

Bargaining Groups

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Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#) .

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Tool Search: Bargaining Groups

Bargaining Groups allow districts and schools to define information about the bargaining groups with whom they work on a regular basis. A code can be created in Campus for each bargaining group within a district. The Human Resource application can store information about each bargaining group's main contact. Bargaining Groups can be associated with a position code for tracking and payroll purposes.

When a Bargaining Group is selected from the navigation tree, the Edit Bargaining Group screen displays.

Bargaining Groups ☆

Human Resources > Administration > Bargaining Groups

+ New

Code	Description	Active
CEA	CEA	X
CONF EMP	CONFIDENTIAL EMPLOYEE	X
INDV	INDIVIDUAL CONTRACT	X
IOUE	IOUE LOCAL 70 - CUSTODIANS	X
MSEA - FS	MSEA - FOOD SERVICE	X
MSEA - PAR	MSEA - PARAPROFESSIONALS	X
MSEA - S/C	MSEA - SECRETARY & CLERKS	X
PRINCIPAL	PRINCIPAL GROUP	X
UAW	UAW LOCAL 125 - KIDS CLUB WORKERS	X

Edit Bargaining Group

Bargaining Group Code Active

CEA

***Description**

CEA

Contacts

[Add Bargaining Group Contact](#)

THOMAS BROWN -- Phone: (555)555-1234

Responsibility:

[Show Details](#) ✕

Bargaining Groups Editor

- Clicking the **Bargaining Group** column heading sorts the list in alphabetical order. Clicking the **Active** column heading sorts the list by active status.
- You can create new Bargaining Groups by clicking the **New** button or edit existing codes by selecting the code.
- You cannot delete a Bargaining Group. If you do not want a Bargaining Group to be available for selection, clear the **Active** checkbox and save your changes.
- Bargaining Groups are selected on [Position Codes](#).

Screen Example and Field Descriptions

Field	Description
Bargaining Group Code	The code identifying the bargaining group in dropdown lists. This code may be used on future reports. The code cannot be changed once the Bargaining Group is saved.
Active	Selecting this checkbox indicates that the code is currently valid and should be available for selection in Bargaining Group dropdown lists.
Description	A brief description of the Bargaining Group.
Add Bargaining Group Contact	This button allows you to add an additional contact.
First Name	The contact's first name.
Last Name	The contact's last name.
Phone	The main phone number, including the area code and extension, for the contact person at the bargaining group.
E-Mail	The e-mail address for the bargaining group's contact person.

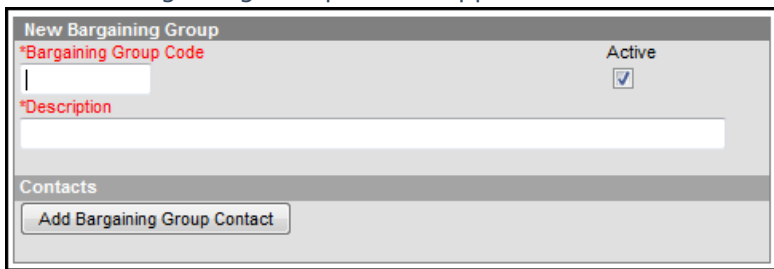
Field	Description
Address Line 1	The street address for the bargaining group. If any portion of the address is completed, all address fields must be completed.
Address Line 2	The second part of the street address for the bargaining group.
City	The city of the bargaining group's address.
State	The state of the bargaining group's address.
Zip	The zip code of the bargaining group's address.
Responsibility	The contact's area of responsibility at the bargaining group.

Adding Bargaining Groups

1. Click the **New** button.

Result

The New Bargaining Group screen appears. The **Active** checkbox is automatically selected.



2. Type an abbreviation for the code in the **Bargaining Group Code** field.

The code cannot be changed once the Bargaining Group is saved.

3. Type a brief description of the code in the **Description** field.
4. Click the **Save** button.

Removing Bargaining Groups

You cannot delete a Bargaining Group. If you do not want a Bargaining Group to be available for selection, clear the **Active** checkbox and save your changes. If records have already been assigned the inactive Bargaining Group, the inactive Bargaining Group still displays in the dropdown list for those records.

Deactivating a Bargaining Group

Adding Contacts to a Bargaining Group

You must enter a phone number, email, or address for the contact.

1. Select the Bargaining Group to which you want to add a contact.
2. Click the **Add Bargaining Group Contact** button.

Result

The New Contact fields display.

3. Type the first name of the contact at this bargaining group in the **First Name** field.
4. Type the last name of the contact at this bargaining group in the **Last Name** field.
5. Type phone, email, address and responsibility information for the contact.
6. Click the **Save** button.

Removing Contacts from a Bargaining Group

1. Select the Bargaining Group from you want to remove a contact.

Result

The Edit Bargaining Group editor displays.

2. Click the **X** next to the contact you want to remove.

The screenshot shows the 'Edit Bargaining Group' interface. At the top, it says 'Edit Bargaining Group' and 'Active'. Below that, 'Bargaining Group Code' is 'AFT' and there is an 'Active' checkbox. The 'Description' field contains 'American Federation of Teachers'. Under the 'Contacts' section, there is a button 'Add Bargaining Group Contact' and a list of contacts. One contact, 'Mary Brown -- Phone: (123)456-7890 Responsibility: Primary Contact', is highlighted with a red box around its 'X' delete icon, which is being clicked by a mouse cursor.

Result

A confirmation message displays.

3. Click **OK**.
4. Click the **Save** button.