

Collective Bargaining System

Product Overview

Why Use Newbook's Collective Bargaining System?

Newbook's Collective Bargaining System helps trade memberships and professional associations gain strategic advantage in all stages of the negotiation process. The Collective Bargaining System stores a permanent record of the negotiation proceedings within a virtual bargaining binder, thus enabling members to collect and analyse past and current collective agreements, personal annotations, grievance reports, legal briefs, exhibits, and other related documents. Bargaining teams collaborate via the Internet to establish strategy, send comments, or edit the language of an agreement used in opening proposals and draft agreement documents. The system's approach to collecting and publishing negotiation documents is to create once, but generate often. Bargaining teams communicate more effectively in negotiations when they gather the information they need only once and allow the system to generate this information into negotiation documents and reports. Finally, the Collective Bargaining System provides a comprehensive set of indexing tools that allow researchers to categorise documents and classify the language of agreements. This helps researchers to conduct comparative analyses of the agreements, thus enabling them to build stronger cases for positions on issues under negotiation, resulting in more effective negotiations and better agreements for their members.

For researchers, bargaining unit representatives, local bargainers, and members-at-large, Newbook's Collective Bargaining System provides the necessary tools facilitating the collection, management, and distribution of collective bargaining information.

Newbook's Collective Bargaining System enables users to:

- ❶ **Research:** Search through the Collective Agreements Archive based on keywords and other meta-data
- ❷ **Share Knowledge:** Add reference materials by posting any e-document to the Reference Library for public use
- ❸ **Set Strategy:** Display sample clauses in the Sample Clause Library to help define the language of the agreement and set strategy
- ❹ **Automate Processes:** Opening a new Bargaining Binder facilitates the automatic preparation of a new proposal based on the previous agreement archived for that bargaining unit
- ❺ **Collaborative On-line Editing:** Author new agreements with a built-in Editor feature
- ❻ **Personalised Information:** Append annotations to a specific clause or agreement through Public or Private Notes
- ❼ **Facilitate Communication:** Automatically generate a Report on Negotiations at any time throughout negotiations to inform the members-at-large
- ❽ **Categorise and Classify:** Librarian tools allow a topics specialist to apply metadata to appropriate data sections in order to ensure searching accuracy and data consistency
- ❾ **Security With Flexibility:** User Management can be performed at both server and local client levels in order to distribute workload without compromising security

These features and their benefits are explained in the following series of product illustrations.

1 Research

Search Tools

Collective Bargaining System
Home | Collective Agreements | Libraries | All Associations | Manage Staff Users | Help | Logout
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Enter search parameters:

Topic:

Association: Region:

Status:

Date Range: to

Full Text: Hits per page:

Search Tips:

- Acceptable date formats are "2000/06/30" or "June 30 2000".
- The "*" (asterisk) character is a wildcard.
(e.g. "assoc*" will find any word beginning with "assoc")

The Collective Bargaining System provides a rich set of search parameters to retrieve comprehensive results efficiently and accurately. Organisations define and create a custom set of topics (taxonomy) and other meta-data types to ensure consistent and accurate search results. Users may narrow search results by adding additional parameters such as date, region, sector, agreement status, or bargaining unit, or they may use full text word searching in conjunction with these parameters or its own.

Search Results

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Search Results

Your search matched 14 records:

ASSOCIATION	REGION	STATUS	EXPIRY DATE
DURHAM TEACHER LOCAL ARTICLE 4 - SALARIES 4.04 Administrative Allowances	Western	ACTIVE	2003/06/30
<ul style="list-style-type: none"> b. The Board may appoint Vice-Principals and where they are appointed it shall be done in consultation with the Principal and Superintendent. The allowance to a Vice-Principal shall be one-half of that of a Principal. 			
ASSOCIATION	REGION	STATUS	EXPIRY DATE
HALTON TEACHER LOCAL Article 4: Annual Administrative Allowance 4.02	Western	ACTIVE	2003/06/30
<ul style="list-style-type: none"> Allowance for a Vice-Principal will be 50% of the Principal's administrative allowance. 			

