

WFSE BARGAINING
CONTRACT RATIFICATION GUIDELINES
(FOR ALL WFSE CONTRACT TERMS BEGINNING BETWEEN 2020-2022)

The ratification process will be consistent for all of the following WFSE contracts:

- 2021-2023 Central Washington University
- 2021-2023 Higher Education Community College Coalition
- 2021-2023 Eastern Washington University
- 2021-2023 The Evergreen State College Classified
- 2021-2023 General Government
- 2021-2023 Language Access Providers
- 2021-2023 University of Washington/HMC
- 2021-2023 University of Washington/Police Management
- 2021-2023 Washington State University
- 2021-2023 Western Washington University

The following contracts are not subject to the same legislative timelines and will follow the online voting process with a voting timeline to be established upon reaching tentative agreement.

- 2021-2023 American Behavioral Health Systems
- 2021-2023 The Evergreen State College SSSSU
- 2021-2023 Renton Technical College
- 2021-2023 Tacoma Community College Student Support Services
- Thurston Conservation District (Term TBD)

The ratification of WFSE contracts will be online. Each bargaining team will develop plans for onsite support to assist with information sharing and voting.

A mailing will be sent to all members in good standing of bargaining units covered by their respective contract at their last, best-known address. A bargaining unit member must be in good standing by August 31, 2020 to receive this mailing. This mailing will include a cover letter from the bargaining team making a recommendation on ratification, clearly marked online voting instructions, and a contract summary outlining the highlights and significant changes in the tentative agreement, the full text of which will be available at www.wfse.org. The online instructions will direct voters to the WFSE voting website set up for ratification and instruct the voter to log in using their unique login information. Voters can log in as instructed and then cast their vote from the voting website. Voting will close promptly at 5:00 PM on September 30, 2020. The vote tally will occur promptly at 5:01 PM on September 30, 2020. The outcome will be determined by majority of the votes cast.

Any member who does not receive their online voting instructions in the mail may contact a WFSE office and request the voting instructions. All established deadlines will still apply. Only members in good standing of a bargaining unit covered by their respective contract may vote.

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Paper Ballots:

Each voting assistance center will have available paper ballots, secrecy envelopes, and outer envelopes for the purpose of completing a challenged ballot. The ballots will contain instructions for completion and must be received at WFSE Headquarters no later than 5:00 PM on September 30, 2020.

Election Committee Procedures:

An election committee comprised of one member covered by each of the contracts subject to ratification will be appointed by the WFSE President to make decisions as questions arise regarding the voting process. Election committee members shall not be members of a Bargaining Team. Election committee members will be trained in the online voting procedures and website, receive periodic voting updates, and must be present with designated WFSE staff at WFSE Headquarters at 5:01PM on September 30, 2020 to certify the final electronic tally.

Observers:

Observers may be present during the final electronic tally under the following conditions:

- The observer must be a WFSE member in good standing in a bargaining unit covered by a contract subject to ratification under this process and timeline.
- Observers will remain silent during observation of the final tally and not obstruct the view in any way of an election committee member or designated WFSE staff person.
- If there are more members who wish to observe than will fit in the room, observers will be admitted on a first come, first serve basis.

Onsite Support and Voting:

Each bargaining team will develop plans for onsite support for online voting and to assist with information sharing. The bargaining teams will ensure that engaging, activating and recruiting members is a key component of their information sharing and online support plan. All unique user id's and passwords will be electronically available to permanent WFSE staff at VAC's for the purpose of assisting eligible voters.

Informational Timeline At-A-Glance:

Deadline to be a member in order to receive mailing	8/31/2020
Target for TA's and summary completion	8/31/2020
Target for ratification mailing (assumes TA's reached by target date)	9/11/2020
Online voting closes	9/30/2020 5PM
Online vote tally & certification	9/30/2020 5PM