



A Union of Professionals

AFT Center for Collective Bargaining

AFT Center for Collective Bargaining on LeaderNet

http://leadernet.aft.org/leading_your_local/bargaining/

LeaderNet homepage → Leading Your Local → Contracts & Bargaining

In order to bargain effectively, negotiators need to have the right tools and information prior to coming to the table. This includes an accurate understanding of your membership's needs and priorities, solid background on the employer's economic and financial positions, and strategies to deal with a variety of challenges that come with the current political and employment climate. The AFT Center for Collective Bargaining provides online resources for members and leaders involved in negotiations, with information directed at everyone from novices to experienced bargainers. The site includes sections on the following:

Featured Content: Information updates on training opportunities, report releases, and other updates from the research and information services department.

Contracts & Bargaining: This left-hand navigation bar lists changes as often as practical information and tools can be added. Users may download documents and utilize web tools as resources and training exercises. These areas are designed as a “self-help” sections, anticipating issues and areas negotiators commonly focus on or need with which they need assistance.

Bargaining 101	Tools for novice negotiators including: <ul style="list-style-type: none"> • Checklist of contract clauses • Glossaries of bargaining terms & healthcare insurance terms • Guide to Collective Bargaining • How bargaining works (flow chart) • Verbal skills to enhance your table techniques • Writing proposals and counter proposals
Benefit Bulletins	Quarterly bulletins on the latest issues around benefits. Can be downloaded for distribution to members or used in newsletters or other publications. Bulletins tend to focus on healthcare, but range from social security, retirement, sick leave, and employee assistance programs.
Bookshelf	Articles and resources and bargaining-related reading suggestions.
Calculators	Designed to help users understand the buying power of salaries.
Contract Language	Sample language pulled from contracts on issues, divided by constituency.

Contract Mobilization	Information for planning and running successful mobilizations.
Costing Out Contracts with Excel Templates	Great training materials. Costing out a contract means determining the cost to the employer of the current salary schedule, step movement, raises and benefits. This section includes a step-by-step manual and sample Excel files. Users can use the manual to learn the basics of Excel spreadsheets and work through examples that have been provided.
Economic Issues	Information on financial analysis, budgets, and economic indicators that assist in determining the fiscal health of employers. Also includes links to information useful in understanding overall the employment and financial context for negotiations including.
Healthcare Benefits	Reports, resources, tools and information related to bargaining healthcare benefits, including links to external sites and internal assistance.
Laws & Regulations	Summary and compliance assistance for key employment laws: FMLA, NLRA, state-by-state overview of public employee collective bargaining statutes
Quarterly Update	The Center for Collective Bargaining's quarterly newsletter covers a wide-range of topics related to bargaining, negotiations and any issue impacting the workplace for all AFT constituencies.
Retirement Health Insurance (GASB)	The Governmental Accounting Standards Board is the quasi-public panel of accountants charged with establishing accounting rules for all public employers. This section includes video clips and presentations to assist locals to engage their employers in meaningful discussions about actuarial cost projections, plan design and funding of retiree healthcare.
Surveys	Includes a guide to creating surveys and sample surveys for each AFT division.

Negotiators E-mail List: Information of interest to those who sit at the bargaining table. Please contact Lynne Mingarelli at lmingare@aft.org to register.

Please contact Lynne Mingarelli (lmingare@aft.org) or Nate Johnson (njohnson@aft.org) in the AFT research and information services department with any questions or suggestions you have about the content of CCB on LeaderNet.

Phone: 202/879-4428

Fax: 202/879-4406