Search results are displayed as a list of records, where a record may be an article, clause, or paragraph within a collective agreement-- as defined by the organisation. The list provides all records pertinent to the search parameters used such as topics "clause by clause" across all bargaining units or particular to one. At any point, users may see where the record is found within the entire collective agreement.

2 Share Knowledge

Reference Library

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Reference Library

Search |

TITLE	FILE NAME	FILE SIZE	EDIT	REMOVE
my title	Becca 1.jpg	10766 bytes	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

Some of the files in the Reference Library may require Adobe Acrobat Reader to be viewed properly. Adobe provides a free download of Acrobat Reader. Click on the image to the right to get to the download page.

Members of all bargaining units can search, view and reuse information found in general reports, case studies, articles, and other interest pieces that are posted to the reference library. Posting documents to the library is simple. Users may import a document from any location, in any file format, and then apply topical and key wording indexing the document in real-time.

3 Set Strategy

Sample Clause Library

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Sample Clause Library

Search |

Click on a **CLAUSE** title link to view the clause.

CLAUSE	PURPOSE / RATIONALE	TOPIC	REMOVE
Basic Salary Scale	Sample Usage Notes: Use this clause as a starting point for salary negotiations.	Salary Scale	<input type="button" value="Remove"/>
Benefits		Health Benefits Plan Protection Of Salary	<input type="button" value="Remove"/>
Collective Bargaining	Some notes.	Bargaining Agent	<input type="button" value="Remove"/>

An organisation can establish its position and recommended language in the Sample Clause Library. Members of the Bargaining team use the library during in-service meetings or annual conferences to define their strategies for upcoming negotiations. Members may add, create, or edit the language of a clause, state its purpose or rationale, and then apply topical indexing online and in real-time. Local bargaining teams may search for a sample clause and then apply it directly to their proposal before entering negotiation.

4 Automate Processes

Bargaining Unit Directory

The Bargaining Unit Directory lists all bargaining units supported within the organisation, and organises them by bargaining unit name, economic sector, or region where they are found. The directory displays only those bargaining units to which the user belongs: local bargainers may see their own bargaining unit, representative negotiators or staff officers may see the units to which they are assigned, or co-ordinators or directors may see many more or all.

Bargaining Unit Workspace

TITLE	STATUS	OPEN DATE	CLOSE DATE

DIVISION	STATUS	EFFECTIVE DATE
LAKEHEAD TEACHER LOCAL	ACTIVE	2000/07/01 - 2003/06/30
LAKEHEAD TEACHER LOCAL	EXPIRED	1998/07/01 - 2000/06/30
LAKEHEAD TEACHER LOCAL	EXPIRED	1997/01/01 - 1998/06/30
LAKEHEAD TEACHER LOCAL	EXPIRED	1995/01/01 - 1996/12/31
LAKEHEAD TEACHER LOCAL	EXPIRED	1992/01/01 - 1994/12/31

The local bargaining workspace provides the tools needed to manage and conduct effective negotiations. Users may view or even reuse current or expired agreements in preparation for negotiation. Or once negotiations have started, they may enter the bargaining binder, the central organising module that organises activities and records the exchange of information between parties during negotiation. Users with appropriate rights or permissions can also Open or Close a Round of Negotiations as well as manage access rights of members within the bargaining team.

Bargaining Binder

Table of Contents:

- Association Opening Proposal
- Board's Opening Proposal
- Current Agreement
- Reports on Negotiations

The Bargaining Binder is a virtual copy of what many negotiators traditionally use to capture, organise, and archive the knowledge garnered and information exchanged throughout the bargaining process.

Experienced negotiators will likely open a new binder immediately after the previous agreement is signed, in order to begin capturing information needed in future discussions. The Bargaining Binder allows grievance reports, membership feedback, notes and other supporting documents, to be added, classified and referenced to the articles or clauses to which they apply.

The Bargaining Binder also helps an organisation establish its own process (or protocol) for conducting effective collective bargaining. Key activities, such as generating an Opening Proposal, must be completed before other activities can be started.

