

CAT Guidelines for Attending Sessions February 2018

BEFORE BARGAINING BEGINS:

Arrive at 4:00 to sign in, get swag and materials and grab snacks and beverage.

If members of your building are also attending, please have them sign our guest sign-in sheet.

Meet up with your CAT leads at 4:15 for a quick huddle before bargaining begins.

Please take care of any personal needs outside the meeting room before the session starts so that there are limited interruptions.

DURING BARGAINING:

The doors will close at 4:30 - no late arrivals please; All CAT will be sent talking points following bargaining. (probably the next day).

Silence cell phones and other technology;

No video or audio recordings of proceedings; and no pictures from CAT this first time. (*You may see CAT leads taking pics or using technology for HEA's social media*)

Take notes during bargaining on the handout. Don't forget to include your name so we can contact you about what you wrote.

Grade papers, use phone and computer with audio muted.

Please no clapping, booing, or side-conversations;

If you must leave, hand your handout to the person you are sitting next to and exit quietly. Please do not re-enter.

AFTER BARGAINING:

Give handout to CAT lead. (We will copy and hand back to you)

Huddle with CAT lead(s) to debrief.

Bargaining team will join the group within 15 minutes of concluding session at 6:30 p.m.

CAT will have talking points to take back to their building.