

# LiUNA!

*Feel the Power*

## ***BARGAINING CHECKLIST***

1. Determine if management's change is negotiable. For guidance on what is negotiable, see: <http://www.opm.gov/lmr/flra/contents.asp>
2. Demand to bargain in writing (consult your CBA for ground rules). Submit an information request (5 USC 7114(b)) to gather any additional information you may need for bargaining.
3. You may want to request a briefing by management on the proposed change.
4. Meet with your Local Union Executive Board to identify your goals for bargaining.
5. Talk with your bargaining unit employees to get their input on the proposed change.
6. Develop a counterproposal to present to management and present it to management in accordance with the CBA.
7. Communicate with your BUEs on the status of negotiations.
8. Come to Agreement or go to Impasse/Arbitration.

**FURTHER ACTION POSSIBLE:** If the union was not notified of the proposed change, and/or management ignores the union in its request for bargaining, and implements the change, file a ULP and grievance, as appropriate, challenging the original unilateral action.