5 Collaborative On-line Editing

Text Editing Tools

To prepare a proposal for submission to the employer/board, members of the bargaining unit can edit clauses or paragraphs found in the existing collective agreement, or create a new agreement from other agreements stored in the system or compiled from the sample clause library. The Collective Bargaining System provides an online editing tool to facilitate this process, without requiring additional proprietary software on the user's computer. The editing tool provides only those features needed to edit the language of the agreement and how the clause may be categorised. Also, information may be copied and pasted from another software tool, such as complex salary tables created within spreadsheet software.

6 Personalised Information:

Private or Public Notes

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LAKEHEAD TEACHER LOCAL
User Management | Close This Round of Negotiations | View Bargaining Binders

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Opened: October 01, 2003 15:13

Notes

Add a Note
Notes added through this interface will be associated with the Draft Agreement as a whole.
To create a note that is associated with a specific Clause:
1. Go to the Draft Proposal using the Table of Contents to the left
2. Choose a Clause and click the 'Add Note' link below it

ASSOCIATED ITEM	PUBLIC NOTES	PRIVATE NOTES
Lakehead Teacher Local -- DRAFT	1	0
Clause 001.001	1	0

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Members of the bargaining team may also append notes to specific clauses or to the agreement itself. These notes may be viewed only by the author or made public for other members of the team.

7 Facilitate Communication

Report on Negotiations

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NEWBOOK

2003 15:13

Report On Negotiations

YEAR NEGOTIATING FOR:

DIVISION/DISTRICT: Lakehead Teacher Local

Meeting Date:

Meeting Number:

Next Meeting Date:

Status of Negotiations
Negotiations are in:
 Conciliation
 Arbitration

Following each round of negotiation, members of the team may record the minutes of the meeting in a report on negotiations. Reports are stored in the bargaining binder for later review, and are also sent, via email, to other members of the organisation for internal use or public dissemination.

Closing the Bargaining Binder

The bargaining binder is closed when a collective agreement is signed or when the bargaining team decides that negotiations have reached an impasse. Closing the binder after an agreement is signed, ensures that the binder is archived and that the new agreement can be reviewed by the organisation before it is published and distributed to the membership. Closing a binder also ensures that no other changes can be made, especially prior to arbitration hearings, when the binder is submitted as evidence.

Clause by Clause Proposal

Current Agreement	Association Proposal
<p>ARTICLE I - PURPOSE</p> <p>It is the intent and purpose of the parties to this Agreement (hereinafter referred to as "the Agreement") to promote and improve the working relations between the Board and the Association, to establish a salary schedule for Section Two of the Individual Statutory Contract and similar papers of employment, and to provide a basis for both parties to improve the professional and academic services rendered to the school children and to the taxpayers and citizens of The School Division.</p>	<p>ARTICLE I - PURPOSE</p> <p>It is the purpose of the parties to this Agreement (hereinafter referred to as "the Agreement") to promote and improve the working relations between the Board and the Association, to establish a salary schedule for Section Two of the Individual Statutory Contract and similar papers of employment, and to provide a basis for both parties to improve the professional and academic services rendered to the school children and to the taxpayers and citizens of The School Division.</p>
<p>ARTICLE II - EFFECTIVE PERIOD</p> <p>2.01</p>	<p>ARTICLE II - EFFECTIVE PERIOD</p> <p>2.01</p>

Once editing of the agreement is completed, the Collective Bargaining System generates the proposal. As illustrated above, the two-column clause-by-clause proposal lists the existing clauses of the current agreement and only those clauses with proposed changes. In turn, once the Board's proposal is entered into the bargaining binder, members of the bargaining team may generate a three-column proposal as well.

