

**Memorandum of Understanding
Between El Camino Community College District
and the El Camino Federation of Teachers (Federation)
Full-Time Faculty and Part-Time Faculty
January 31, 2025**

This Memorandum of Understanding regarding ground rules governing negotiations has been agreed to by the El Camino Community College District and the El Camino College Federation of Teachers ("Federation") bargaining teams for the February 14, 2025 negotiations meeting regarding the 2025-2028 Collective Bargaining Agreement (CBA).

1. **No bargaining team member shall be prohibited or discouraged in ~~Everyone~~ participating in negotiations.**
2. Negotiation dates will be scheduled in advance and calendared.
3. **Before adjourning each meeting, the teams will confirm the date, time, and location for the next meeting. To the extent practicable, at the end of each meeting each party shall attempt to identify the issues or interests anticipated to be discussed at the next meeting so as to enable full and informed discourse as well as the availability of "experts" if necessary. Agenda items for each negotiation session will be agreed upon in advance and timelines will be honored.**
4. ~~**Both parties will present first proposals for each bargained item simultaneously.**~~ All proposals and counter proposals shall be submitted in writing and electronically in Word format at the time they are presented.
5. Both teams will come to negotiations with at least one member authorized to bind their party and execute tentative agreements and Memoranda of Understanding.
6. Each team will take their own notes.
7. Both parties agree to maintain a professional and cooperative relationship.
8. Each team may request a private caucus at any time. The party calling the caucus will leave the negotiating room. Each team agrees to contact the other party in the event that any caucus runs longer than thirty (30) minutes.
9. Should a member of a negotiating team be unable to attend in person, the team may allow the team member to attend via an online meeting resource such as Zoom. The parties are responsible for providing their own computer and the online meeting resource for virtual attendance of a team member during the negotiating session.
10. Memoranda of Understanding are final agreements signed by the authorized agents from both teams and are effective as specified in each Memorandum of Understanding.
11. Neither party shall declare impasse until all proposals have been presented and discussed by the parties.
12. Negotiations teams may communicate with their constituents the issues under discussion and options being considered.
13. Teams may report the current status of negotiations.
14. Recordings – No audio or video recording is allowed except by mutual agreement. If any audio and/or video recording is allowed, either team may request copies of the recordings.

15. Information Requests – Information requests shall be presented in writing. Each side will make every effort to provide requested information within a reasonable time. Information requests are understood to mean requests for existing data or information. Generally, responses to information will be provided electronically.
16. Tentative Agreements – All tentative agreements achieved shall be reduced to writing, dated, and signed by the parties. Electronic signatures are acceptable. All such dated and signed agreements remain tentative pending completion of the entire CBA and final ratification of the entire CBA by the Federation membership and approval by the School Board. Each party shall recommend that its principals ratify and/or adopt any comprehensive tentative agreement on all matters under negotiation reached by the parties' negotiation teams.
17. These ground rules may be amended by mutual agreement.

Date: _____

For District Authorized Agent(s):

ECC AFT 1388 Authorized Agent:

