Policies for Support Staff
Represented by CWA, Local 4730 at Bloomington and Northwest

Mutual Gains Meetings
CWA 2.2

Effective date
Revised July 1, 2006

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Purpose and scope

1. In the interest of promoting harmonious employee administration relations, it is desirable to hold periodic meetings between representatives of the union and campus Human Resources.

2. The purpose of the mutual gains meetings is to discuss issues relating to the following:
   a. Administration of the personnel policies applicable to union represented staff
   b. Problems of mutual concern
   c. Developments of general interest and concern to the parties subject to the provisions and any limitations set forth in the Conditions for Cooperation

3. **Grievances** will not be considered at such meetings, nor will any matter discussed but not agreed upon be used to support either party's position concerning the grievance.

4. The failure to discuss changes in policies and programs prior to implementation or to adopt union suggestions does not prevent the university from making any changes.

B. Schedule and meeting agenda

1. Meetings will be convened at mutually agreeable times and at least quarterly. The campus Human Resources Director and the union president will agree upon a schedule for each meeting of the calendar year.

2. Either party may place items on the agenda by notifying the other party at least five (5) workdays prior to the scheduled meeting. Other items may be discussed at the meeting with the mutual agreement of the parties.

C. Representation at meetings
1. The university will be represented by the campus Human Resources Director or its designee and not more than two (2) other administration representatives that the director will consider appropriate.

2. The union will be represented by the local union president or his/her designee and not more than two other union representatives that the president will consider appropriate. The union representatives will have no loss of pay for time spent attending meetings that occur during their regularly scheduled hours of employment subject to the conditions set forth in Policy 2.1, Union-Administration Relations.

3. When the parties agree that the situation warrants, guests or larger groups may be invited.