

ATTACHMENT A
Expectations and Acknowledgement of UCPEA Member Observers

I, _____, acknowledge I have complied with the following procedures and agree to the following expectations in order to attend negotiation sessions between the University and UCPEA as an observer only.

1. I understand that observers are not permitted to attend negotiation sessions on University time and that I am required to obtain approval from my direct supervisor to use vacation, holiday compensatory time, compensatory time, or personal leave for each negotiation session I attend. If my direct supervisor is a member of the UCPEA bargaining unit, I will forward the time off approval to the first supervisor outside of the bargaining unit for final authorization. I further understand that compensatory time under Article 18.2 of the UCPEA collective bargaining agreement will not be awarded to me during any pay period in which I observe a negotiation session, except where I am required to work extraordinary hours..
2. After receiving management approval to use earned time, I understand that I must submit a written request to UCPEA to observe the negotiation session no later than three (3) business days prior to the negotiation session and provide a copy of my manager's written approval of the time off. I also must sign and return this form to UCPEA with my request to observe a negotiation session.
3. I understand that by the close of business the day prior to the negotiation session stated above I will receive a link from UCPEA to join the virtual negotiation session. I agree not to forward or share this link with anyone. I further agree that I will not observe the virtual negotiation session in a public place or other area that would allow unauthorized third-parties to view or hear the negotiations, nor will I permit anyone else to have access to observe the negotiation session. I agree that if I accidentally receive an invite or gain access to the University's virtual caucus room, I will immediately exit and/or not enter said virtual caucus room.
4. I understand that I will not be permitted to join the negotiation session after the session begins. I further understand that if I leave the negotiation session after it begins, I will not be permitted to re-enter.
5. During remote negotiation sessions, I agree to turn my camera off and remain muted during joint sessions.
6. I acknowledge that the University and UCPEA may decide to conduct all or a portion of the negotiation session stated above without UCPEA member observers present.
7. I understand and agree to keep confidential all discussions I observe during the joint negotiation session and any caucus sessions.
8. I understand that all negotiation and caucus sessions are closed to the press and public.

9. I agree that I will not record the negotiation or any caucus sessions by audio or video recorder or any other device or means, inclusive of any capture of screen images.
10. I understand that as an UCPEA member observer, I am not authorized to receive copies of or participate in discussions concerning the specifics of proposals and counterproposals.
11. I agree that if I mistakenly receive any communication intended to be kept confidential by the University or UCPEA, upon discovering the nature of the communication, I will immediately delete said communication without further reading it and will notify the sending party that I received said communication so that measures can be taken to avoid a repeat of any such inadvertent disclosure.

I hereby confirm that I have read this Expectations and Acknowledgement of UCPEA Member Observers form and understand that it describes the procedures and expectations of my conduct as an UCPEA member observer of the negotiation session listed above. I hereby attest that the acknowledgments contained herein are true to the best of my knowledge and belief.

Printed Name

Employee Signature

Date