Clause by Clause Proposal (Three Column)

Current Agreement	Association Proposal	Board Proposal
<p>ARTICLE I - PURPOSE</p> <p>It is the intent and purpose of the parties to this Agreement (hereinafter referred to as "the Agreement") to promote and improve the working relations between the Board and the Association, to establish a salary schedule for Section Two of the Individual Statutory Contract and similar papers of employment, and to provide a basis for both parties to improve the professional and academic services rendered to the school children and to the taxpayers and citizens of The School Division.</p>	<p>ARTICLE I - PURPOSE</p> <p>It is the purpose of the parties to this Agreement (hereinafter referred to as "the Agreement") to promote and improve the working relations between the Board and the Association, to establish a salary schedule for Section Two of the Individual Statutory Contract and similar papers of employment, and to provide a basis for both parties to improve the professional and academic services rendered to the school children and to the taxpayers and citizens of The School Division.</p>	<p>ARTICLE I - PURPOSE</p> <p>It is the intent of the parties to this Agreement (hereinafter referred to as "the Agreement") to promote and improve the working relations between the Board and the Association, to establish a salary schedule for Section Two of the Individual Statutory Contract and similar papers of employment, and to provide a basis for both parties to improve the professional and academic services rendered to the school children and to the taxpayers and citizens of The School Division.</p>

Throughout negotiations, members of the bargaining team introduce language changes to each of the clauses under discussion. The Collective Bargaining System tracks and records minute changes each time a clause is edited. This information is recorded in the binder and may be submitted as evidence if mediators or arbitrators are called to resolve outstanding issues.

8 Categorise and Classify

Librarian Workspace

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Librarian

Find New Agreements

Prior to adding (via the **Publish** button) a new agreement to the **Collective Agreements** archive, it must receive a complete editorial proofing by the **Librarian** and have all **topic** meta-tags applied.

To Do List: Edit New Agreements

TITLE	EFFECTIVE DATE	EDIT	PUBLISH	DELETE
Durham Teacher Local	2003/06/30 - 2006/09/07	Edit	Publish	Delete

Indexing Tools

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Total Clauses: 1

ARTICLE 3 - EDUCATIONAL QUALIFICATIONS	Edit	Delete Article
a. Definition of a teacher: A teacher means a person who holds a valid teachers certificate or a limited teaching permit under the Department of Education or who is authorized by the Minister to teach in a school.	Edit	Delete Clause
b. Scope: All teachers under contract with the Board come under the scope of this agreement.	Edit	Delete Para
c. Educational Qualifications: For the purpose of this agreement the members of the teaching staff shall be classified according to the classification set forth in the most current Department of Education Regulation, except as otherwise provided in this agreement.	Edit	Delete Para

New Paragraph

Before an agreement document is published, the research team may perform a final review of the document, clause-by-clause, ensuring that all clauses are properly classified or ranked for later research or possible re-use in other agreements. Because the Collective Bargaining System automatically queues all signed agreements before they are published, in larger organisations different members of the research team can perform this process on separate signed agreements at the same time.

Newbook's Collective Bargaining System:

- ✓ Provides a strategic advantage during the negotiation process by providing the means to better analyse past and current collective agreements
- ✓ Facilitates the collection, management and distribution of collective bargaining information
- ✓ Supplies a central location to store and retrieve information related to collective bargaining
- ✓ Automates processes to minimise repetitive tasks

9 Security With Flexibility

User Management Tools

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CURRENT ASSOCIATION EDITORS

Name	Username	Role	
Lakehead Owner	lakehead_own	Owner	<input type="checkbox"/>

Add New User Delete Checked User(s) Check All

Staff Members on Team

Name	Username	Association Role
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The Collective Bargaining System provides a secure, but flexible, set of administrative tools that support user access. For instance, a system administrator for each bargaining unit can predefine users with an owner role, then that owner can add additional user accounts as appropriate. Many more roles can be defined for members at either the local bargaining unit level or the central organisation, and at any time these can be pulled in or out of the various bargaining workspaces. Passwords are automatically generated and emailed to the designated email address for new accounts and new password requests.

✓ Technical Information

The Collective Bargaining System is a web-based application, which permits access to any computer that can connect to the Internet with a web browser. The server side requires a web server, which may be one that is already in use, and an object-oriented database.

Associated documents can be stored in the system in their original format (i.e. Word document, PDF, etc.), but in order to view documents in their native format the application must be present on the client system. In particular, Adobe Acrobat Reader should be present.

For a demonstration of the Collective Bargaining System, please contact us at:

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