles for negotiation will be considered in numerical order. Either party may move to table an article, or any part of an article; but the tabling of an article will only be done by mutual consent of the parties. Any article, or part of an article, that is tabled, will be brought from the table prior to the conclusion of the negotiations. Either party may move to bring an article, or part of an article, from the table; however, the bringing of an article or part of an article will only be done by mutual consent while other items are still pending, in numerical order. When all articles have been initially addressed, and the parties cannot agree as to bringing which tabled articles from the table, tabled articles will again be addressed in numerical order.

11. Either party may call a caucus. The party calling the caucus will leave the Negotiating Room and will meet in another suitable location. If either party's caucus exceeds thirty (30) minutes, the Chief Negotiator of that negotiating team will notify the other Chief Negotiator as to the expected length of the caucus.

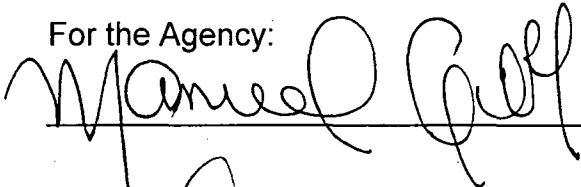
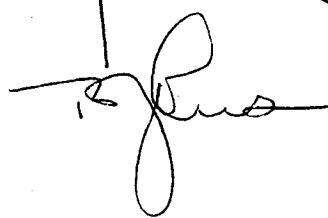
12. Copies of needed laws, rules, regulations, or policies will be available to the Union by the Agency upon request.

13. As proposals are agreed upon, the Chief Negotiator for each party will initial the final language, thereby certifying the agreement.

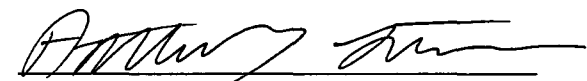
14. Either party may request the services of the Federal Mediation and Conciliation Service.

15. These standardized ground rules between the parties, or any provisions thereof, may only be renegotiated, altered or modified only by mutual consent.

For the Agency:

For the Union:

  
President, AFGE 408