

Checklist for Reviewing Tentative Agreements

After you reach a tentative agreement with the district on your contract, the next phase is reviewing the content of TAs, the final language, and making sure your contract will reflect the agreements reached at the table!

Have you checked:

- Compensation terms (are new salary or wage schedules accurate?)
- Retroactive pay (Does the TA specify how retro pay will be remitted?)
- Benefit provisions (Do new provisions on insurance match agreements? Does the language accurately reflect the data from the insurance provider?)
- Final language for NEW provisions
- Final language for REVISED or DELETED provisions
- Memoranda of Understanding/Agreement?
- The final draft of the contract (has anything been inadvertently added to the agreement?)
- Language finalized after the TA was reached (if the language doesn't look right, contact your field staff)
- Next steps on unresolved issues? (Are you using labor-management committees or other avenues away from the table to resolve?)

You may wish to consider adding language to your contract that reads: "The School District and the Exclusive Representative mutually agree that in the event either side should find language in the Collective Bargaining Agreement that was mistakenly changed, added, or removed, that corrections will be made immediately to rectify the error."

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